

# **Redcliffs Mt Pleasant Bowling Club Incorporated**

**Society No 219289**

## **Club Regulations**

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

<b>Amended: 16<sup>th</sup> July 2019</b>	<b>Clause 8.6</b>	<b>Player Development Officer &amp; Operations Committee</b>
<b>Amended: 8<sup>th</sup> October 2019</b>	<b>Clause 14</b>	<b>Selection Policy</b>
<b>Amended: 30<sup>th</sup> Nov 2019</b>	<b>Clause 15</b>	<b>Extreme Weather</b>
<b>Amended: 24<sup>th</sup> March 2020</b>	<b>Clause 13.3</b>	<b>Club Championship Play</b>
<b>Amended: 20<sup>th</sup> July 2020</b>	<b>Clause 13.3</b>	<b>Club Championship Play</b>
<b>New:</b>	<b>Clause 16</b>	<b>Club Championship Rules</b>
<b>New: 17<sup>th</sup> December 2021</b>	<b>Appendix 2</b>	<b>Disciplinary Regulations</b>
<b>Amended: 18<sup>th</sup> May 2022</b>		<b>Membership Categories</b>

**“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
- 4.2 These are attached as appendix 2

**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.

## 6. Membership

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6.1 **Categories of Membership:** The categories are set out in Clause 6.1 of the Constitution of the club.

6.2 **Sub-categories of Membership:** Other sub-categories of membership may be approved from time to time under clause 6.2 of the Constitution. Currently the following sub-categories have been approved:

- a. **Winter Members.** Winter members will have full playing rights for the period commencing 1<sup>st</sup> May in any year and ending at the opening day of the next club season. The membership rights are restricted to playing rights only during the period and they cannot hold office in the club or vote at General Meetings of the club.
- b. **Introductory Members;** The board may approve persons to qualify for introductory membership. The person must be new to the sport of bowls and the term of membership will be limited to a maximum period of six months from the date of admission to membership. The rights will be limited to playing rights only and do not include the right to play in club championships, centre or national events or represent the club in any outside event. An introductory member will have no right to hold office in the club or vote at General Meetings of the club.
- c. **Student Members;** Any person who is enrolled in a full-time course of education at a school or tertiary institution may qualify to join as a student member and shall be entitled to the same privileges as a full playing member except the right to hold office, speak or vote a General Meetings of the club. Student membership counts as part of the relevant junior status period.

## 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 men and 2 women including the convenor to the Match Committee.
- d. **Player Development Officer:** After seeking nominations, the board shall appoint a Player Development Officer.
- e. **Coaching Committee:** The Board shall appoint a convenor of the Coaching Committee who will be responsible for delivering a programme consistent with the club's aims and objectives.
- f. **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 club tournaments	2 persons
Winter Bowls & Tournaments	2 persons
Any Casual bowler tournaments	2 persons
Roll ups, both mid-week and weekend	2 persons
All Major Tournaments & Centre events	2 persons

It will be necessary to co-opt other persons to assist with these tournaments including catering for them.

- g. **Casual & Corporate Bowls Committee:** After seeking nominations, the Board shall appoint the Convenor and the members of the Casual & Corporate Bowls Committee.
- h. **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.
- i. **Social Committee:** The Board Member responsible for this portfolio shall liaise with the members of the Social Committee and attend all meetings where possible.
- j. **Catering Committee:** The Board Member responsible for the House Committee portfolio shall liaise with the Catering Committee.

- k. **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.
  - l. **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.
  - m. **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.
  - n. **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.
  - o. **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.
  - p. **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.
  - q. **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. The Bowling Operations Group shall comprise all activities associated with the playing of Bowls within, and on behalf of, the Club. The Bowling Operations Group shall meet monthly and ideally would include the following persons:

- (a) The Club Captain (Chair).
- (b) The Player Development Officer
- (c) The Greens Superintendent.
- (d) All representatives of the Match Committee/s.
- (e) All representatives of each Selectors group
- (f) All representatives of the Tournament Committees.
- (g) A representative of the Casual & Corporate Bowls Committee.

The Board shall ensure that all new and recent Playing Members are encouraged to fully participate in the activities managed by the Bowls Operations Group.

## 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. Club Championship Formats

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- 13.1 **Considerations for all Championship Events:** All championship events will be played as per the following formats with teams to find their own replacements and substitutes and will require match committee approval.

Substitutes may already be in the event but replacements must be no longer part of that competition. Substitutes and replacements cannot skip a team.

- 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 **Playing Dates:** Compulsory 'play by' dates and days of play will be advised and included in the club handbook at the start of the season. These must be adhered to or games may be forfeit.

- 13.4 **Conditions of Play for All Club Championships:**

Singles – 21 shots and all games to have markers. 'One life' system applies.

Pairs – 3 Bowls with the number of ends to be played in accordance with Centre Champion of Champions events. One life system applies.

Triples – 2 bowls with the number of ends to be played in accordance with Centre Champion of Champions events. 3 games of qualifying, 2 winners or more to progress to post section or finals.

Fours – 2 bowls with the number of ends to be played in accordance with Centre Champion of Champions events. 3 games to qualify, 2 winners or more to progress to post section or finals.

In the event of a tie, pairs, triples and fours will play an additional end.

## **14. Selection Policy**

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1. The primary goal of the RMPBC Selectors is to ensure that the best possible teams represent the Club in Inter Club Competitions
2. While it is the intention of the Selectors to select teams to gain the best possible outcomes in all competitions entered, it should also be noted that all financial members of the RMPBC, wishing to participate in any competition should, where practical, be afforded such an opportunity.
3. That the Selectors function independently of club officials, but must adhere to this club policy. All discussions at Selectors meetings are to be treated strictly confidential and all selectors must accept mutual responsibility for decisions of the committee.
4. All selections are to be based on fair and current evaluation of players without favour and for the betterment of RMPBC.
5. Selectors shall ensure that all player gradings are reviewed annually.
6. This Policy allows for a grievance/appeal process.
7. This Policy can be amended only by the RMPBC Board.

### **Selectors' Criteria**

The selectors shall apply the criteria to the best of their judgement without bias or favour and for the betterment of RMPBC.

### **Eligibility.**

Full financial members of RMPBC who make themselves available for selection in the respective Competitions.

The following criteria will be considered in team selection,

a) Player availability.

b) Player performance, ability, competitiveness and current form as demonstrated in training, trials and club and centre events. (This should be carried out with the assistance of the Coaching Convener.)

c) Team balance and compatibility recognising that a range of particular skills are needed across all teams and divisions. Emphasis should be on the team and not the individual.

d) Player commitment to the successes of the RMPBC demonstrated by his/her willingness to attend trials/practice, improve skills and through providing leadership and advice to other players.

e) The need to develop demonstrated potential or to provide experience.

## **Factors to be considered by selectors and made known to all players making themselves available**

### **Player availability/unavailability**

- A player's commitment for the full season and his/her availability for selection in any division will be favourably regarded.
- Players who become unavailable for any reason will not automatically be selected in the same team, position or division upon their return.
- Players must advise of any unavailability dates (by writing in the absentee book) as soon as they are known.
- Players who make themselves unavailable at short notice (except for a good reason) will not be viewed favourably.

### **Personal preferences**

Players who limit who they will or won't play with, or what position (except for medical reasons) or division they must be selected in, as a condition of their availability, adversely risk affecting their own selection outcome.

### **Selection Notices**

Selection Notices for all Inter Club Competitions should be posted on the appropriate notice boards.

Saturday Inter Club selections should be posted no later than 1800 on the Tuesday prior to the game.

Mid-week Inter Club games including Tuesday Friendlies should be posted 4 days prior to the game.

### **Appeals Policy.**

It is a fact of selection that some players will miss out on being selected. If a player feels aggrieved by non-selection he/she may, in the first instance, discuss this with the selector/s concerned for an explanation.

In the event of an unsatisfactory explanation, players have a right to appeal a decision made regarding their non-selection based on evidence. The appeal shall usually be made in writing and directed to the club board within 48 hours of notification of the selections. (Refer to 'selection notices' above).

The appeals committee, which shall comprise the board member responsible for bowls operations and two other independent members, shall follow the appeals process as detailed below and recognize the basic requirements of natural justice.

### **Appeals Process.**

1. Schedule a time to sit down with the player to discuss the appeal. Avoid any public confrontation.
2. Make sure that you follow up with the scheduled discussion.
3. Acknowledge that the player is disappointed and allow him to put forward his/her views (natural justice).
4. Confirm that the discussion is confidential and only the outcome will be communicated.
5. Consider the appeal against the selection policy.
6. Communicate in writing the outcome of the appeals committee as soon as practical.
7. This decision will be final and binding.

### **Player Grading System**

A grading system shall be implemented for each full playing member of the club. The purpose of this grading system is to assist in any substitute and replacement situations that may arise during the playing season.

All players will be graded from 0 to 5 based on various bowling criteria as determined by the board. Commencing with 0, being for any player who is a current New Zealand and 1, for any current regional representative player performing at the highest level, through to 5 for a new bowler with minimal experience.

These gradings will be the responsibility of the selectors, and will be reviewed annually. All player gradings will be available to other members to assist with the substitution and replacement situation as mentioned above.

## **15. Extreme Weather**

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After some extreme weather conditions (both hot and cold) in recent weeks we wish to remind all members of the current Club policies in regard to these. Please remember that player safety is paramount and common sense should also apply in all circumstances.

### **Hot Weather**

All participants will be encouraged to wear a hat and to use sunscreen, and cool water should be available at all venues. Please check the thermometer located in the 1<sup>st</sup> shelter on the north side of the natural green.

**Hot Weather - Natural green only. When the heat reaches 30 degrees the competition will be suspended and the green closed until such time as the temperature reduces to below 30 degrees.**

**Cold Stormy Weather - Both greens**

**In the event of thunder, lightning and extreme bad weather play will be suspended immediately until the conditions improve.**

**Wet, Slippery Conditions – Both greens**

The controlling body will suspend play for such time as necessary until conditions improve.

**It is at the discretion of the controlling body to determine whether to discontinue play but the health and safety of participants must be taken into consideration at all times.**

Please be aware that the Bowls Canterbury policy closing of the green for high temperatures states 33 degrees but our club policy is 30 degrees.

## **16. Club Championship Rules**

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### **16.1 Club Championships**

The RMPBC Bowls Operations Committee may make such rules and regulations as are deemed necessary for the conduct of Club Championship events.

### **16.2 Responsibility**

Subject to overall control by the Bowls Operations Committee, the Match Committee shall be responsible for the satisfactory conduct of all Club Championships at Redcliffs Mt Pleasant Bowling Club.

### **16.3 Eligibility**

- a) Every bowler, who is a full financial bowls member shall be entitled to enter and take part in any or all Club Championships or other Club events, subject always to rules which may be in force at the time and provided the member shall conform to the rules for championship play, laid down by the Match Committee.
- b) Entries for Club Championship events shall close at a designated time on a designated date. Such time and date to be advertised on the notice board, Club website and in the Club Program Handbook.
- c) Further entries (beyond such date and time) may be accepted at the discretion of the Match Committee however no additional entries shall be accepted after commencement of the first round of any event.

### **16.4 Championship Schedule**

- a) The scheduling for any Championship shall depend on the number of players entering the draw and will be determined by the Match Committee.

### **16.5 Dates for Championships**

The Match Committee shall allocate deadline dates for each round of a Championship and such dates shall be shown in the Club Program book as a guide. However where, in any Championship, it subsequently becomes necessary to amend the date of any round or reduce the number of rounds such change shall be prominently displayed on the Draw Schedule.

#### 16.6 **Deadline Dates**

a) All rounds in any Championship are to be played by the deadline dates specified by the Match Committee. It shall be the responsibility of the **first named player/team** in each match to contact their opponent to arrange a suitable playing date within the time limit for the respective round.

b) When a match has not been played by the scheduled date and the Match Committee considers one player/team to be at fault, then that player/team will be deemed to have forfeited the match to their opponent.

c) If unforeseen circumstances have caused a delay beyond the deadline date for a particular round and neither player/team is at fault, the Match Committee may grant an extension provided such extension does not prejudice the playing of the ensuing round. However, the Match Committee has the right not to grant an extension where the Match Committee believes the match could have been played before the deadline date for the round.

#### 16.7 **Canterbury Centre Events**

The Match Committee shall have regard to Provincial events (including trials) and Centre Events and avoid conflict of dates with such events whenever possible.

#### 16.8 **Duration and Method of Play**

In Club Championships the duration and conditions of play shall be in accordance with RMPBC rules which currently are:

Singles Championship: 21 shots up, and four bowls each player, played alternatively.

The FINALS of the men's, women's, Under5's and 1<sup>st</sup> and 2<sup>nd</sup> year singles championship shall be played as designated in the Club Program Book.

Men's & Women's Pairs Championship: (3 Bowl Pairs) All matches in the Pairs Championship are 18 ends (as per Bowls Canterbury Champion of Champions Competition)

The FINAL of both the Men's Club Pairs Championship and the Women's Club Pairs Championship shall be played as designated in the Club Program Book.

Men's & Women's Triples Championship: All games played over 18 ends. (per Bowls Canterbury Champion of Champions Competition) Two bowls each player, played alternatively in the order: lead, second and skip.

The FINAL of both the Men's Club Triples Championship and the Women's Club Pairs Championship shall be played as designated in the Club Program Book.

Men's & Women's Fours Championship: All games played over 15 ends. (per Bowls Canterbury Champion of Champions Competition) Two bowls each player, played alternatively in the order: lead, second, third and skip.

The FINAL of both the Men's Club Fours Championship and the Women's Club Pairs Championship shall be played as designated in the Club Program Book.

#### 16.9 **Trial Ends & Practice**

- a) Before start of play, or on the resumption of a match on another day, not more than one trial end each way shall be played. Trial ends shall be permitted only before the first match of the day and must be completed prior to the appointed time for commencement of play.
- b) An intended player/team due to meet a player/team that has previously played on the same day may practice provided:
  - i) there is sufficient time available without delaying the competition and a rink is available.
  - ii) the Match Committee shall allocate the rink.
  - iii) Practice is not permitted on a rink upon which the player/team has been drawn to play in a subsequent round.

## 16.9 Drawn Games

In the event of a tie at the conclusion of the set number of ends, then an extra end or ends shall be played to obtain a result.

## 16.10 Substitutes

- a) A substitute (as opposed to a replacement) means a member who acts as a proxy for an intended member or a constituted player in a team, who is unavailable or physically incapable and thereby prevented from playing in a match or part thereof.
- b) No member may act as a substitute unless the Match Committee have granted permission after being satisfied regarding eligibility.
- c) No substitute player can skip a team.

## 16.11 Replacements

- a) A replacement (as opposed to a substitute) applies when there is no possibility of the player's return to fill his/her place in the team in that competition.
- b) If, during the course of a game or competition, a constituted player in a team is physically incapable of continuing in the competition, or becomes ineligible by resignation, suspension, expulsion, forfeiture of playing status or disqualification, the position shall be declared vacant and the Match Committee shall allow an eligible member to fill the vacated position as a constituted player of the team.
- c) Only one player may be replaced in a team under this provision.
- d) No member may act as a replacement unless the Match Committee have granted permission after being satisfied regarding the eligibility of the proposed replacement and the circumstances governing the request.
- e) No replacement player can skip a team.

## 16.12 Umpires

The Match Committee shall endeavour to always have an umpire present for Championship finals.

## 16.13 Marking

- a) Duties of a Marker shall be in accordance with the Laws of the Game.
- b) For Club Singles Championships players shall be responsible for securing a suitable Marker.



#### **16.14 Club Uniform**

RMPBC Club Uniform should be worn for any club Championships played on club days. Non-Club Uniform attire, (i.e. tidy casual), shall be acceptable for all Championship games played on other days. RMPBC Club uniform must be worn on Finals Days. The same will apply for Markers.

#### **16.15 Inclement Weather**

a) Should inclement weather either prevent commencement of play or completion by a deadline date an alternate date shall be set by the players provided such date shall be before the date of the next round. Players shall agree scores to date, rule off scorecard/s and hold the card/s until play resumes. Trial ends may be played on resumption.

b) However, it is expected that the time granted to complete the round by the deadline date should be sufficient. Thus, should inclement weather on the deadline date for a round preclude play, the players risk forfeiting of their match unless the Match Committee believes efforts have been made to play the match prior to the deadline. In such event the Match Committee may grant additional time for playing the match, provided such extension shall not prejudice the playing of a subsequent round of that Championship.

#### **16.16 Reservation of Rinks**

a) The players involved shall note on the Large Whiteboard the date and time of their match and the Green Superintendent shall allocate a rink.

b) All rink bookings for any pre-arranged matches/games shall be recorded in the area reserved for this purpose, (the large white board between the two greens) and shall be removed by the players at the completion of the event

#### **16.17 Score Cards**

a) Where appointed, the Marker shall keep the scorecard in a singles match, otherwise both players shall keep a card. For team events the Skip shall be responsible for keeping score and confirming the score with his/her counterpart in the opposing team.

b) All scores must be agreed and signed by opponents before the result is posted on the Draw Schedule.

#### **16.18 Results of Matches**

All results shall be recorded promptly on the Draw Schedule displayed on the relevant Notice Board.

#### **16.19 Appeals**

a) The Match Committee shall arbitrate on any disputes arising in a match under that Championship.

b) The decision of the properly constituted Match Committee shall be final.

#### **16.20 Green Use**

Championship games should be played on the Natural surface however if any championship is unable to be played on the natural surface it shall be transferred and played on the artificial surface.

## **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 Chairperson 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 Board.
- Welcome outside visitors and sponsors when asked and make sure they are looked after.
- Undertake other official duties if called upon by the Chairperson or Board.
- 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 & Mid-week Tournament Committee:**

To conduct Roll Ups and club mid-week and Sunday tournaments in accordance with conditions and rules approved by the Board. To actively encourage all Members to participate in these to the level they may wish.

#### **Tournament Committee:**

The responsibilities of the Tournament Committee are:

1. To conduct all major and open 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 5year 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.

### **Player Development Officer:**

The responsibilities of the Player Development Officer shall be to liaise with the club captain, selectors, coaches, members and others to develop membership strategies in all categories which will maximise the membership and playing strength of the club for the future. This will involve open tournaments, casual bowls, centre and national events and will operate as a part of the Operations Group.

### **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.

### **Catering Committee:**

The responsibilities of the Catering Committee are:

1. To arrange the kitchen and food requirements for a full range of bowling activities.
2. To liaise with the House, Social & Function Centre Committees/Convenors to ensure the smooth running and management of the kitchen and catering duties.
3. Organise hospitality for visiting clubs/groups as necessary.

### **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

### Disciplinary Regulations Explanatory Notes

#### Club Board and Club Judicial Committee

The Club Board or the Club Judicial Committee if so directed has jurisdiction to hear and determine disputes and misconduct at Club level.

While in some instances it may be appropriate for the Club Board itself to determine such matters, it is preferable that the Club Board establishes a sub-committee (i.e. a Club Judicial Committee) to hear and determine such matters.

A Club Judicial Committee must comprise of no less than three people and each member shall not be an employee of the Club or a person who has an interest in the matter before the committee. If possible, members of the Club Judicial Committee should have one or more of the following competencies:

1. Legal experience or experience in disciplinary tribunals, preferably in relation to bowls;
2. An extensive knowledge of the Game of Bowls;
3. A thorough understanding of the disciplinary regulations.

The Club Board shall appoint a chairman of the Club Judicial Committee and a quorum for all meetings shall be three persons.

#### Assistance from Bowls NZ

If a Club Board or Club Judicial Committee hearing a dispute or allegation of misconduct is unsure about how to apply any of the procedures set out in the Regulations it may request assistance from Bowls NZ by contacting the CEO of Bowls NZ.

#### Natural Justice

Before a Club takes any disciplinary action against a Member, it must, as a matter of law, comply with not only the provisions in its Constitution and the Regulations but also, and most importantly, the basic requirements of natural justice.

The principles of natural justice are general principles of fairness for determining a dispute and have long been recognised as part of law. In instances where the principles apply and are not properly observed, a Court will require the matter to be considered afresh.

The principles of natural justice apply to Clubs in the same way they apply to any judicial or administrative body that is required to adjudicate a dispute or other disciplinary matter.

All Clubs **must** follow the principles of natural justice to ensure all parties involved in a dispute or allegation of misconduct are treated in a **fair and just manner**.

The principles of natural justice are:

**1. The Club Board or Club Judicial Committee Hearing the Dispute or Allegation of Misconduct (i.e. the Decision-Maker) Must be Unbiased and Impartial**

Essentially, any decision must be made without bias and any decision-maker must approach the matter from a disinterested perspective so there is no impropriety. A decision-maker who is biased (whether actual, imputed or apparent) should be disqualified from hearing the issue, unless the parties agree to the person's continued involvement.

For instance, if any member of the Club Board or Club Judicial Committee hearing a dispute or allegation of misconduct was involved in any way in the factual circumstances which gave rise to the dispute or allegation, or if he or she is particularly close to any of those people involved in the matter, then that member should be disqualified from hearing the matter.

**2. The Right to a Fair Hearing**

The right to a fair hearing requires that all participants:

- Be given **adequate prior notice of the allegation**. The notice setting out the allegation must be in writing using Form 1 attached to these Regulations.
- **Disclose and be provided with all relevant material** relating to a decision, including details of the allegations so they can prepare and have the ability to challenge or correct any material at issue.
- Have an **opportunity to be heard**. All parties to a dispute should have the right to be heard by the decision-maker.

The decision-maker(s) must keep an open mind until all parties have been heard. Any irrelevant considerations must also be disregarded by the decision-makers and the actual decision reached must not be absurd or unreasonable.

# **Redcliffs Mt Pleasant Bowling Club Incorporated**

## **Disciplinary Regulations**

**Commencement Date: 1 January, 2022.**

## **Redcliffs Mt Pleasant Bowling Club Incorporated**

### **Disciplinary Regulations**

#### **16. Purpose and Status of Regulation**

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- 16.1 The purpose of the Regulations is to set out the procedure for determining Disputes and Misconduct at Club Level.
- 16.2 The Regulations were adopted by the Club Board, in accordance with the Constitution on 17 December, 2021.

#### **17. Commencement Date**

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- 17.1 The Regulations shall come into force on 1 January 2022 (“Commencement Date”). They shall continue in force until such time as they are revoked by the Club Board.

#### **18. Interpretation**

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

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

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

“**Club Judicial Committee**” means the judicial committee established by the Club Board. This committee shall comprise of not less than three persons appointed by the Club Board and who shall have the competencies as set out in the Explanatory Notes to the Regulations and Constitution. The Chairman of the Club Judicial Committee will be appointed by the Club Board.

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

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

#### **19. Application of the Regulations and Amendment**

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- 19.1 **Application:** The Regulations apply to all Club Board members, Club members, Appointed Personnel and Officers.
- 19.2 **Amendment:** The Regulations may be amended by the Club Board, in accordance with the Constitution, provided such amendments are not inconsistent with the Constitution.

## 20. Club Board & Club Judicial Committee

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- 20.1 **Disciplinary Functions of the Club Board and Club Judicial Committee:** In accordance with the Constitution, the Club Board or Club Judicial Committee shall:
- a. hear and determine any allegation of Misconduct made to it under the Constitution;
  - b. hear and determine any Dispute made to it under the Constitution;
  - c. follow the procedure to determine any allegation of Misconduct or any Dispute in accordance with clause 23 of the Regulations (Procedure); and
  - d. generally take all steps necessary or desirable to achieve the purposes of the Regulations.
- 20.2 **Conflicts and Confidentiality:** All information received by the Club Board or Club Judicial Committee in accordance with the Regulations, and its deliberations, shall be kept confidential except to the extent required by law. Any Club Board member or member of the Club Judicial Committee who considers she/he may have a potential conflict of interest in determining a disciplinary matter in accordance with the Regulations shall declare that potential conflict of interest to the Club Board Chair and if the Chair considers it appropriate to do so, she/he may require that member to vacate their position and if deemed necessary, appoint a suitable temporary replacement. If the Club Board Chair considers she/he may have a potential conflict of interest, he or she shall notify the Club Board and if the Club Board considers it appropriate to do so, it may require the Chair to vacate their position on the Club Board.
- 20.3 **No Personal Liability:** No Club Board or Club Judicial Committee member will be liable for any act done or omitted to be done by the member in good faith pursuance or intended pursuance of the functions, duties, powers or authorities as specified in the Regulations.

## 21. Proceedings

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- 21.1 **Commencement of Proceedings:** An application under the Regulations shall be commenced by a person alleging the Dispute or Misconduct (under clause **Error! Reference source not found.** or clause 20.1b) filing the prescribed form (Form 1) and submitting it to the Club Board as soon as possible but no later than 14 days after the Dispute or alleged Misconduct occurred.
- 21.2 **Exception:** The Club Board, in its discretion, may accept an allegation after 14 days if exceptional circumstances, as determined by the Club Board, exist.

## 22. Service

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- 22.1 **Service:** Every document which is filed with the Club Board shall also be served on all other parties in the Proceeding (including Interested Parties) at the address for service notified by that party in its

documents in the Proceedings. If an Interested Party has not notified such an address, service shall be at the last known address of that party.

22.2 **Delivery:** Documents to be filed with the Club Board, or served on another party, shall be sent by post, courier, email, facsimile or delivered in person.

## 23. Procedure

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23.1 **Notice of Hearing:** Prior to the commencement of any hearing, the Club Board or Club Judicial Committee shall ensure all parties in the Proceeding are provided with at least 7 days' notice of the hearing, unless the Club Board considers the matter must be determined urgently in which case it may vary the notice requirements in this clause. The notice of hearing must:

- a. Be in writing.
- b. State whether the parties are required to appear in person or whether the matter will be determined on the papers.
- c. State whether the matter is a Dispute or an allegation of Misconduct, the possible penalties and the date, place and time of the hearing.

23.2 **Procedure:** Except as provided for in the Constitution or the Regulations, the Club Board or Club Judicial Committee may determine its own practices and procedures for performing the functions specified in the Regulations, and may prescribe or approve forms for the purposes of any Proceeding. The Chair shall explain the procedure to all those present at the hearing.

23.3 **Preliminary Matters:** Preliminary matters may be heard and determined by the Club Board or Club Judicial Committee as it thinks fit.

23.4 **Interested Party:** The Club Board or Club Judicial Committee may, either on its own motion or on the application of a person whom it determines has sufficient interest in the matter, add a further person or persons as parties to a Proceeding, or allow a person or persons to make submissions or provide evidence in any Proceeding. If this occurs, that person(s) will be bound by the Regulations as if that person(s) was a party to the Proceeding.

23.5 **Absence:** If any party is absent or fails to make submissions, the Club Board or Club Judicial Committee may, in its discretion, make a decision in their absence or grant an adjournment. Before making a decision in the absence of any party, the Club Board or Club Judicial Committee must be satisfied that the person concerned had been notified of the hearing in accordance with the Regulations.

23.6 **Hearing:** The hearing shall take place as soon as practicable and may be held in person, telephone or video conference or by consideration of written submissions as determined by the Club Board or Club judicial Committee. At the hearing all parties, including Interested Parties and witnesses (if any), shall be given an opportunity to be heard.

23.7 **Power to Inquire and Direct:** The Club Board or Club Judicial Committee shall have the power to inquire into the subject-matter of any Proceeding in accordance with the Regulations. For the purposes of any inquiry, the Club Board or Club Judicial Committee, or any person authorised in writing by it may:

- a. inspect and examine any papers, documents, records or items;
- b. require any party or person bound by the Regulations, and request any other person, to produce for examination any papers, documents, records or things in that person's possession or under that person's control and to allow copies of or extracts from any such papers, documents or records to be made;
- c. require any party or person bound by the Regulations, and request any other person, to provide, in a form approved by or acceptable to it, any information or particulars that may be required by it, and any copies of or extracts from any such papers, documents or records;
- d. in respect of any Proceeding, hear evidence; and
- e. make such inferences and draw such conclusions as it considers appropriate from the failure by any person or party to comply with any requirement made by the Club Board or Club Judicial Committee under this clause (23.7).

23.8 **Natural Justice:** The Club Board or Club Judicial Committee shall, in all matters, observe the principles of natural justice.

23.9 **Filing Fee:** The Club Board may, by resolution, set a filing fee for any Proceeding to be heard before the Club Board or Club Judicial Committee. The Club Board may, in its discretion, waive all or part of any fee if it considers appropriate to do so.

23.10 **Evidence in Proceedings:** The Club Board or Club Judicial Committee may:

- a. receive as evidence any statement, document, information, or matter that may, in its opinion, assist it to deal effectively with the matters before it, whether or not the same would be admissible in a court of law;
- b. take evidence on oath, and for that purpose any Club Board or Club Judicial Committee member may administer an oath; and
- c. permit a person appearing as a witness before it to give evidence by tendering a written statement and, if the Club Board or Judicial Committee thinks fit, verifying it by oath.

23.11 **Representation:** The parties, including any Interested Party, may be represented or assisted in the Proceeding by a person of their choice.

23.12 **Minors:** A person who has not attained the age of 18 years, (referred to in this Regulation as a "Minor") may be a party to, and shall be bound by a Proceeding before the Club Board or Club Judicial Committee as if the Minor were a person of full age and capacity. Where a Minor is a party to any Proceeding, the Club Board or Club Judicial Committee may, if the Minor agrees and it



considers it would be in the interests of the Minor to do so, at any time appoint a person to represent the Minor. The Minor shall be responsible for any costs incurred as a result of such representation.

**23.13 Applicable Law:** All Proceedings shall be determined according to the laws of New Zealand.

**23.14 Decisions:**

- a. A decision of the Club Board or Club Judicial Committee in any Proceeding shall be made by majority decision of the Members hearing the Proceeding.
- b. In the event there is no majority decision of the Members hearing the Proceeding, the Chairperson shall decide the matter.
- c. The Club Board or Club Judicial Committee may, in its discretion, give an oral decision, but shall also issue a written decision with reasons as soon as expedient.
- d. The Club Board or Club Judicial Committee may also make non-binding recommendations to the Club, or any other party of any Proceeding.
- e. Any decision or ruling made by the Club Board or Club Judicial Committee shall be final and binding on all parties, subject to the right of appeal as outlined in the Regulations (10.1) and Constitution.
- f. Any decision of the Club Board made under this Regulation shall be enforceable, by any party to the Proceeding in which the order is made, in the courts of New Zealand under the law of contract.

**23.15 General:** Where any matter is not otherwise provided for in this Regulation, the Club Board shall have jurisdiction to make such orders or give such directions as it considers to be consistent with the just, speedy, and inexpensive determination of the Proceeding.

**23.16 Mediation:** The Club Board or Club Judicial Committee may, if requested by the parties, or on its own violation, order that the substantive issue in a Proceeding, or any sub-issue, be mediated before an independent person.

**23.17 Records:** The Club Board or Club Judicial Committee shall keep records of all Proceedings, including all investigations and decisions.

**23.18 Costs:** Unless otherwise determined by the Club Board or Club Judicial Committee, every party and person involved in any Proceeding shall bear their own costs.

## **24. Club Board or Club Judicial Committee Orders**

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**24.1 Orders:** The Club Board or Club Judicial Committee may make such orders as it considers appropriate to give effect to its decision, including imposing any of the following sanctions:

- a. a reprimand or warning;
- b. suspension or termination from such activities of the Club including events, competitions, tournaments, meetings, and functions, on such terms and for such period as it thinks fit;
- c. suspension or termination of the person's membership of the Club;
- d. fines, imposed in such manner and in such amount as it thinks fit;
- e. such other penalty as it considers commensurate with the offence; and/or
- f. such combination of any of the above penalties as it thinks fit.

## **25. Appeals**

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25.1 **Appeal to a Regional Judicial Committee:** Any Member who is subject to a decision of the Club Board or Club Judicial Committee under these Regulations, may appeal the decision to a Regional Judicial Committee in accordance with the Constitution and Bowls NZ Regulations.

**APPLICATION FOR PROCEEDINGS  
TO BE HEARD BY THE CLUB BOARD or CLUB JUDICIARY COMMITTEE**

**1. Details of Applicant**

Name	TITLE	FIRST NAME	SURNAME
Postal Address	STREET		SUBURB
	CITY	POSTCODE	

Contact Person for this Application

Name	TITLE	FIRST NAME	SURNAME
Position			
Telephone	WORK	MOBILE	
	FACSIMILE		
Email			

**2. Details of Representative (if applicable)**

Please insert the details of your legal representative or other person, if any, who will be representing you in these Proceedings.

Name of Representative	TITLE	FIRST NAME	SURNAME
Firm/Company			
Postal Address	STREET		SUBURB
	CITY	POSTCODE	

**3. Alleged Dispute or Misconduct**

(a) Give details of the alleged Dispute or Misconduct.

[Redacted area for details of the alleged Dispute or Misconduct]

(b) Summarise the evidence which will be produced in support of the alleged Dispute or Misconduct (the summary will not prevent further evidence being brought in accordance with any direction given by the Club Board or Club Judiciary Committee).

[Redacted area for summary of evidence]

**4. Result Sought**

Please supply the outcome sought in accordance with the applicable rules/policies.

[Redacted area for result sought]

## 5. Authority

Name	TITLE	FIRST NAME	SURNAME
Signed			
Position			
Date			

### Filing and Service Instructions

1. This application should be signed and filed with the Club Board at the address given below. This will then be considered by the Club Board or Club Judiciary Committee if deemed appropriate.
2. **Where possible, a summary of the evidence to be brought in support of the allegations and a copy of documents evidencing the allegation should be attached.**
3. **A representative from either the Club Board or the Club Judiciary Committee should personally serve a copy of this application and attachments on the Respondent as soon as practical after the original has been filed with the Club Board and provide confirmation of this to the Club Board.**

Redcliffs Mt Pleasant Bowling Club  
9 James Street  
Redcliffs  
Christchurch 8081

Phone: +64 3 384 3733  
Email: redcliffsbowls@gmail.com

# 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** .....