



**BY LAWS  
(INCLUDING REGULATIONS)**

**OF THE**

**CAMDEN MEN'S BOWLING CLUB  
INCORPORATED**

“In pursuance of the powers conferred on it by the Constitution of the Camden Men's Bowling Club Incorporated, the Committee hereby makes the following BY – LAWS for the regulation of the business and affairs of the Club”

CMBC Regulations - Iss: 4  
This document replaces Iss: 3  
19<sup>th</sup> July 2015

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## **1. FINANCIAL YEAR**

**1.1** The financial year of the Club shall end on 30th June each year.

## **2. MEMBERSHIP FEES**

**2.1** The Management Committee is empowered to set annual membership fees.

**2.2** All fees are due and payable on or before 30th June each year.

**2.3** The Management Committee may review the payment options of members should they see fit. This may be necessary, but not limited to, in cases of hardship or on application in writing by individual members.

**2.4** New Members joining after 31st December will be entitled to a Membership subsidy as determined by the Management Committee should they see fit.

## **3. SECRETARY**

**3.1** The Secretary shall:-

**3.1.1.** Abide by the current and future laws and regulations of the NSW Department of Commerce, Office of Fair Trading.

**3.1.2.** Issue all notices.

**3.1.3.** Maintain an up to date register of Members of the Club.

**3.1.4.** Receive and dispatch all correspondence, and submit such reports as may be required.

**3.1.5.** Keep accurate minutes of all meetings of the Club.

**3.1.6.** Notify Members, per medium of the Notice Board, of matters arising from Committee meetings.

## **4. TREASURER**

**4.1** The Treasurer shall:-

**4.1.1.** Receive all monies and pay all accounts after due and proper authorisation.

**4.1.2.** Maintain proper books of account and submit detailed statements to the Management Committee as required, and to the AGM.

**4.1.3.** Supply such information, detailed statements as may be required by the Registered Club from time to time.

## **5. BOWLS ORGANISER**

**5.1** The Bowls Organiser shall:-

- 5.1.1.** Maintain accurate records of all organised bowling events, including District events and competitions.
- 5.1.2.** Work in conjunction with the Match Committee and Selectors.
- 5.1.3.** Assist in the arrangement of special games of bowls and Pennant matches.
- 5.1.4.** Assist in the arrangement of social games of bowls and the selection of players thereof.
- 5.1.5.** Post on the notice board all team selections, fixtures and notices.
- 5.1.6.** Furnish match results to the Publicity Officer.
- 5.1.7.** Submit monthly reports to the Management Committee.

## **6. ASSISTANT BOWLS ORGANISER**

**6.1** The Assistant Bowls Organiser shall assist the Bowls organiser with his duties.

## **7. MATCH COMMITTEE**

- 7.1** The Match Committee shall consist of five (5) Members elected at the AGM. The elected Members shall choose one from amongst them to be the Chairman of the Match Committee.
- 7.2** The Bowls Organiser is ex-officio on this committee.
- 7.3** The Match Committee shall:
  - 7.3.1.** Conduct all championship draws.
  - 7.3.2.** Conduct all tournaments.
  - 7.3.3.** Draw up Conditions of Play applicable to Club competitions, including the Schedule of Play for such competitions.
  - 7.3.4.** Be responsible for conducting all Club Competitions, Championships and Tournaments.
  - 7.3.5.** Assist the Bowls Organiser when required.

- 7.3.6. Establish and maintain records relating to the conduct of Pennants, Championships and Competitions and the results thereof.
- 7.3.7. Prepare a report on the Committee's activities for the inclusion at monthly meetings and the AGM.
- 7.3.8. Perform any other duties delegated to them by the Management Committee.

## **8. SELECTORS**

- 8.1 The Selectors shall consist of five (5) Members elected at the AGM. The elected Members shall choose one from amongst them to be the Chairman of Selectors.
- 8.2 The Selectors shall:
  - 8.2.1. Ensure the selection of Pennant Sides.
  - 8.2.2. Display on the notice board as soon as practically possible the selections made.
  - 8.2.3. Establish and maintain records relating to the conduct of Inter-District Tournaments, Representative Players, Managers and the results thereof.
  - 8.2.4. Select all social bowls, or with the co-operation of other Members.
  - 8.2.5. Prepare a report on the Committee's activities for the inclusion at the monthly meetings and the AGM.
  - 8.2.6. Perform any other duties delegated to them by the Management Committee.

## **9. REPRESENTATIVE TO THE REGISTERED CLUB**

- 9.1 The Representative to the Registered Club shall represent the Club by serving as a Member of the Board of Directors of the Registered Club.

## **10. RECRUITMENT CO-ORDINATOR**

- 10.1 The Recruitment Co-ordinator shall:-
  - 10.1.1. Promote the Club and the sport of bowls.
  - 10.1.2. Provide marketing ideas to assist the Club to increase Membership.

## **11. DELEGATES**

- 11.1 At the AGM, delegate/s shall be elected to the STDBA and to any other body to which the Club is entitled to representation.

- 11.2** Delegates shall present a concise report of meetings attended to each AGM, Quarterly Meeting and Management Committee meeting.

## **12. EXECUTIVE COMMITTEE**

- 12.1** The Executive Committee shall comprise of the President, Vice-Presidents, Secretary, Treasurer and Bowls Organiser. A minimum of three (3) Members shall be present at any meeting of the Executive Committee.
- 12.2** The Executive Committee shall meet at any time a situation occurs that affects the Club and requires immediate attention. Full details of this meeting shall be disclosed at the next scheduled Management Committee meeting.

## **13. COACHING**

- 13.1** Coaching at CMBC should be carried out by an Accredited Coach. If a Member is coached by somebody other than an Accredited Coach it will be that person's responsibility should any problems occur.
- 13.2** Any Member involved in any activity which includes children, shall sign a Child Protection Form prior to undertaking any coaching.

## **14. UMPIRES**

- 14.1** The Chairman of Umpires shall maintain records of all Accredited Umpires at the CMBC.
- 14.2** The Chairman of Umpires will allocate Umpires according to experience and ability that is appropriate to the game being played.
- 14.3** If an Accredited Umpire is not available a responsible person will be delegated with the umpiring duties.

## **15. PENNANT PLAY**

- 15.1** The Selectors shall select Pennant Sides as delegated by the Management Committee from a list posted by the Selectors for Members to nominate their availability prior to the Pennant Season.
- 15.2** All Members selected for a position in a Pennant Side shall indicate as soon as possible their availability to play when the Pennant Selection sheet is posted. Should a player not indicate their availability by the time stated it may be presumed by the Selectors that the position is vacant and an alternate selection be made.
- 15.3** Any Member found disputing a selection other than with a selector and / or showing dissension towards a selector or selection may be liable to appear before the Executive Committee and give reason why he should not be suspended.

## **16. DISTRICT CHAMPIONSHIPS**

- 16.1** All Members of the CMBC shall be eligible to nominate for District Championships.
- 16.2** Payment of the entry fee (if any) into District events is the responsibility of the Member.
- 16.3** All Members playing in District Championships shall wear the Club's official uniform and conform to all RNSWBA Conditions of Play associated with these events.

## **17. CLUB CHAMPIONSHIPS**

### **17.1 OBJECTIVES**

- 17.1.1.** To provide 14 days notice to Members of their involvement in a competition to enable them to plan their activities accordingly.
- 17.1.2.** To enable Members to know in advance the involvement required if they wish to enter a competition.
- 17.1.3.** To ensure there can be no grounds for disputes in playing the competitions.
- 17.1.4.** To be scheduled and played prior to other non-Championship events.

### **17.2 RULES**

- 17.2.1.** All games shall be played under the rules and conditions as laid down by BA and the RNSWBA.
- 17.2.2.** The only games to take precedence over Club Championships shall be official District, Zone and State games. No other games shall rank above Club Championships.
- 17.2.3.** All Club Championships shall be listed on weekends only. No Club Championships shall be listed on Long Weekends, Mothers Day, Fathers Day or Public Holidays. Other games and tournaments shall be scheduled by the Match Committee and these schedules shall be presented to the Management Committee for endorsement prior to them being listed.
- 17.2.4.** The dates for each round including the final shall be posted before calling for nominations.
- 17.2.5.** Nominations shall close fourteen (14) days before the first round. Nomination fees must accompany entry nominations.
- 17.2.6.** After the close of nominations a draw shall be made in the Club with at least two (2) Committee Members present. These two Members shall sign the draw sheet.

- 17.2.7.** In the event of inclement weather or the greens being unplayable that round shall move to the next practicable date as determined by the Match Committee.
- 17.2.8.** Club Championships shall be played under the "play or forfeit rule" i.e. play on, or before, due date. However, where circumstances prevail, a bowler or team can request the game be played before the next scheduled round. If mutual agreement is reached the player / team requesting the extension must notify the Bowls Organiser. If, under any circumstance, the game is not completed by the scheduled date (i.e. the next round) the player / team requesting the extension forfeits the game and notifies the Bowls Organiser.
- 17.2.9.** Opposing skips may agree to play a given round earlier than the listed date. The agreeing skips shall notify the Bowls Organiser of the agreed date and time. The Bowls Organiser, or his assistant/s, shall confirm if green space is available. In the event of inclement weather or the greens being unplayable at that time, the original date shall become the listed date.
- 17.2.10.** Members who are District, Zone or State officials may request the postponement of a game if they have an obligation to fulfill a duty in their official capacity on the scheduled date of a championship game.

## **18. SPECIFIC CLUB CHAMPIONSHIP CRITERIA**

### **18.1 MAJOR SINGLES**

- 18.1.1.** The Major Singles championship may be contested by any Member of the CMBC regardless of experience, skill level or prior achievements.

### **18.2 MINOR SINGLES AND "C" SINGLES**

- 18.2.1.** The Minor Singles championship may be contested by Members of the CMBC who have not won a Major Singles championship or Minor Singles championship, at any Club, in any preceding championship year.
- 18.2.2.** The "C" Singles championship is aimed at 'C Grade' Members of the CMBC. No Member who has won any Club Championship at any club in any preceding championship year may enter. The final decision on eligibility for the 'C' singles will be made by the Selectors.
- 18.2.3.** In any championship year, eligible players may choose to contest either the Minor Singles, or the "C" Singles, but not both competitions.

### **18.3 MAJOR PAIRS**

- 18.3.1.** The Major Pairs championship may be contested by any Member of the CMBC, regardless of experience, skill level or prior achievements.



## **18.4 MINOR PAIRS**

- 18.4.1.** The Minor Pairs championship may be contested by Members of the CMBC who have not won a Major Pairs championship or Minor Pairs championship, at any Club, in any preceding championship year.

## **19. GAMES OTHER THAN CLUB CHAMPIONSHIPS**

- 19.1** Games played on an annual basis (other than Club Championships) shall be scheduled by the Match Committee. These games may be played at times recommended by the Match Committee and endorsed by the Management Committee. Conditions of Play for these games shall be proposed by the Match Committee and ratified by the Management Committee prior to the event being posted.

## **20. ATTIRE**

- 20.1** All bowlers shall comply with the requirements of the RNSWBA By-Laws for attire.
- 20.2** In games which are not considered Association events, attire shall be as a minimum club uniform, unless otherwise stated in the Conditions of Play for the event. Club uniform being either cream or blue pants, official club, alternate social club or plain white polo shirt.

## **21. APPROACH**

- 21.1** Only the President, Secretary or Bowls Organizer shall approach the Operational Manager of the Registered Club or the Green Keeper on any matter concerning the Club or greens, unless this authority has been delegated by any of the above officers to any other Member for the day.

## **22. INCLEMENT WEATHER POLICY**

- 22.1** In the event that the prevailing weather conditions jeopardize the health or safety of players or officials, reference shall be made to the Inclement Weather Policy. Refer Appendix A.

## **23. BARE FOOT BOWLING POLICY**

- 23.1** Bare foot bowlers will not be permitted on the greens except as outlined in the terms and conditions of the Bare Foot Bowling Policy issued by the CMBC. Refer Appendix B.

## **24. STANDING ORDERS AND REGULATIONS**

### **24.1 CONDUCT OF MEETING**

- 24.1.1.** Movers of Motions are limited to five (5) minutes and all other speakers (including the Mover-in-reply) to three (3) minutes, provided that such time limits may be extended by the Chairman with the consent of the meeting.

- 24.1.2.** When a Motion or Amendment has been moved and seconded no further speech in support of such motion shall be heard until someone shall have spoken in opposition to such motion and after such speech in opposition has been made, speeches in support and opposition must follow in rotations, except with the consent of the meeting.
- 24.1.3.** A Member shall be entitled to speak only once to each question, but with permission of the Chairman, may correct a misstatement.
- 24.1.4.** Only one amendment at a time shall be before the meeting. At conclusion of debate of a motion (and an amendment, if there be one), mover of the original motion shall have the right of reply, following which the Chairman will read out the amendment (if there be one). If there is no amendment, the original motion will be carried, or not, at this time upon a show of hands, in which process the Chairman shall determine the decision of the meeting so expressed.
- 24.1.5.** No Motion of Dissent from a ruling by the Chairman shall be permitted unless made before any other business or speech has intervened. A Motion of Dissent may be spoken to only by the mover and the Chairman, following which the motion shall be put. If a Motion of Dissent be adopted, the Chairman will move forthwith to the next item on the Agenda.
- 24.1.6.** It shall not be permissible to withdraw any motion that has been put from the Chair, except with the consent of the meeting, one dissentient voice being sufficient objection.
- 24.1.7.** A speaker shall not be interrupted except on a point of order.
- 24.1.8.** If the Chairman shall rise, the speaker will resume his seat and withhold further debate until the Chairman concludes.
- 24.1.9.** A motion of adjournment shall be read out without debate. If such motion be resolved in the negative it may not be moved again within thirty (30) minutes.
- 24.1.10.** A Member may seek permission to introduce a matter not contained within the Agenda and shall proceed in the manner directed by the Chairman after determination by the meeting.
- 24.1.11.** If a speaker shall quote from a document or a letter such document or letter shall be tabled by him and become part of the records of the Club
- 24.1.12.** The Match Committee and Selectors may regulate its own procedure and if disorder occurs should revert to the Standing Orders otherwise herein presented.

## **25. CLUB POLICIES**

- 25.1** All policies listed below are endorsed by the Club and shall be adhered to by all Members of the CMBC.
- 25.2** The policies adopted by the Club are;
- 25.2.1.** Member protection policy
  - 25.2.2.** Spectator behaviour policy
  - 25.2.3.** Team selection policies, both open and junior
  - 25.2.4.** Disability inclusion policy
  - 25.2.5.** Play By The Rules Working with children checks
  - 25.2.6.** Alcohol policy
  - 25.2.7.** Communication policy
- 25.3** All club policies listed above, while not individually signed by the Executive, are active documents within the club. These will be maintained by the Club Secretary and a copy available within the club for reference by Members on request.
- 25.4** Any Member found in breach of these policies shall be subject to the guidelines stated in Paragraph 27.
- 25.5** For any unlawful acts including unlawful acts towards children, these shall be immediately referred to the relevant State authorities.

## **26. COMPLAINT HANDLING**

- 26.1** A Member Protection Information Officer (MPIO) shall be nominated from within the club.
- 26.1.1.** The MPIO shall be the first point of contact for complaint handling within the club. If the MPIO is unavailable or is not a preferred option the President or his delegate shall be approached. Should neither of these people be a preferred option the complainant shall be informed of their options for contacting an independent MPIO.
  - 26.1.2.** Complaint handling shall follow the guidelines set down in the Play By The Rules fact sheets or documents applicable to the process required to be carried out.
  - 26.1.3.** The President or his delegate shall be nominated as the Complaints Handler should the complaint escalate to that level. The State Authority shall be nominated as the Complaints Officer for issues that require that level of mediation.

## **27. DISCIPLINARY PROCEDURE**

- 27.1** Any Club Member will be subject to the guidelines and procedures of the BA Disciplinary Procedure if he:
- 27.1.1.** is found not adhering to the Club Code of Conduct,
  - 27.1.2.** is found to be acting in a manner not becoming a Club Member,
  - 27.1.3.** performs any other action that would bring the Club or it's Members into disrepute
  - 27.1.4.** does not conform and in breach of the policies stated in paragraph 25.
- 27.2** Should a Member be found to have breached the Code of Conduct, the necessary actions will be taken by the Executive Committee of the CMBC.

Amendment Page

<b>Issue</b>	<b>Change Description</b>	<b>Date</b>
1	New Document	28/8/2008
2	Paragraph 19 re written	14/2/2011
3	Paragraph 2, Membership fee payment structure re-worded Paragraph 17.2.9 amended Paragraph 17.2.10 amended Paragraph 20.2 amended Paragraph 25, Code of Conduct, replaced by Club Policies Paragraph 26, Complaint Handling process added Paragraph 27, Disciplinary procedure, paragraph added to incorporate club policies Appendix A Iss:1, added – Inclement weather policy Appendix B Iss:2, revised and added – Bare foot bowls policy	10/1/13
4	Paragraph 18.2.2 re written	19/7/15

**Appendix A Iss: 1**  
**Inclement Weather Policy**

**1. SCOPE**

- 1.1. This policy shall be used in conjunction with the Rules of Bowls laid down by Bowls Australia and the Rules, By Laws and Conditions of Play specified by the RNSWBA.
- 1.2. The Camden Men's Bowling Club (CMBC) primary concern is that members and visitors participate in the game of bowls in the safest environment possible and with minimum risk of harm. The CMBC also realizes that all players are responsible for their own health and safety and if any player feels at risk during a game played at CMBC they shall appeal through their Skips in a team event or individually in a singles event to the Umpire and the Umpire shall allow that player to stop playing at any time. If this situation arises, the Rules and By Laws of the game shall be used for this situation. While every effort shall be made for the health and safety of players, it shall be understood that all players playing at the CMBC do so at their own risk.
- 1.3. This policy is not binding but is seen by the CMBC as their support to Umpires and Controlling Bodies. The CMBC encourage a common sense approach and consideration of the comfort and well-being of all individuals including participants and officials.
- 1.4. This Policy shall be used as a guide for the Umpire and Controlling Body in any game organized and played at the CMBC. The Committee of the CMBC endorses a duty of care to players and will support the Umpires and Controlling Bodies when they are making decisions regarding Inclement Weather and play is postponed or abandoned.
- 1.5. Weather conditions can vary greatly in Australia and the Committee of the CMBC does not intend to second-guess the judgment of the Umpire and Controlling Body at any given game. The decision whether to suspend or discontinue play is at the discretion of the Umpire. The following provides guidelines in assisting the Umpire and Controlling Body in making that decision.
- 1.6. This policy will form part of the Conditions of Play for any game played at CMBC. At the calling of the cards all players shall be informed of this policy and it shall be made available to any person wishing to read it.

**2. GENERAL**

- 2.1. Bowls Australia advises that where possible, clubs should usually continue play or competition where they are able to do so, however, players and official's safety will remain the paramount consideration. The CMBC will make every effort to support this.
- 2.2. All players, through their Skips in a teams event, or individually in singles, have the right to appeal to the Umpire if they find the weather conditions distressing. If the Umpire allows the players appeal he / she shall impose the rules set down by the Royal in regards to substituted

players, or if the team appeals he / she shall consider all other options. Only the rink making the appeal shall stop play if the appeal is allowed.

- 2.3.** The Controlling Body also has the right to appeal to the Umpire and should do so if they feel the players are endangering their health. If the Controlling Body appeals and the Umpire allows it, ALL players MUST leave the green.
- 2.4.** The Umpire should suspend play / competition for up to 2 hours if the adverse weather condition may improve. Where conditions have not improved in that time, the Controlling Body should cancel the play / competition for that day and reschedule. No player may leave until this decision has been made. Any player or team leaving prior to this decision will incur a forfeit.
- 2.5.** If an appeal has been allowed and the weather improves, either the players or Controlling Body may appeal to the Umpire to resume play. Only if the weather has improved would the Umpire give permission.
- 2.6.** The Controlling Body in conjunction with the Match Committee may approve rescheduling play / competition to another day or weekend if the Umpire determines that conditions are unsafe for players, officials or spectators. Typical reasons for this include consistent heavy rain, snow, slippery conditions, extreme heat or cold, strong winds, bad light and lightning.

### **3. HOT WEATHER**

- 3.1.** Players, officials and spectators should at all times be encouraged to wear hats or other head protection.
- 3.2.** Drinks should be available where play / competition take place. Tap water will be available free of charge and in unlimited quantities.
- 3.3.** When the temperature reaches 30 degrees, play / competition may be interrupted at 20 minute intervals for a period of 10 minutes, during which time, drinks should be made available. The request for this shall be made to the Umpire who will allow any player or team the time specified above.
- 3.4.** Where the temperature reaches 35 degrees and there is a high humidity, it is recommended that play / competition be discontinued. The following should be considered.
  - 3.4.1.** It will be at the discretion of the Controlling Body to determine whether to discontinue play. They shall then make an appeal to the Umpire. In making the decision, the Umpire will take account of all relevant factors including the age and health of players and officials, the level of humidity and the amount of shade or shelter available. To obtain accurate information regarding temperature and humidity the government weather site should be addressed. The link is 'www.bom.gov.au'. All players still have the right to appeal at any time as specified in Paragraph 1.2.

#### **4. WET / COLD WEATHER**

- 4.1.** When severe winter weather is forecast, the Umpire should initiate procedures and monitor weather reports. He / she may contact local and state agencies for input on weather and road conditions. He / she should review such things as the present weather condition and the traffic conditions within the immediate area as well as outlying roads upon which players and officials are arriving. Based on this information, the Umpire will decide whether to cancel play / competition.
- 4.2.** If the ground is slippery from frost, snow, rain or mud or if the temperature drops below 8 degrees C it is at the discretion of the Umpire to determine whether to discontinue play. In making the decision account should be taken of all relevant factors including the age and health of players and officials, the weather conditions and climate for that part of the country, the wind-chill factor and the amount of shelter available at the venue.
- 4.3.** If it is raining heavily, play / competition should be discontinued for a period of up to 2 hours. If it continues to rain heavily during that time, it is recommended that play / competition be discontinued. It is at the discretion of the Umpire to determine whether to discontinue play.

#### **5. OTHER ADVERSE CONDITIONS**

- 5.1.** If there are other adverse conditions present such as storms and lightning, the Controlling Body shall make a decision on whether to suspend play.

Note: The information in this procedure has been taken from Circulars and recommendations supplied by Bowls Australia, RNSWBA and the Sports Commission of Australia.



**Appendix B Iss:2**  
**Bare Foot Bowling Policy**

1. Bare foot bowlers will no longer be permitted on the greens at Camden Sports Club except in the following circumstances;
  - 1.1. Members of the Camden Men's and Ladies Bowling Club may invite friends and family to bare foot bowl. If the Member intends to take more than one rink he / she should contact the Men's Bowls Organiser and inform him of the details. The Bowls Organiser has the discretion to allow or disallow a bare foot session of non members. The Member responsible must ensure that green fees are paid from each person on the green. This fee shall be \$6 per player and this money shall be placed in an envelope with the Members name, number of players and the date. The envelope is to be placed in the fees box in the locker room. The Member supervising shall be present on or next to the green at all times while the social bowlers are playing and shall ensure that the behaviour and conduct on the greens is appropriate. Failure to do this will require an explanation to the Committee. The Member shall also be responsible for removing any rubbish and returning glasses, mats, jacks and bowls to the appropriate place. This section of the policy includes the times when school children use the greens on sports days.
  - 1.2. Should there be an agreement by the CMBC for a third party to be organizing and running barefoot bowls the fees and conditions shall be at their discretion.
    - 1.2.1. Notwithstanding, any third party shall enforce the safety and policy requirements of the CMBC at all times and shall be present at all times to monitor the activities on the green.
    - 1.2.2. If there is a current agreement between the CMBC and a third party the numbers that a member may invite to the green with reference to Paragraph 1.1 is limited to five (5) people.
2. Children under 12 years of age are not permitted on the green unless as stated in Para. 2.1. Children remain the responsibility of parents at all times. Unacceptable behaviour on and around the greens will not be tolerated.
  - 2.1. Children under 12 years of age and under the direct supervision of an accredited coach may be on the green for coaching purposes only.
3. A minimum of two rinks shall be kept available for Members wishing to roll up at all times except when there is an organised event or green space has been sanctioned by the Bowls Organiser.
4. Prospective new bowlers who are considering joining the Club may roll up at no cost if they are accompanied by one of the Club coaches or their designate.
5. Visiting members of other clubs may roll up on the greens following a request to a member at no cost but these shall be monitored for abuse of membership to the CMBC.