



**BY-LAWS, DUTIES AND POLICIES
OF THE
SOMERVILLE BOWLING CLUB INC.**

INC No. A0005531

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BY-LAWS

The Committee shall have power from time to time to make By-laws and Regulations not inconsistent with the club's Model Rules for the efficient working of the Club, and to alter, amend or rescind same as occasion may require. The following are the current by-laws of the club.

1. **Approved Clothing** - Club approved clothing must strictly be adhered to for Pennant and State Competitions. It must also confirm to the latest Bowls Victoria rules for attire. The club recognizes that new members joining the club may incur a significant cost in purchasing their club uniform. The club is therefore happy to offer new members the opportunity to spread the cost over a period of time. Discuss with our uniform's person at the time of purchase.
 - 1.1. **Shirt** - The club registered shirt is the only shirt that can be worn for pennant and state events.
 - 1.2. **Pants** - The club pants are no longer registered but can still be worn for pennant and state events. Plain royal blue pants or if preferred by the ladies, a plain royal blue skirt, can also be worn.
 - 1.3. **Jacket** - The club jacket is the only jacket that can be worn for pennant and state events.
 - 1.4. **Hoodie** - The club hoodie is the only hoodie that can be worn for pennant and state events.
 - 1.5. **Cap** - The club cap is the only cap that can be worn for pennant and state events.
 - 1.6. **Vest** - The club vest is the only vest that can be worn for pennant and state events.
 - 1.7. **Other Clothing** - All other clothing, including shoes must confirm to the latest Bowls Victoria rules for attire.
2. **Supply of Liquor** shall be in accordance with the Liquor Control Reform Act 1998. All persons behind the bar will have a current RSA certificate.
3. **New Members**
 - 3.1. All new members are to use form SBC1 'Application for Membership' to apply for membership.
 - 3.2. This form is to be displayed on the club notice board for at least 7 days prior to consideration by the committee.
 - 3.3. If any current affiliated member wishes to object to the applicant becoming a new member, they must do so in writing to the secretary, prior to the expiry of the 7 days.
 - 3.4. The committee will consider the application at the next scheduled committee meeting or earlier if it is considered urgent (must still be endorsed at the next committee meeting). In any case, at least 5 committee members must approve all new members.
4. **Club Membership Fees**
 - 4.1. All club annual membership fees will be due on 30 June each year.
 - 4.2. The fees for each class of membership will be set by the committee and approved at the club's AGM.
 - 4.3. The fees will be made up of two components, a club fee and a fee to cover the Bowls Victoria and region affiliation fees.
 - 4.4. Life members are not required to pay the club fee. They only need to pay Bowls Victoria, and region affiliation fees if they wish to play bowls.
 - 4.5. Pennant members must pay the Dual club fee. They must also pay the annual pennant permit fee imposed on the club by Bowls Victoria.

- 4.6. New Full and Junior members will be charged 50% of the new member fee if they join before January. They will then be charged a pro-rata rate calculated by dividing the number of full months remaining before July by 12. They will also be entitled to a free club shirt and cap if they nominate to play pennant.
- 4.7. New Non-Pennant Playing and Dual members will be charged a pro-rata rate. This will be calculated by dividing the number of full months remaining before July by 12.
- 4.8. Honorary members are not required to pay annual membership fees but must pay green fees for any event they enter.

5. Classes of Membership

The Club shall consist of the following classes of Members:

5.1. Affiliated Members.

5.1.1. Full Members

They shall be eligible to hold office of the Club and shall be entitled to all the privileges of the Club. They have the right to play on the greens, represent the club in pennant competition and participate in all club championships.

5.1.2. Life Members

They shall be eligible to hold office of the Club and shall be entitled to all the privileges of the Club. On paying their Bowls Victoria and Region affiliation fees, they have the right to play on the greens, represent the club in pennant competition and participate in all club championships. See SB4 for the club's Life Membership selection criteria.

5.2. Associated Members

5.2.1. Pennant Members

They shall not be able to hold office of the club or vote in elections but are entitled to all other privileges of the club including the right to play on the greens. They are permitted to represent the club in the pennant competition specified in their pennant permit obtained from Bowls Victoria. They cannot play in club singles, pairs, triples or fours championships.

5.2.2. Dual Members

They shall not be able to hold office of the club, or vote in elections, but are entitled to all other privileges of the club including the right to play on the greens. They are not permitted to represent the club in Pennant competition or club singles, pairs, triples or fours championships.

5.2.3. Junior Members

Junior members, less than 18 years old at the time of the AGM prior, shall be entitled to participate in such bowls activities on the greens as the committee shall determine. Junior members shall not be entitled to purchase or consume liquor on the club's premises, nor shall they be eligible to hold office or vote at any meeting of the club.

5.2.4. Non-Pennant Playing Members

They shall not be able to hold an office of the club or vote in elections but are entitled to all other privileges of the club including the right to play on

the greens. They are not permitted to represent the club in the pennant competition. They cannot play in club singles, pairs, triples or fours championships.

5.2.4. Barefoot Bowls Members

Barefoot Bowl members shall be entitled to all the privileges of the Club other than the right to vote or to hold office or to take part in bowling on the club greens apart from Barefoot Bowls.

5.2.5. Social Members

Social members shall be entitled to all the privileges of the Club other than the right to vote or to hold office or to take part in bowling on the club greens.

5.2.6. Honorary Members

Honorary members shall be entitled to the use of all club facilities including playing on the greens but shall not vote at any meetings or hold office. They are not permitted to represent the club in the pennant competition. They cannot play in club singles, pairs, triples or fours championships.

6. [Club Security System](#) - All members need to be aware of how to activate and deactivate the Club security system. Ensuring that it is disabled on arrival at the club and reactivated on departure of the last member.
7. [Borrowing of Club Equipment](#) - No borrowing of club equipment.
8. [Administration office](#) is out of bounds to members other than office bearers and members whilst performing their respective duties
9. [Food handlers](#) must have certificates.
10. [Visitors to the club](#), as opposed to honorary members, are required to sign the guest book.
11. [AGM Reports](#) - President's report and Treasurer's report are to be presented at the AGM.
12. [Committee Numbers](#) - The club's committee shall consist of between 9 and 11 members including the President, Vice-President Secretary and Treasurer. This does not include the positions of Assistant Secretary and Assistant Treasurer as these are non-voting roles unless the secretary or treasurer is unavailable.
13. [Subcommittees](#) - The following subcommittees will be elected at the AGM:
 - 13.1. Midweek Selection (5 to be elected)
 - 13.2. Saturday Selection (5 to be elected)
 - 13.3. Match Committee
 - 13.4. Greens Committee (2 to be elected)
 - 13.5. Welfare Committee
 - 13.6. Social Committee
 - 13.7. Bar Committee
 - 13.8. Sponsorship
 - 13.9. Grounds Maintenance

Note: If insufficient nominations are received prior to the AGM, volunteers will be requested at the AGM.

14. [Club's policies](#) - All members must follow all the club's policies in particular its Alcohol, Smoking, Safe Transport, Privacy, Code of Conduct and Protocols for Flying the Australian Flag policies.
15. [Club's championships Conditions of Entry](#) - All members must follow the club's championships 'Conditions of Entry' as per SBC3.
16. [Disciplinary subcommittees](#) will consist of 3 members and where appropriate, be of mixed gender. No committee members should sit on disciplinary subcommittees.
17. [Disputes with Committee Decisions](#)

One of the key responsibilities of the Club's Committee is to make decisions that affect the running of the club. It endeavours to include members in the decision-making process for all large projects, particularly where large expenditures are required and/or the decision has a big impact on club members. Unless time is a factor, the committee will always advise members of any decision that may impact them.

Occasionally decisions may be made by the Committee or some members of the Committee, where the impact on the members is unforeseen or greater than expected. Any member that has concerns about any of the committee's actions or decisions should advise the Secretary in writing so that they can be addressed. If the issue is not urgent it will be discussed at the next committee meeting. If the issue is urgent the Secretary will arrange a special Committee meeting to address it. In both cases the member is welcome to attend the meeting.

The committee members are volunteers who give their time freely to ensure the club operates for the benefit of all members. They should be respected for the work they do; members should always follow the club's code of conduct when talking to them.

18. [Correspondence to Club Members](#)

Members are not allowed to send e-mails to all members, en-mass, without them being authorised by the Committee. This does not mean that members cannot e-mail a fellow member or committee member on a 1 to 1 basis, like sending articles for the newsletter or asking a member of the Committee for clarification on something.

Members are not allowed to send e-mails and/or letters on behalf of the club unless they have been authorised by the Committee. Correspondence in and out of the club would normally be sent or received by the club CCO (Secretary) or his/her nominee but could also be sent by the President or someone else authorized by the Committee.

19. [COVID](#)

19.1. COVID-19 Safety Coordinator

The Committee will appoint a COVID-19 Safety Coordinator to oversee the development and implementation of return to sport arrangements within the club.

19.2. COVID Marshals

- Any Full, Life or Dual member can be appointed a COVID Marshal.
- They must apply to, and undertake training as directed by the COVID-19 Safety Coordinator.
- They must make themselves available to go on a roster to ensure a COVID Marshal is always at the club whenever anyone is using our greens.
- No member can use our greens unless a COVID Marshal is present.

- COVID Marshals must follow all BV requirements.
- COVID Marshals must ensure members are following the clubs COVID Safe plan.

19.3. COVID Safe Plan

All members must follow the requirements and procedures in our COVID Safe Plan.

20. [Committee Meeting Minutes](#)

The Committee Meeting minutes are only to be distributed to Committee Members.

A summary of the outcomes from Committee Meetings are to be emailed to all Affiliated Members and displayed on the Club Noticeboard.

21. [Member's Financial Status](#)

The Secretary is responsible for maintaining records on the financial status (have they paid their subs) of members. This information is sensitive and can normally only be disclosed to the Treasurer and President. The Bowls Director and/or Pennant Chairmen will also need to know if a member's financial status prevents them from playing pennant.

Other members are only intitled to know their own financial status.

DUTIES OF COMMITTEE MEMBERS

All committee members must carry out all duties as per Consumer Affairs Victoria's Model Rules for an Incorporated Association. They must also ensure that they are compliant with the Associations Incorporations Act 2012. The following are additional duties for specific committee members. Note: As there are only 11 committee members, some of these roles may be carried out by a sub-committee or some committee members may have multiple roles.

President

The duties of the President shall also be: -

- a) To regulate and keep in order all proceedings.
- b) To carry into effect, the Rules and By-Laws of the Club, subject to the authority of the Committee.
- c) Shall have the right to attend all sub-committee meetings.

Vice-President

The duties of the Vice-President shall also be: -

- a) To deputize for the president when he/she is unavailable.
- b) To ensure the duties of the Clothing and Welfare Sub-Committees are carried out.
- c) To take over the role of the Social Coordinator if one is not appointed to the Committee.

Secretary

The duties of the Secretary shall also be: -

- a) To ensure the minutes of all meetings of the Committee are recorded.
- b) To conduct all correspondence in connection with the general business of the club.
- c) Report to the Committee any correspondence sent to or from the club.
- d) To carry out those duties usually associated with the office of secretary.
- e) To be the Executive Officer of the Committee.
- f) If possible, attend all meetings of the Committee, including General and Special Meetings of the Club.
- g) Except as otherwise provided in the model rules, to keep in his custody or under his control, all books, documents and securities of the Club and to make such books documents and securities available for inspection by members.
- h) Organize the production of the Club Handbook each year.
- i) To ensure the duties of the Media Sub-Committee are carried out.
- j) To keep a register of the Members at the Clubhouse, setting forth the name in full and address of each member of the Club, and the date of the latest payment of their subscription, such Register to be open to inspection for Members of the Club.
- k) To ensure that the club's database is updated on the club's computer at least fortnightly or more often if there has been a major update.
- l) Ensure that all details on the Consumer Affairs Victoria's myCAV database is up to date and if needed, make the Treasurer a delegate so that the Annual Statement can be loaded.

Treasurer

The duties of the Treasurer shall also be:

- a) To keep correct accounts of all monies received and expended.
- b) Unless there is a dispute, ensure that all accounts are paid ASAP, certainly by the due date.
- c) To ensure that at least one other member can pay club accounts. Normally this would be the Assistant Treasurer, but if this position has not been filled then it should be another member of the committee. Note: The paying of club accounts by anyone other than the treasurer, can only be done in the unlikely event the Treasurer is unavailable.
- d) To ensure that the club's database is updated on the club's computer at least monthly or more often if there has been a major update.
- e) To deposit all monies into the clubs account in a timely manner. Under normal circumstance this would mean depositing monies every 14 days or when there is \$500 awaiting to be deposited, whichever comes first. Note: Monies must also be deposited as close as possible to the last day of the month.
- f) To prepare and submit financial statements to each Annual General Meetings of the Club. This should include Form SBC2, Annual Statement.
- g) Must ensure that the 'Annual Statement' is lodged with Consumer Affairs Victoria using the MyCAV database.
- h) To produce a statement of the cash transactions and of the financial position of the Club, including the Bank Balance prior to each ordinary meeting of the Committee.

Bowls Director

The duties of the Bowls Director shall also be: -

- a) Organizing and regulating the affairs of the Playing Section.
- b) To take precedence according to which bowls, matches, events, or activities are in progress.
- c) To ensure that the duties of the Match and Selection Sub-Committees are carried out.
- d) Shall have the right to attend all meetings of the Match Committee.
- e) If not already a member of a Selection Committee, shall have the right to attend meetings of the Selection Committees, in a non-voting role, if requested by the selection committee or if required to resolve a selection issue.
- f) To be a point of appeal for members with issues with the Selection Committees, unless the Bowls Director is on the Selection Committee, in which case this role will be carried out by another Committee Member appointed by the Committee.
- g) To report to the Committee on all aspects of the Playing Section.

Greens Director

The duties of the Greens Director shall also be:

- a) Chair the Greens Committee.
- b) Ensure the duties of the Greens Committee are carried out.
- c) Ensure the duties of the Grounds Committee are carried out.
- d) Have full control and supervision of the playing area and power to prevent play at any time when it is considered the area may be damaged thereby.
- e) Notice posted by the Director shall be sufficient.

- f) Ensure that no Member shall be allowed to play on the playing area unless wearing smooth rubber-soled heel-less shoes.
- g) Report to the Committee on Greens and Grounds related matters.

Welfare Officer

The duties of the Welfare Officer shall also be:

- a) Look after the welfare of our members.
- b) Visit sick members.
- c) Send cards on behalf of the club.
- d) Contact members who are not well.
- e) Report to the Committee, via the Vice-President, on member's welfare.

Sponsorship Chairman

The duties of the Sponsorship Chairman shall also be:

- a) Keep records of all sponsors including what their expectations of the club are.
- b) Liaise with sponsors to ensure we are meeting their expectations.
- c) Actively canvas for new sponsors.
- d) Arrange for the placement of Sponsorship signs.
- e) Arrange for placement of advertising material as per any Sponsors agreement we have with them.
- f) Liaise with the Match Committee for the pairing of Sponsors to Tournaments.
- g) Report to the Committee on sponsorship matters.

Match Committee Chairman

The duties of the Match Committee Chairman shall also be:

- a) Chair the Match Committee.
- b) Ensure that all the duties of the Match Committee are carried out.
- c) Report to the Committee, via the Bowls Director, on Match Committee matters.
- d) To carry out the duties of the Tournament Secretary.
- e) To deputize for the Bowls Director, including voting at committee meetings, when he/she is unavailable.

Projects Manager

The duties of the Projects Manager shall also be:

- a) Liaise with the Mornington Peninsula Shire on club related matters.
- b) Liaise with contractors etc. on club related building matters.
- c) Coordinate the implementation of any club related projects.
- d) Be the club point of contact for club hire and ensure it is logged in the hiring diary.
- e) Liaise with Bar and Social Managers on club hire.
- f) Be the club Provider.
- g) Report to the Committee on shire and projects matters.

Media Officer

The duties of the Media Officer shall also be:

- a) Liaise with local media to promote the club.

- b) Use social media to promote the club and inform our members of upcoming events and items of interest.
- c) Ensure that the club's webpage is up to date.
- d) Report to the Committee via the Secretary on media matters.

Grants Co-Ordinator

The duties of the Grants Co-Ordinator shall also be:

- a) Identify and apply to Government Bodies and other Organizations for Grants to support the club.
- b) Report to the Committee on grants matters.

Social Co-Ordinator

The duties of the Social Co-Ordinator shall also be:

- a) To arrange social functions for the benefit of club members and the club.
- b) To co-ordinate with the Bar and Projects Managers on club hire.
- c) Ensure that all the duties of the Social Sub-Committee are carried out.
- d) Report to the Committee, via the Vice-President, on social matters.

Bar Manager

The duties of the Bar Manager shall also be:

- a) To run the Club Bar for the benefit of club members and the club.
- b) To co-ordinate with the Social Co-Ordinator and Projects Manager on club hire. This includes making sure RSA trained staff are available if required.
- c) To create rosters of RSA trained bar staff to serve at the bar on Social, Pennant, Bowling and other regular functions.
- d) To ensure that all bar staff have a current RSA certificate.
- e) Undertake an annual stock take as at the 31 March each year.
- f) Report to the Committee on Bar matters.

DUTIES OF COMMITTEE ASSISTANTS

Assistant Secretary (If required)

The duties of the Assistant Secretary shall be: -

- a) To record the minutes of all meetings of the Committee.
- b) To assist the secretary to carry out his/her role.
- c) To deputize for the secretary, including voting at committee meetings, when he/she is unavailable.

Assistant Treasurer (If required)

The duties of the Assistant Treasurer shall be: -

- a) To assist the treasurer to carry out his/her role.
- b) To deputize for the treasurer, including voting at committee meetings and paying of club accounts, when he/she is unavailable.

DUTIES OF SUB-COMMITTEES

SELECTION COMMITTEES

There will be 2 Selection Committee, one for Midweek Pennant and one for Saturday Pennant.

- a) A representative from each division on each committee would be ideal.
- b) The Bowls Director may attend a selection meeting, in a non-voting role, if requested by the selection committee or if required to resolve a selection issue.
- c) The panels will elect a member from the Saturday/Midweek committees to act as chairman of each committee. The chairman to liaise with the Committee's representative on any issues that may need to be discussed by the Committee.
- d) Teams should be selected on Merit and Compatibility; however, some consideration needs to be given to the development of bowlers for the future. Bowlers need to learn how to lead or take other roles. Giving them that role while having an experienced mentor would be a good way of achieving this.
- e) The club should not become a "win at all costs" club. The selection committee should not ignore the needs of the players and their aspirations.
- f) Selectors should consider whether a player has just had an off day or is it a loss of form over a period of time. Skips may be changed if the need arises.
- g) Consideration should be given that players, who can only play on weekdays or weekends, be given preference for selection on those days.
- h) Skips (one at a time) can be invited to comment on team member performances. If a skip wishes to comment on the performance of a selector, the selector should not be present. Under no circumstances should a skip have the final word on team selection.
- i) A team member can request a meeting with the selection committee prior to the meeting to discuss, in a calm respectful manner, any issue that may directly affect them.
- j) If a member still has a problem with a selection decision after meeting with the panel, they can appeal to the Bowls Director. Under normal circumstances the Bowls Director should aim to have the issue resolved prior to the next pennant game. This may require the selection panel convening a special meeting with the Bowls Director. If an issue is still not resolved it should be referred to the Committee. Note: If the Bowls Director is a member of the Selection Committee, the Committee will nominate a member of the Committee to take on this role.
- k) No member shall be present at selection meetings unless invited to attend.
- l) The selectors should always be aware of real or perceived, conflicts of interest. If necessary, they should excuse themselves from any direct involvement in decisions where a reasonable person would suggest there is a conflict of interest.
- m) Comments made in selection meetings should not be made public and should be kept in committee.
- n) Casual vacancies on the Selection Committees are to be filled by the Committee, not by the Selection Sub Committee.

Player Responsibilities:

- a) Players should respect the selection committee's decisions.
- b) The selectors should only be approached as per items (i), (j) & (k) listed above.
- c) A player should not make demands on the selection panel, and requests should always be respectful.

- d) Pennant selection should not be influenced by individual's wishes to play in a particular division or with particular players; this practice sets a precedent and restricts the selectors to do their job.
- e) Players should not directly contact members of the Selection via e-mail or telephone in an abusive manor but use the system in place (b).
- f) A player with a selection issue, may request to attend a prearranged meeting of two or more selectors if they are unable to attend a meeting with the full selection panel.
- g) Decisions of the Selection Committees can only be appealed to the Bowls Director after the member concerned has met with the relevant selection committee and the issue remains unresolved. Under normal circumstances the Bowls Director should aim to have the issue resolved prior to the next pennant game. Note: If the Bowls Director is a member of the Selection Committee, the Committee will nominate a member of the Committee to take on this role.

MATCH COMMITTEE

The duties of the Match Committee shall be:

- a) Create a yearly calendar of all club events.
- b) Create and maintain a roster of members running social bowls on Tuesdays, Thursdays and Saturdays.
- c) Organize and run Barefoot Bowls.
- d) Organize and run Floodlight Competitions.
- e) Organize and run the Club Championships.
- f) Organize and run all Club Bowling Special events and tournaments.
- g) Elect a member to represent the Match Committee Chairman or Bowls Director on the Committee when he/she is unavailable.

TOURNAMENT SECRETARY

The duties of the Tournament Secretary shall be:

- a) Create flyers for all Club Bowling Special events. Use these to advertise these events within our and other clubs.

GREENS COMMITTEE

The duties of the Greens Committee shall be:

- a) Ensure the Greens are well maintained and available for Pennant and social functions.
- b) In the absence of the Greens Director, any member of the Greens Committee shall have power to prevent play at any time.
- c) Elect a member to represent the Greens Director on the Committee when he/she is unavailable.

WELFARE COMMITTEE

The duties of the Welfare Committee shall be:

- a) Look after the welfare of our members.
- b) Visit sick members.
- c) Send cards on behalf of the club.
- d) Contact members who are not well.

SPONSORSHIP COMMITTEE

The duties of the Sponsorship Committee shall be:

- a) Assist the Sponsorship Officer to perform his/her role.

GROUNDS COMMITTEE

The duties of the Grounds Committee shall also be:

- a) Ensure the club grounds, including the hedge, are properly maintained.
- b) Arrange working bees on a semi-regular basis to assist with maintaining the club grounds.
- c) Report to the Committee, via the Greens Director, on Grounds related matters.

SOCIAL COMMITTEE

The duties of the Social Committee shall also be:

- a) To arrange social functions for the benefit of club members and the club.
- b) To co-ordinate the Thursday Night Members Draw.

CLOTHING COMMITTEE

The duties of the Clothing Committee shall also be:

- a) To manage the provision of clothing and image ware for the benefit of club members.
- b) To maintain clothing stock records and undertake a yearly stock take as at the 31 March each year.
- c) To arrange with the treasurer for the prompt payment of clothing accounts.
- d) To collect payment from members for purchased clothing and arrange with the treasurer for the monies to be promptly deposited into the club account.
- e) Report to the Committee, via the Vice President, on clothing related matters.

BAR COMMITTEE

The duties of the Bar Committee shall also be:

- a) To assist the Bar Manager, perform his/her duties.
- b) To be available to go on rosters for manning the Bar.
- c) Ensure they have a current RSA certificate.

Application for Membership

I hereby apply for membership of the Somerville Bowling Club. I support the purposes of the Somerville Bowling Club and agree to comply with the model rules for an incorporated association.

I understand that the personal information I have provided in this membership application is collected, used and disclosed in accordance with the Somerville Bowling Club Privacy Policy (available from www.somerville.bowls.com.au) and Bowls Victoria Privacy Policy (available at www.bowlsvic.org.au).

(Tick) Full, Pennant, Dual, Social, Junior

Mr, Mrs, Ms, Miss (Please Circle)

First Name: _____ Middle Name: _____

Surname: _____ Preferred Name: _____

Address: _____ Town: _____ Postcode: _____

Home Phone: _____ Mobile Phone: _____

Date of Birth: ___ / ___ / ___

E-Mail address: _____

What was/is your occupation: _____

Have you been a member of a bowling club? If yes, state the names of your previous clubs.

Have you played pennant bowls? If yes provide the following.

Division last played in	
Position last played in	
Preferred Position	

Have you ever been on a committee? If yes, what position(s) did you hold

If you are applying for Full or Junior membership and have not played bowls before, you will need to get the Club Coach to endorse your application.

Coach's signature: _____	Date _____
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Applicant's signature: _____	Date _____
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ANNUAL STATEMENT

Annual statement



Associations Incorporation Reform Act 2012

1. This statement is for the association financial year ending

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2. Details of the association

Association registration number	A0005531C
Name of association	SOMERVILLE BOWLING CLUB INC.

3. Date of the annual general meeting

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4. Number of association members at the end of the association financial year?

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5. Financial information of association

Gross revenue	\$
Gross expenditure	\$
Mortgages, charges, securities	\$
Gross value of liabilities owed by the association	\$
Gross value of assets held by the association	\$

6. Did the association administer a trust during this period?

No		No
Yes		Name of Trust:

7. Financial information of trust

Gross value of assets	\$
Gross value of liabilities	\$
Gross value of revenue	\$
Gross value of expenditure	\$
Mortgages, charges, securities	\$

8. Were any resolutions passed at the annual general meeting concerning the financial statements?

No	X	No
Yes		What were the resolutions?

9. Submitted by

Name:	
Date annual statement submitted	

Club Championships Conditions of Entry

All rounds of each club event must be played on or before the date set by the Match Committee. These dates will be displayed on the draw for each event. Note: All competitions to be completed by end of January.

Should players be unable to agree on a date to play before 7 days of these dates, the Chairman of Match Committee and one other committee member must be notified.

The Match Committee will either:

1. Arbitrate with the players and agree to a date
2. Set a fresh date where the game must be finalized by or played on.

If a player has a game due during a holiday, they must ensure their game is played before they start their holiday. If this is not possible, they should consider using a substitute or forfeiting their game. **The Match Committee will only agree to an extension in this case, if both teams agree to the change and it does not affect the completion of the following round.**

The Match Committee will only allow a maximum of two extensions to a player or team throughout. In the early rounds the extension will be for a maximum of two weeks, semi-finals and finals a maximum of a week.

Should the above procedure not be followed, and the game is not played by the set date, BOTH players or teams will forfeit.

Any dispute/appeals will be heard and dealt with by the full Match Committee.

It is the responsibility of both players in a singles match, to organize a marker when arranging their game.

The club would like to remind all players that they need to be flexible in their availability when entering club tournaments. We have both working people and retirees within our membership and as such this can cause problems when organizing a match.

The Match Committee will arrange 3 days to assist with the playing of club games. It is the responsibility of the participants to complete any games not completed after the 3rd day.

The Match Committee may adjust cut off dates in the event of inclement weather, although this may not be possible if the event follows onto a state event. Protection for a player committed to BV/MPD events will be given and where unforeseen circumstances arise.

Club Championships Conditions of Entry

Entry fee is \$6 per player per event (payable on entry). In team events, the skip is responsible for entry fees. Only 1 entry per team.

All entry fees are to be placed in an envelope with the entry form and placed in the box at the bar. All completion dates for Men's & Ladies events will be posted on the draw. All semifinals and finals must be played in club uniform.

If playing your club game, other than on the 3 days arranged by the Match Committee, please put your name on the events board so the Greens Director will ensure your rink will be set up and ready for play.

There must be a minimum of 4 entries for an event (6 for triples and fours) before it will be held.

A championship will only be awarded to players or teams that have played at least 2 games in that championship.

Only Full and playing Life Members are entitled to enter all club championship events.

Pennant Only (see By-Law 5.2.1) and Dual members cannot enter the club's singles, pairs, triples and fours. They may enter any other event.

PLAYERS MUST BE FINANCIAL AND ALL FEES PAID BY DUE DATE. IF NOT, THE PLAYER OR TEAM WILL NOT BE INCLUDED IN THE DRAW.

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Privacy Policy

Somerville Bowling Club is committed to respecting the right to privacy and the protection of personal information of our members and other persons who engage with **Somerville Bowling Club**.

When personal information is provided to **Somerville Bowling Club**, the person consents to its use, storage and disclosure in accordance with this policy.

What personal and sensitive information does Somerville Bowling Club collect?

Personal Information

Personal information is information or an opinion (including information or an opinion forming part of a database) from which it is possible to determine someone's identity.

The information collected by **Somerville Bowling Club** about a person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, credit card details, driver's licence number, passport number, insurance details, employment history, qualifications or communication history with **Somerville Bowling Club**.

Sensitive Information

Sensitive information is a type of personal information that also includes information or an opinion about someone's:

- racial or ethnic origin;
- political opinions;
- membership of a political association, professional or trade association or trade union;
- religious beliefs or affiliations or philosophical beliefs;
- sexual preferences or practices;
- criminal record; or
- health, genetic information or disability.

If it is reasonably necessary in the circumstances, **Somerville Bowling Club** may also collect sensitive information such as a person's medical history, nationality, their ethnic background or disabilities.

Somerville Bowling Club is required by law to obtain consent when collecting sensitive information.

Somerville Bowling Club will assume consent to the collection of all sensitive information that is provided to it for use in accordance with this policy, unless told otherwise.

How does Somerville Bowling Club collect personal and sensitive information?

- Information may be collected when you:
 - become a member of **Somerville Bowling Club**;
 - subscribe to any publication of **Somerville Bowling Club**, including electronic publications;
 - provide details to **Somerville Bowling Club** in an application, consent form, survey, feedback form or incident report;

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- provide details to **Somerville Bowling Club** in an application to become a Coach, Umpire or when you complete an accreditation such as Responsible Service of Alcohol;
- enter personal information into, or agree to having your personal information entered into, one of **Somerville Bowling Club's** online systems;
- access the **Somerville Bowling Club** website;
- contact **Somerville Bowling Club** via email, telephone, fax or mail or engage with **Somerville Bowling Club** via social media;
- participate in any program, activity, competition or event run by **Somerville Bowling Club** or the **Insert Peninsula Casey Region** or Bowls Victoria;
- purchase tickets to bowls or a sporting event from **Somerville Bowling Club** or an authorised agent;
- purchase tickets to social event such as an awards night from **Somerville Bowling Club** or an authorised agent;
- purchase merchandise, products or services from **Somerville Bowling Club** or an authorised agent or licensee;
- are elected or appointed to the Committee including a sub-committee of **Somerville Bowling Club**; or
- apply for employment or undertake a volunteer position with **Somerville Bowling Club**.

Or in other circumstances where **Somerville Bowling Club** is required to do so by law (for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Australia).

Providing information

Depending on the circumstances, some types of information will be required, and others might be optional. If you do not provide some or all the information requested, this may affect **Somerville Bowling Club**'s ability to communicate with you or provide the requested products or services.

By not providing requested information, you may jeopardise your ability to participate in programs or competitions or apply for employment or volunteer positions with **Somerville Bowling Club**. If it is impracticable for **Somerville Bowling Club** to deal with you because of you not providing the requested information or consent, **Somerville Bowling Club** may refuse to do so.

Collection from third parties

Somerville Bowling Club may collect personal information regarding a child from the parent or other responsible person associated with that child. In many circumstances, **Somerville Bowling Club** collects information from other third parties.

Examples of such third parties could include, but is not limited to, the Australian Sports Commission, the Australian Sports Anti-Doping Agency, the Australian Institute of Sport, the Australian Commonwealth Games Association, non-affiliated bowls organisations or government and law enforcement bodies.

Information storage and protection

Somerville Bowling Club stores information in different ways, including in paper and electronic form. Much of the information we collect from and about our members is added to **Somerville Bowling Club's** membership database. When your information is entered into **Somerville Bowling Club's** membership database, the information may be combined or linked with other information held about you. **Somerville Bowling Club's** membership database is shared among Bowls Australia and Bowls Victoria, with each organisation having access to information about **Somerville Bowling Club** members.

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Security of personal information

Somerville Bowling Club has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures **Somerville Bowling Club** uses includes strict confidentiality requirements of our employees or volunteers and service providers, security measures for system access and security measures for our website.

We seek to protect your personal information from any unauthorised loss, disclosure or access. However, if a serious data breach occurs, we must notify you as required under the Privacy Act regarding the circumstances of the breach and must also advise the Office of the Australian Information Commissioner.

How does Somerville Bowling Club use and disclose personal and sensitive information?

Use

Somerville Bowling Club and third parties to whom we may disclose personal information in accordance with this policy, may use your personal information to:

- verify your identity;
- complete background checks;
- research, develop, run, administer and market competitions, programs, activities and other events relating to bowls;
- research or develop and market products, services, merchandise and special offers made available by us and third parties;
- respond to emergency situations involving or requiring medical treatment;
- undertake administrative functions, such as billing;
- administer, manage and provide you with access to <http://www.bowlsvic.org.au/>;
- administer and manage our membership database; and
- keep you informed of news and information relating to various bowls events, activities and opportunities via various mediums.

Somerville Bowling Club may use health information to ensure that programs we operate are run safely and in accordance with any special health needs participants may require. Health information may also be kept for insurance purposes. In addition, we may use de-identified health information and other sensitive information to carry out research, to prepare submissions to government, or to plan events and activities.

Disclosure

Somerville Bowling Club may disclose your personal information to a range of organisations which include, but are not limited to:

- Bowls Victoria, the **Casey Peninsula Region** and other organisations involved in bowls programs in Victoria;
- companies we engage to carry out functions and activities on **Somerville Bowling Club's** behalf, including direct marketing;
- our professional advisers, including our accountants, auditors and lawyers;
- our insurers;
- relevant sporting bodies such as Bowls Australia, Australian Sports Commission, the Australian Sports Anti-Doping Authority, Australian Institute of Sport, the Australian Commonwealth Games Association, various National Sporting bodies, Federal and State Departments of Sport amongst others; and
- in other circumstances permitted by law.

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In some circumstances, personal information may also be disclosed outside of Australia - for example personal information is disclosed to World Bowls which is in Scotland. In such circumstances, **Somerville Bowling Club** will use its best endeavours to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are suitably like the Australian Privacy Principles.

Direct marketing

We will assume consent to use non-sensitive personal information to provide better services and for marketing purposes (including disclosure of such information to service providers).

Every person whose data is collected by **Somerville Bowling Club** has the option to refuse e-mail, SMS or posted offers by making a request in writing to **Somerville Bowling Club's** Privacy Officer via the contact details set out below or by making use of the opt-out procedures included in any communications from us (however, information relating to the option to unsubscribe from those communications may be retained).

Other disclosures

In addition, **Somerville Bowling Club** may also disclose personal information:

- with your express or implied consent;
- when required or authorised by law;
- to an enforcement body when reasonably necessary; or
- to lessen or prevent a threat to an individual or public health or safety.

Somerville Bowling Club website

When users visit the **Somerville Bowling Club** website, our systems may record certain information about their use of the site, including the web pages visited and the time and date of their visit. **Somerville Bowling Club** uses this information to help analyse and improve the performance of the **Somerville Bowling Club** website.

In addition, we may use "cookies" on the **Somerville Bowling Club** website. Cookies are small text files that help a website to remember the preferences of users to improve the experience of using that website. In some cases, the cookies that we use may collect some personal information. **Somerville Bowling Club** will treat this information in the same way as other personal information we collect. You are free to disable cookies on your internet browser to prevent this information being collected; however, you will lose the benefit of the enhanced website experience that the use of cookies may offer.

Websites linked to the **Somerville Bowling Club** website are not subject to **Somerville Bowling Club**'s privacy standards, policies or procedures. **Somerville Bowling Club** cannot take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third-party website.

Accessing and seeking correction of information held by Somerville Bowling Club

Somerville Bowling Club will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly.

We encourage all users to regularly review and update their personal information. If you would like to access personal information that we hold about you, we require you to put your request in writing. If we do not allow you access to any part of the personal information we hold about you, we will tell you why.

Individuals may also request access to their personal information held by us by making a request via the contact details set out below. We will respond to your request for access within 14 days and refer your request to your club or bowls organisation to provide the requested information. Your club or bowls organisation will endeavour to provide the requested information within 60 days. If you do not receive the requested information, you should

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notify the **Somerville Bowling Club** Privacy Officer. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will arrange for it to be corrected.

Resolving privacy issues and complaints

Issues

Any issues in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made in writing to:

Privacy Officer, **Somerville Bowling Club**
259-267 Jones Road, Somerville 3912

To maintain the confidentiality of your personal information, we may ask you to visit the **Somerville Bowling Club** office and to bring your specific identification before we give you access. If it is not possible for you to visit our office, we will arrange to check your identification before we mail the information to you.

Complaints

Any complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made in writing to:

Privacy Officer, **Somerville Bowling Club**
259-267 Jones Road, Somerville 3912

We will respond to your complaint within 60 days and try to resolve it within 90 days.

If we are unable to resolve your complaint within this time, or you are unhappy with the outcome, you can contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.

Further information

For further information on **Somerville Bowling Club's** management of personal information, please contact **Somerville Bowling Club**.

Somerville Bowling Club may amend this policy from time to time and at times other than the nominated review date.

Somerville Bowling Club

Code of Conduct

General Guidelines

- The Australian Flag should always be treated with respect. It should never be allowed to touch or fall on the ground.
- If it is damaged or worn, it should be replaced. Our local Federal Member can provide a free replacement.
- Replaced flags should be disposed of in a dignified way.
- The Australian flag should never be flown in an inferior position to the club or any other flag.
- It should be the only flag on the left flagpole as seen from the street i.e., the one closest to the clubhouse.
- The Australian flag should always be raised first and lowered last.
- The Australian Flag should never be raised before sunrise or remain up after sunset unless it is illuminated.
- It should never be flown upside down.

Flying at Half Mast

- The club may fly the Australian Flag at half-mast following the notification of the death of a member or on the day of their funeral (the club's preferred option), not both. We can also do this for previous members. Note: The club does not need to ask permission to do this.
- If the club is holding an event on ANZAC day (25th April), the Australian flag should be flown at half-mast until noon and should then be raised to its normal position.
- If the club is holding an event on Remembrance Day (11th November) it should be flown at half-mast between 10:30 AM until 11:02 AM.
- The Federal or State Governments may also advise us of days the flag may be flown at half-mast. This could be for various reasons i.e., the death of our sovereign or another head of state, natural disaster or the death of a distinguished Australian. Details of these occasions can be found at the Commonwealth Flag Network notification site. <https://www.pmc.gov.au/government/australian-national-flag/flag-network>.

Note: It is not mandatory for the flag to be flown at half-mast on these occasions, it is up to the club to decide if we do it on a case by case basis.

Acknowledgements and further Information

The above information was sourced from the document, *Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag*. The full document is available from the Department of Prime Minister and Cabinet's website <https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>.

Protocol for Flying the Club Flag following the Death of a member

The club flag should be flown at half-mask following notification of the death of a member until after the funeral.

Somerville Bowling Club

Code of Conduct

Being a member of the Somerville Bowling Club entitles you to certain rights and responsibilities, as it does other members, guests, visitors and the club overall. Members of, and visitors to, the Somerville Bowling Club are required, under this Code of Conduct, to always behave in a way which upholds the values and good reputation of the Somerville Bowling Club.

The Code

Members and Visitors have a right to:

- be treated equitably and with respect;
- participate in an environment free from all forms of harassment and discrimination;
- have their privacy and confidentiality treated lawfully and with respect; and
- submit their views to the Committee and any Sub-Committee of the Club provided this is done appropriately and respectfully.

Members of and visitors to the Somerville Bowling Club must:

- behave honestly and with integrity;
- treat everyone with respect, courtesy and without harassment;
- comply with the rules and follow all safety requirements and practices of the Somerville Bowling Club,
- not breach State and Commonwealth laws;
- behave responsibly and not motivate or incite any person/s to do or feel something unpleasant or violent;
- not discriminate against any person;
- refrain from behaviour that could offend or embarrass others;
- not physically or verbally harass others (includes fight, argue, ridicule, threaten, stalk etc.);
- comply with any lawful and reasonable direction given by someone who has authority to give the direction;
- maintain appropriate confidentiality about dealings that any person has with the Somerville Bowling Club;
- use Somerville Bowling Club resources in a proper manner;
- not damage, steal or misuse property belonging to, or in the possession of, the Somerville Bowling Club;
- not carry any offensive weapon/s;
- not use offensive language or gestures;
- not provide false or misleading information in response to a request for information that is made for official purposes in connection with the Somerville Bowling Club;
- not use illicit drugs; and
- at all times behave in a way that upholds the good reputation of the Somerville Bowling Club;

Somerville Bowling Club

Code of Conduct

Breaches of the Code of Conduct – reporting and resolution.

Breaches of the Code of Conduct are to be reported, in writing, to any member of the Committee. Any breach of the Code of Conduct will be resolved calmly, with honesty, dignity, and as far as possible confidentiality will be maintained. Where and when required the Somerville Bowling Club, through its Committee, reserves the right to make decisions and enforce fair and appropriate measures to resolve a breach of the Code of Conduct. Any reported breach of the Code of Conduct will be investigated, discussed and dealt with by the Committee in line with the Disciplinary Action or Grievance Handling procedures in the club's model rules. Any breach of State or Commonwealth law shall be referred to the appropriate law enforcement agency.

Somerville BC Life Membership Criteria

1. Life memberships are rarely given and there should be no more than ten living recipients at any one time.
2. To qualify a member should have been a member for an unbroken minimum period of fifteen years.
3. They will have had extended periods of service to the club executive or committee and/or service to the club which the committee deem to be worthy of life membership.
4. Their contribution to the running and welfare of the club should be recognized and significant.
5. Nominations should be made without the knowledge of the nominee and a proposer and seconder should state why the nominee should receive this club honour.
6. The committee should not self-nominate during their term of office, it can be misconstrued as looking after themselves.
7. The Nomination should be forwarded to a subcommittee of 3 affiliated members for consideration and recommendation, before final committee approval.

Service Awards

There are service awards available from Bowls Victoria and Peninsula Casey Bowls Region for members who have made a significant contribution to the club but may not meet the above criteria.

Somerville BC Appointment of Proxy

I, _____

(Insert MEMBER'S name)

of _____

(Insert MEMBER'S address)

being a member of the Somerville Bowling Club.

APPOINT

(Insert PROXY'S name)

who also is a member of the Somerville Bowling Club, as my proxy.

My proxy is authorised to vote on my behalf: (Tick ✓ only **ONE** of the following)

at the general meeting/s (and any adjournments of the meeting/s) on:

(Insert relevant date/s)

OR

in relation to the following resolutions and/or nominations at the general meeting on:

In favour:

Against:

(Insert resolution Nos, brief description or nominees' name/s)

Signature: _____ **Date:** _____

(of Member appointing Proxy)

This written notice must be given to the chairperson before the commencement of the general meeting, 24 hours before if sent electronically.

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Sponsorship policy

Sponsorship Funding.

Sponsorship is when a private or commercial enterprise provides funds, resources or services to a club in return for some form of rights and/or associations with the club that may be used to help the business commercially. This could be in the form of naming rights to a green or rinks at the club or free advertising in the newsletter.

Sponsorship Policy.

The Club's policy is as follows:

- a. Identify the objectives for entering into sponsorship, by choosing acceptable Sponsors that fit the Club's social and community expectations. Generally, this would be predominately local businesses that identify with the Club.
- b. Document rules for entering into a sponsorship agreement by adopting a standardized approach towards sponsorship throughout the club and by integrating sponsorship funding of tournaments and associated advertising.



Occupational Health & Safety (OH&S) Policy

1. Policy Statement

The Somerville Bowling Club is committed to the health, safety and welfare of all who work in, participate in or visit our workplaces and events.

The Somerville Bowling Club recognises it has a moral and legal responsibility to provide a safe and healthy work environment for employees, volunteers, contractors, players and visitors.

2. Scope & Responsibility

This policy is applicable to the Somerville Bowling Club in all of its operations and functions.

3. Aims

The Somerville Bowling Club aims to minimise the levels of harm or injury to any persons engaged in activities under the management of The Somerville Bowling Club. The target is zero incidents and lost time injuries.

4. Implementation Overview

The Somerville Bowling Club will do everything reasonably practicable to protect the safety, health and wellbeing of all employees, volunteers, contractors, players and visitors.

It will do this by incorporating these requirements:

- Provision and maintenance of safe and healthy work environments;
- Consultation with staff and volunteers to ensure informed decisions are made where they may impact health and safety;
- Being proactive and consultative in identifying hazards, assessing the risks associated with them and implementing controls before the hazard can cause harm;
- Provision of appropriate instruction, training, information and supervision to ensure work is carried out in a safe manner;
- Identification, allocation and use of resources (human and financial) necessary to provide and maintain safe work systems and processes; and
- Conducting of regular reviews and evaluations of The Somerville Bowling Club health and safety systems in place and underpinned by a desire to strive for continuous improvement.

All workers (employees, volunteers and contractors) shall be supported and expected to:

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- Take reasonable care for their own health and safety and the safety of others who may be affected by their acts or omissions;
- Follow all health and safety policies and procedures;
- Regard safety as an integral part of their normal duties;
- Report any incidents to a member of the Committee or a first aid officer so that the details can be entered into the club's incident register.
- Report all known or observed hazards to the Somerville Bowling Club Bowls Director and/or President; and
- Actively participate in OH&S consultation and other OH&S related activities such as training, inspections and meetings.

5. Evaluation

Data on OH&S matters will be maintained on an ongoing basis, reviewed at least annually and reported to the Committee by the President.

An analysis of any incidents may lead to revisions in the policy or in implementation guidelines as appropriate.

Policy Checklist:

Legislation Compliance (where appropriate)	<i>Occupational Health and Safety Act 2004 (Vic) as amended from time to time</i>
Applicable Documents	Somerville Bowling Club Policies/Procedures and other Somerville Bowling Club Documents
Somerville Bowling Club Budget Implications (where appropriate)	Allowances shall be made for training as needed, production of staff and event guidelines and facility modifications if required.

Review History and Issue Control

The Somerville Bowling Club OH&S Policy will be reviewed every two years.

Issue	Details	Reviewed	Approved	Date Approved
1.0	Document Created	Committee	Committee	21/10/2021