



# **POLICIES OF THE ROCKHAMPTON BOWLS CLUB INC.**

**2025**

**Policies in review February 2025**

**Other Reviews of Policies - Grievance Policy 14/03-2024- Social Media Policy 27/06/2024 –  
Good Sports Policy 10/06-2024- Hot Works Review 2024 – Fire Evacuation Plan Review  
2024**

**BA National Integrity Framework Policy (see separate file)**

**To be reviewed annually after the Club`s  
Annual General Meeting**

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# ROCKHAMPTON BOWLS CLUB INC.

## ALCOHOL MANAGEMENT POLICY.



### **Rationale**

This policy provides the basis for a balanced and responsible approach to the use of alcohol at **Rockhampton Bowls Club** events and activities. This policy will help to ensure the club:

- Meets its duty of care in relation to the health and safety of our members and guests who attend our club functions.
- Upholds the reputation of the club, our sponsors and partners.
- Understand the risks associated with alcohol misuse and our role in minimising this risk.

**Rockhampton Bowls Club** recognises the legal responsibilities, financial and social benefits of holding a liquor license in the community. In doing, so we will adhere to RSA liquor licensing laws and the criteria of the *Good Sports* program.

Accordingly, and to ensure the aims of the club are upheld and that alcohol is managed responsibly, the following policy requirements will apply:

- When alcohol is served by the club at our facilities or during a club function, even if offsite
- To all players, coaches, officials, members, club visitors, club facilities, club functions and other activities undertaken by the club where alcohol is consumed.

### **General Principles**

- A risk management approach will be taken in planning events/activities involving the sale, supply or consumption of alcohol. Such events will be conducted and managed in a manner consistent with RSA liquor licensing legislation and this policy.
- Alcohol misuse can lead to unsafe or unacceptable sexual and/or violent behaviour, drink-driving and other alcohol-related harm. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy or any other policy of the club.

### **Committee Members, Members, Players and Officials**

- Must not compete, train, coach or officiate if affected by alcohol.
- Must not provide, encourage or allow people aged under 18 to consume alcohol.
- Must not participate in or encourage excessive or rapid consumption of alcohol (including drinking competitions).
- Must not pressure anyone to drink alcoholic beverages.
- Must not post images on social media of themselves or others drinking alcohol at club-related activities.

- Must accept responsibility for own behaviour and take a responsible approach and use good judgment when alcohol is available.

### **General**

The club will ensure that:

- A current and appropriate liquor license is maintained.
- The club's liquor license will be displayed as near as practical to the entrance of the clubroom or beside the bar/canteen (as required by law).
- All mandatorily required liquor licence signage will be displayed in each area/room covered by the club's license.
- The names of Responsible Service of Alcohol (RSA) trained personnel will be displayed and/or kept in a folder at the canteen/bar. (Not required for a Volunteer operated Club) However the Rockhampton Bowls Club will display the names of the RSA holders.
- Bar servers of alcohol are not permitted to consume alcohol when on duty.
- Information posters about 'Standard Drink measures' will be displayed prominently near where alcohol is served.
- An Incident Register will be maintained (at the bar/canteen) and any alcohol-related incident will be recorded on the register.

### **Functions**

The club will not:

- Conduct functions where a minimum amount of liquor sales is required
- Conduct 'all you can drink' functions
- Provide alcohol-only drink vouchers for functions
- Include alcohol in the price of tickets (or will limit 'free' drinks to a maximum of two).

Advertisements for functions will:

- Not overemphasise the availability of alcohol or refer to the amount of alcohol available
- Not encourage rapid drinking or excessive drinking
- Give equal reference to the availability of non-alcoholic drinks
- display a clear start and finish time for the function.

### **Service of Alcohol**

Alcohol will be served according to the club's Liquor Licence and RSA Regulations with the safety and well-being of members and guests the priority. The club will ensure:

- Only RSA Certified bar servers with current qualifications will serve alcohol/and or a member who is supervised by a RSA Certified person.
- People under 18 will not serve alcohol. Excessive or rapid consumption of alcohol is not encouraged which includes not conducting:

- Happy hours
- Cheap drink promotions
- Drinking competitions.
- That service of double/triple measures of spirits is discouraged.
- When serving non-pre-packaged alcohol (e.g. drinks in glasses), standard drink measures will be served at all times.
- Where possible, alcohol will cease being served at least an hour before the designated time for close of the function. Non-alcoholic beverages will continue to be made available during the last hour of service.

### **Intoxicated people**

- Intoxicated people will not be permitted to enter the premises.
- Alcohol will not be served to any person who is or appears intoxicated.
- Bar servers will follow RSA training procedures when refusing service to an intoxicated person.
- If a person becomes intoxicated (and is **not** putting other people at risk with their behaviour) they will not be served alcohol but will be provided with water and options for safe transport home from the club (where available).
- If a person becomes intoxicated (and **is** putting other people at risk due to their behaviour) they will be asked to leave the premises immediately and offered safe transport options (where available). Police may also be contacted to remove the person, if required.
- Any alcohol-related incident and any action taken will be recorded in the club's incident register.

### **Underage Drinking**

- Alcohol will not be served to persons aged fewer than 18.
- Servers and committee members will ask for proof of age whenever the age of a person requesting alcohol is in doubt.
- Only photo ID's will be accepted as 'proof of age'.

### **Availability of Non-Alcoholic and Low Alcohol Drinks**

The club recognises that alcohol is not the only revenue stream available and actively encourages the sale of alternative products to that of alcohol.

- Tap water will be provided free of charge (where available).
- At least four non-alcoholic drinks and one low-alcoholic drink option will always be available and priced at least 10% cheaper than the cheapest full-strength drink.
- Non-alcoholic drinks should be clearly visible and adequate in variety and supply.

### **Food**

- Food (Tea/Coffie, biscuits, Pies or Sausages Rolls) will be available when alcohol is available for more than 90 minutes or more than 15 people are present.

### **Safe Transport**

The club recognises that driving under the influence of alcohol or drugs is illegal and hazardous to individuals and the wider community. Accordingly, the club implements a Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy. We ask that all attendees at our functions plan their transport requirements to ensure they arrive home safely and prevent driving under the influence of alcohol or drugs.

### **Club Trips**

The club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy and the aims of the association. The club will not actively promote or fundraise for player's end of season trips, thereby minimising the club's risk and liability if an alcohol-related incident occurs.

### **Awards/prizes**

The club will avoid providing awards (e.g. at end of season presentations) and fundraising prizes that have an emphasis on alcohol as a reward.

### **Policy and Responsible Use of Alcohol Promotion**

- The club will promote the alcohol management policy regularly:
  - By putting a copy of the policy on the website and in member/player information
  - In club newsletters and flyers/invitations for functions
  - Via social media
  - Through periodic announcements to members at functions.
- The club will educate club members and supporters about the alcohol policy and the benefits of having such a policy.
- The club will actively demonstrate its attitude relating to the responsible use of alcohol and promote positive messages through its social media platforms.
- The club will not advertise, promote or have alcohol served or consumed at junior events or activities.
- The club will pursue non-alcohol sponsorship and revenue sources.
- The club will actively participate in the Australian Drug Foundation's *Good Sports* program with an ongoing priority to maintain Level 3 accreditation

### **Non Compliance**

All club committee members will enforce the alcohol management policy and any non-compliance, particularly in regard to Licensing Laws, will be handled according to the following process:

- Explanation of the policy to the person/people concerned, including identification of the section of policy not being complied with.

- **Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the facilities or function. This may include contacting the police. Club Incident Report to be Completed**

### **Policy Management**

The presence of an RSA Certified person is essential to ensure compliance with this policy. At least one member who holds a RSA Certified are required to be present at all club functions when the bar is open. Key responsibilities of the RSA Certified Member are to ensure:

- Compliance with this policy and the RSA liquor licensing laws
- Persons under 18 years of age are not served alcohol
- Intoxicated people are not served alcohol and are asked to leave after safe transport options are offered or provided
- Any alcohol-incidents are recorded in the incident register
- Visiting police are to be cooperated and assisted with any inquiries

### **Policy Review**

Policy reviewed February 2025

# ROCKHAMPTON BOWLS CLUB INC.

## SAFE TRANSPORT POLICY



### Rationale

**Rockhampton Bowls Club** recognises that:

- It has a duty of care to all members and visitors involved in club-related activities
- Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely
- Driving under the influence of alcohol and drugs is illegal and hazardous to individuals and the wider community
- Drink driving is one of the main causes of road deaths in Australia
- It takes one hour for each standard drink of alcohol consumed to be broken down by the liver
- It takes considerable time until a person can legally and safely drive home if they have consumed over the recommended levels of alcohol.

Accordingly, the following safe transport policy shall apply for all functions undertaken by the club that involve the serving and/or consumption of alcohol.

### General

- Where possible, the club will display standard drink posters / cards to help patrons recognise what standard drinks are and the implications on drink driving.
- Telephone calls will be made free of charge to arrange a taxi (where available) or to call a sober person to provide transport from the club.
- Contact telephone numbers for taxi services (where available) will be clearly displayed in the club.

### Bar Staff/Servers of alcohol

Bar staff/servers of alcohol shall:

- Encourage members and visitors to make alternate safe transport arrangements if they are considered to be intoxicated or at risk of exceeding .05 blood alcohol concentration (e.g. free call to a taxi/friend/family)
- Promote low alcohol and non-alcoholic drinks to consumers
- Be provided non-alcoholic drinks and bar food

### Club Functions

- A taxi can be arranged for pick up at the venue at the conclusion of the function or where deems necessary.

- Taxi company phone number(s) (where available) will be printed on the function invitation / flyers.

### **Committee Members, Members, Players and Officials**

Those attending club activities where they are planning on drinking alcohol are encouraged to:

- Make alternative transport arrangements to get to and from the activity safely.
- Plan and arrange overnight accommodation.
- Share a taxi (where available) with friends.
- Catch public transport (where available).
- Ride with a driver who hasn't been drinking alcohol or taking drugs.

**REVIEWED FEBRUARY 2025**

# ROCKHAMPTON BOWLS CLUB INC.

## SMOKE FREE POLICY



### Rationale

**Rockhampton Bowls Club** recognises that:

- Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it.
- Role modelling can have a significant impact upon the junior members of the club.
- Smoke free areas make smoking less visible and less socially acceptable.
- Smoke free areas support smokers who are trying to quit as well as reduce their overall cigarette consumption.
- Outdoor smoke free areas help to reduce the amount of cigarette butt litter (reducing clean-up costs, fire risk and children's health risk due to swallowing discarded butts).
- Smoke free environments are advantageous in attracting new members as well as positively promoting the club in the community.

Queensland legislation (*Tobacco and Other Smoking Products Act 1998*) also prohibits smoking:

- In any part of sport facilities managed by Stadiums QLD
- At fenced sporting grounds at which persons may consume food or drink purchased at the ground
- Outdoor eating and drinking areas where food and drink are provided as part of a business
- Indoors, if you hold a liquor license.

Accordingly, the following policy shall apply to all members, administrators, officials, coaches, players, spectators, visitors and other volunteers and/or or staff of the club.

### General

- Cigarettes and other tobacco products will not be sold, including from vending machines, at any time at or by the club.
- Coaches, players, officials and volunteers will refrain from smoking while involved in an official capacity for the club, on and off the field.
- No images of club volunteers, members, officials, coaches and players smoking at club-related activities are to be placed on social media.

### Smoke Free Areas

**Because the Rockhampton has recognised the dangers of tobacco and passive smoke the Club has been declared as a non-smoking club. For this reason, no smoking is allowed within the boundary of the club's premises.**

## Functions

- Club functions, including social and fundraising events and meetings, held at club facilities are to be smoke free.
- Club functions, including social and fundraising events and meetings, are to be smoke free.
- Invitations and advertising for functions, meetings and events will be promoted as smoke free.

## Non-compliance

All club committee members will enforce the smoke free policy, and any non-compliance will be handled according to the following process:

- Explanation of the club policy and the Queensland tobacco laws to the person/people concerned
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.
- **Failing to stop smoking their name or names is to be taken, time and date and passed on to the Management Committee. Take no further action.**

## Policy Promotion

The club will promote the smoke free policy regularly by:

- Putting a copy of the policy in club newsletters and printed member/player information and on the website.
- Promoting positive smoke free messages through the club's social media.
- Displaying a copy of the policy in the club social rooms.
- Periodic announcements to members at functions.
- Placing non-smoking signage in prominent locations both indoors and outdoors.

The club recognises the importance of educating club members, particularly players, of the benefits of implementing a smoke free policy and will endeavour to provide information to assist this process.

Policy reviewed 2025

## Rockhampton Bowls Club Inc.

### Extreme Weather Policy.

#### Cyclones, Extreme Storms, Floods

Extremes in the weather in Rockhampton area raise the question about having a policy in relation to stopping play or competition when severe weather is predicted. Even though the Rockhampton Bowls Club plays under shelter, the club is concerned about travel and its members that participate in the game of bowls in the safest environment possible and with minimum risk of harm especially when visiting clubs with no roof over their green.

The Rockhampton Bowls Club has adopted the media advice from the Weather Bureau that relate to the Rockhampton weather conditions to enable the Chairman, Deputy Chairman/Umpire/President/Official on the day of play, to assist them to make the correct decision to cancel play or discontinue play.

In the event of damage from a named cyclone, the Rockhampton Bowls Club has a term deposit of \$22,000.00 to pay the insurance gap. Under no circumstances can this money be used for anything else.

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#### General Guidelines

##### **For Cyclones, Extreme Storms games would be cancelled**

- The Rockhampton Bowls Club will continue play or competition where they are able to do so; however, player and official's safety will remain paramount consideration.
- The Umpire/President/Official 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 Umpire/President/Official should cancel the play/competition for that day and reschedule.
- The Umpire/President/Official may approve rescheduling play/competition to another day or weekend if the Umpire/President/Official determines that conditions are unsafe for players, officials or spectators. Typical reasons for this include consistent heavy rain, extreme heat or cold and bad light.

- If play/competition is to be cancelled and rescheduled, the Umpire/President/Official will use their best endeavours to notify participants. The Umpire/President/Official will determine the most appropriate method of communication and might consider community radio, newsletter, phone calls or e-mails.
- The Rockhampton Bowls Club will refund any fees to those participants who are unable to play/compete at the rescheduled time when the play/competition is cancelled due to adverse weather.

### **Hot Weather.**

- Players, Officials and spectators should at all times be encouraged to wear hats or other head protection especially when visiting clubs that do not have a roof over their green. It is recommended that a hat or cap be part of the club uniform for outside games.
- The Rockhampton Bowls Club encourages players/ spectators to use the cold water fountain, Other drinks are available for sale.
- When the thermometer reaches 35 degrees, play/competition should be interrupted at 20 minute intervals for a period of 10 minutes, during which time, players are encouraged to have a drink.
- The Rockhampton Bowls Club encourages their players when visiting other clubs to always seek shelter from the weather when not involved in current play.
- When the thermometer reaches 38 degrees, it is recommended that play/competition be discontinued.

### **Social Games**

- Social Fixtures - we encourage all players who wish to play in social games to review the weather conditions, if the temperature is deemed unsuitable, we recommend you consider not playing and notify the club before the game commences of your decision. (where possible reasonable notice is required)

- If play has commenced, the club recommends you advise your Skip, who will then advise the controlling body of your concerns. The controlling can refer to the heat policy or (social fixtures) ask you to step aside from the game, at no time will the club ask you to continue play if it is affecting your health.
- It will be at the discretion of the Umpire/President/Official to determine whether to discontinue play. In making the decision, the Umpire/President/Official will take account of all relevant factors including the age and health of players and officials, the weather conditions and climate for the Rockhampton Area and the level of humidity

#### **Wet/cold Weather.**

- If the temperature drops below 8 degrees it is at the discretion of the Umpire/President/Official 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 of the Rockhampton area and the wind-chill factor
- If due to very heavy rain or storms, play/competition should be discontinued for a period of 2 hours. If it continues to rain or storm during that time, it is recommended that play/competition be discontinued. It is at the discretion of the Umpire/President/Official to determine to discontinue play.

**Policy Review February 2025**

# **ROCKHAMPTON BOWLS CLUB Inc.**

## **RISK POLICY**

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### **1 Executive Summary.**

The Rockhampton Bowls Club fosters the sport of lawn bowls for all members of the community young or old

The Rockhampton Bowls Club was formed on the 14<sup>th</sup> Of September 1912 and is affiliated with the Central Queensland District Mens/Ladies Bowling Association and with Bowls Queensland.

The Rockhampton Bowls Club is managed by a Council elected by the membership. It is the Council`s responsibility to set policies for the management of the Club.

The Rockhampton Bowls Club is committed to the delivery of superior service to its members and to the community.

## **1.1 Why have a Risk Management Policy**

The Council has developed this document to identify the policies, procedures, processes and controls that comprise their risk management system, these systems address the material risks (Financial and non-financial) that may be faced by the Rockhampton Bowls Club.

It is the Rockhampton Bowls Club`s opinion that a system of effective risk management and control is critical to the safety and soundness of the operations of the club.

The purpose for preparing this risk management policy is to:-

- Identify the key tasks facing the Rockhampton Bowls Club and provide an understanding of each task individually
- Qualify the risk in terms of its impact and probability of occurring.
- Assess the adequacy of risk strategies and controls that are in place.
- Develop a framework for strategic risk management that interfaces with the business planning process.
- Provide assurance to other authorities that significant risks are being identified and managed.
- Implement a risk monitoring and control process to ensure actions outstanding are monitored the risk probability and impact, remain up to date, any risks that no longer apply are removed and new risks are identified.

## **1.2 Risks defined.**

A risk is defined in this plan as something that may happen and, if it does, will have an adverse impact on the Rockhampton Bowls Club Committee meeting its role and objectives generally for the safe operation of the club`s activities.

## **1.3 Structure of plan.**

The plan is structured with accepted practices but may be altered as required

### **1-4 how the Rockhampton Bowls Club manager`s risk.**

The Rockhampton Bowls Club has implemented policies from Bowls Queensland, Bowls Australia, Good Sports and any other relevant source in order to manage risk inherent in the sport and recreation industry. The Rockhampton Bowls Club places a high importance on risk reduction by either reducing the impact or probability of the risk event occurring.

## 1.5 Review

The risk Management Policy should be reviewed on an ongoing basis or at least annually by the Rockhampton Bowls Club's Committee.

## 2 Risk Management Overview.

The Rockhampton Bowls Club is of the belief that good governance is imperative to ensure that the club completely complies with its obligations as a non-profit sporting organisation while meeting its objectives.

Risk awareness and risk management form part of a sound corporate governance plan. The Rockhampton Bowls Club consider to be effective, risk awareness and the management of risk must be driven by the Committee, its Executive and form part of the Club's business planning process.

The Risk Management Policy encompasses information from various plans and policies by Bowls Queensland including:-

- Operational plan
- Code of Conduct and Ethics
- Delegations of Authority
- Confidentiality Policy
- Corporate Governance Charter
- Corporate Governance Policy
  - Grievance Policy

## 3 Risk Management Plan.

The Rockhampton Bowls Club have the responsibility to instil a strong risk control culture throughout the club to ensure material risks and potential problems that emerge can be identified, managed and promptly resolved in the normal course of the club's operations.

By defining and addressing risks, this plan aims to enhance the Club's ability to meet its risk objective.

The Rockhampton Bowls Club aims to implement a Risk management system encompassing.

- A risk management policy that is ongoing and approved by the Club's Committee annually

- Risk management policies and procedures to identify, manage, monitor and report risks
- An Operational Continuity Plan in place and monitored.
- Strategic Initiatives in place and monitored.
- Regular reporting from Club Members

The Rockhampton Bowls Club considers that an effective risk management system identifies, manages, monitors and continually assesses the material risks that could adversely affect the operations of the Club.

#### **4 Objects of the Rockhampton Bowls Club.**

- a) Provide for the encouragement, conduct, promotion, control and management of the game of bowls at the Club and do all things necessary or desirable in the interests of the game.
- b) Affiliate with the Central Queensland District Mens/Ladies Bowling Association, Bowls Qld and Bowls Australia and to act in accordance with their constitution. of the CQDMBA/CQDLBA
- c) Control, manage and conduct Bowls competitions.
- d) Strive for and maintain Bowls Queensland, Bowls Australia CQDMBA/CQDLBA commercial and community recognition of the Club.
- e) Use and protect Intellectual Property of the Club.
- f) Purchase, hire, lease or otherwise acquire for the purposes of the Club any real or personal property, and so far as the law may from time to time allow to improve, develop, sell, mortgage, transfer, lease, let, exchange and in any other manner dispose of, deal with or use that property or those rights or any of them or any part of them.
- g) Borrow or raise money in a manner and on such terms as may seem expedient for the purposes of the Club and for these purposes, so far as the law may from time to time allow, give debentures, items, mortgages, charges or other security over the whole or any part of the real or personal property of the Club.
- h) Invest and deal with the monies of the Club, not immediately required for the purposes of the Club in such a manner as from time to time be determined and from time to time vary and realize those investments.
- i) Make, draw, accept endorse, discount, execute and issue bills of exchange, promissory notes, debentures, bills of lading and other negotiable or transferrable instruments or securities.
- j) Undertake and execute any trusts either gratuitously or otherwise which may seem to the Club conducive to any of these objectives.
- k) Take or reject any gift, donation and testamentary dispositions, whether subject to any special trust or not for any one or more of these objects.
- l) Take or hold any property which may be subject to any trust and deal with the property only in a manner as is allowed by law having regard to the trust.

- m ) Pursue through it or others, such commercial arrangements including sponsorship and marketing opportunities, as are appropriate to the further objects of the Club.
- n ) Adopt and enforce the laws and standards of the game of bowls as promulgated and interpreted by Bowls Australia or its successor from time to time.
- o ) Elect Delegates to the CQDMBA/CQDLBA or its successor.
- p ) Select and control teams or sides to represent the Club.
- q ) Settle all questions or disputes on all matters pertaining to the game of bowls within the Club which are submitted to the Club for its adjudication, including disciplinary matters.
- r ) Design the attire and or uniform to be worn by the players of the Club.
- s ) Represent the interests of its members, bowlers and bowls generally in any appropriate forum.
- t ) Formulate and implement appropriate policies, including policies in relation to drugs in sport, health, safety, junior and senior programs and other such matters as arise from time to time as issues to be addressed.
- u ) Provide, furnish and maintain premises and other amenities for the use of its members and affiliated Clubs and such other persons as the Club`s Committee may from time to time permit either gratuitously or otherwise.
- v ) Apply for and hold liquor licenses in accordance with the law.
- w ) Enter into arrangements with any government or authority that are for the purposes of, or incidental to, these objects and to obtain rights, privileges and concessions from any government or authority and carry out, exercise and comply with any such rights, privileges and concessions and to oppose any application or other proceedings which may seem calculated directly or indirectly to prejudice the property, rights or interests of the Club.
- x ) Do all such acts and things and enter into and make any arrangement as are incidental, conducive or subsidiary to the advancement of these objects for the above purposes, to do anything allowed by the operation of section 124 of the Act.

## **5 Risk Identification.**

Identifying risks points out the potential limitations of the Rockhampton Bowls Club achieving its objectives. The risk categories experienced by the Rockhampton Bowls Club are defined in the operation with regard to Rules and Regulations, Financial and any other object of this nature. The second category is of the more physical nature of injury to its members, visitors or anyone else using the facilities. The Rockhampton Bowls Club is aware that most members are in the upper age bracket. This being the case more attention is needed to avoid falling.

- Financial Risk
- Insurance Risk
- Competing Activities Risk

- Governance Risk
- Legislation Risk
- Management/Operational Risk
- Technology Risk
- Personal Injury Risk

The following discuss the management of the above risks in detail.

### 5.1 Financial Risk

<b>Risks</b>	<b>Action Taken</b>
Financial budgeting and management	The Rockhampton Bowls Club`s Treasurer oversees the finances of the Club. A Financial Report and Bank Statement is presented at each monthly meeting of the Club`s Committee. Recommendations of operational spending are determined at these meetings. Recommendations for budget ting for major projects are determined to be presented to the members of the Club.
Reduced sponsorship income	The Rockhampton Bowls Club seeks to maintain and enhance relationships with existing sponsors and actively pursue additional sponsors.
Reduced membership	The Rockhampton Bowls Club seeks to source alternate income streams to complement income from membership
Financial Security	The Rockhampton Bowls Club has implemented effective financial controls via its monthly check on income and expenditure.
Taxation (PAYG/GST )	The Rockhampton Bowls Club ensures compliance with the various Government Acts as amended from time to time and that the Club`s Treasurer is qualified in this area.
Funding/Grants	The Rockhampton Bowls Club ensure that all applications for Funding/Grants are correct in every detail and money received is spent according to the conditions applying to the funding/grant Details of all money spent is documented.

### 5.2 Insurance Risk

<b>Risks</b>	<b>Action taken</b>
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Increase insurance costs	The Rockhampton Bowls Club negotiates annually with insurance providers to achieve the best possible rates. Through its various policies and procedures, the Rockhampton Bowls Club seeks to minimize explosive to risk.
Ability to provide insurance cover	The Rockhampton Bowls Club maintains a close working relationship with its insurance provider.
Maintaining adequate cover	The Rockhampton Bowls Club`s Committee holds an annual review of the insurance needs of the Club and to implement same if required.
Ability to meet the insurance needs of the Rockhampton Bowls Club	The Rockhampton Bowls Club`s Committee considers the insurance needs of the Club and ensures adequate funds are allocated to meet these needs.

### 5.3 Competing Activities Risk.

<b>Risk</b>	<b>Action Taken</b>
Loss of current members to other sport/leisure pursuits	The Rockhampton Bowls Club`s Committee seeks to implement feedback on issues impacting on the sport from Bowls Queensland. The Club`s Committee continues to focus on its member`s needs and to implement same.
Failure to attract new members due to competition	The Rockhampton Bowls Club uses the expertise of the Bowls Queensland Developmental Officer to help the Club`s Committee to understand the resources available from Bowls Queensland. And to implement same. The Rockhampton Bowls Club utilises the media to attract new members.
Change of lifestyle	The Rockhampton Bowls Club actively promotes its facilities for barefoot bowls and BBQs for Social Clubs, companies and families. The promotion of Corporate Bowls is ongoing. The Rockhampton Bowls Club encourages schools to become involved with bowls. As well as juniors outside of school hours.

#### 5.4 Governance Risk

<b>Risk</b>	<b>Action Taken</b>
Failure of the Club`s Committee to comply with good governance principals as set in the constitution of the club.	Individual committee members have a fiduciary duty to ensure the committee complies with its policies. Any breaches or non-compliance with policies will be addressed by the Executive of the club.

#### 5.5 Legislation Risk

Changes to Legislation governing operation of bowls clubs (eg. Smoking bans/lease arrangements/environmental issues/land valuations and rating categories)	The Rockhampton Bowls Club maintains a close link with Bowls Queensland / Bowls Australia and the Rockhampton Regional Council Sports and Recreation Department and various Government Departments to ensure the club is aware of any changes to the legislation
Changes to employee awards and conditions	
Changes to government funding agreements	The Rockhampton Bowls Club has an effective and close working relationship with the Rockhampton Regional Council Sport and Recreation Department, Bowls Queensland and the various government departments to be aware of any funding or grants.

#### 5.6 Management/Operational Risk.

<b>Risk</b>	<b>Action Taken</b>
Operational Continuity	The Rockhampton Bowls Club operates according to the club`s constitution. This constitution is amended from time to time to ensure it covers present day needs.
Inadequate or failed internal controls	The committee of the Rockhampton Bowls Club regularly reviews all operational aspects of the administration ensuring adequate internal controls are maintained
Public relations/promotions.	The Rockhampton Bowls Club has an adequate system of supplying all information of events, results and stories/photos of interest to the media as well as promotional materials about the club.
Sponsorship retention	Procedures have been developed to ensure maximum exposure for sponsors at all Company events and that sponsors attending

	events are recognized and professionally hosted. Regular contact with sponsors is maintained to ensure agreements are maintained.
Inadequate communications with membership.	The Rockhampton Bowls Club has a system of keeping its members informed during the afternoon tea break, notices on the notice board, monthly minutes displayed on the notice board, a monthly newsletter and all information on the Rockhampton bowls website.

### 5.7 Technology Risk

Risk	Action taken.
Failure to upgrade systems	The Rockhampton Bowls Club does have a computer system in place with backup capabilities, checked regularly with local Tec Company
Inadequate use of technology	The Rockhampton Bowls Club rely on information from Bowls Queensland and various other organisation to ensure the club is aware of advanced technology
Privacy	The Rockhampton Bowls Club controls the level of access to its database

### 5.8 Personal Injury Risk

Step 1 Spot the Hazards		Step 2 assess the risk	Step 3 Fix the problem	Who & When	Reassess the risk
Identify the risk	What are the risks associated with each activity	Is the risk low, moderate or high?	If the risk is deemed unacceptable, what will be done to reduce or remove the risk.	By Whom? And by when?	Now that the strategies have been put in place, reassess the risk.
Stepping down onto the green	Losing your balance and falling over	Low	A pipe post has been installed to hold onto when stepping down onto the green.	The committee installed this post as a	Very low.

				permanent fixture.	
Dropping a walking stick onto the green when stepping up to bowl	Risk of tripping over the walking stick	low	Before bowling give the walking stick to the opposing player	By the player using the walking stick	No risk
Walking up or down the upper stairs	Losing your balance and falling.	Low	A Chair Lift has been installed for older members who have a problem walking up or downstairs	Members of the committee present on the day.	No risk.
Lifting your bowls up or down the lower stairs	Back or shoulder damage.	Low	Members are encouraged to use the concrete ramp at the end of the building or ask someone to lift the bowl bag up or down the stairs	Members of the committee present or other bowlers	No risk.
Lighting the outdoor BBQ	Burns to the hands/face	moderate	Users must check to see if all valves are off on the BBQ before connecting the gas bottle to the BBQ Turn one valve and ignite the gas using the flint gun. Continue the procedure with the other valves	Members of the committee must make users aware of this procedure	No risk
Lighting the gas stove	Burns to the hands/face	moderate	Light the oven or top burners with the flint gun immediately after turning on	Members of the committee must make users aware of this procedure	Low.

Replacing light globes above the green.	Falling	low	Due to the risk to members, the club has contracted local electrician to change or replace lighting on the green	Members of the committee must make sure this procedure is followed	No risk.
Replacing fluorescent tube and globes	Falling	low	Make sure the light is turned off. Check the ladder in good order. Place the ladder fully apart and in a suitable place. Have someone to hold the ladder Make sure you are well balanced before removing the tube/globe. And before installing the new tube/globe.	Members of the committee must make sure this procedure is followed.	low
Using the vacuum cleaner on the green.	Back injury	low	Use the ramp provided to lower the vacuum cleaner down onto the green	Green keeper	No risk

## **ROCKHAMPTON BOWLS CLUB Inc.**

### **Anti-discrimination and harassment Policy.**

- The Rockhampton Bowls Club is committed to ensuring that the club is free from discrimination and harassment.
- Discrimination and harassment will not be tolerated under any circumstances.
- Disciplinary action will be taken against any member who breaches the policy.

### **RBC objectives regarding discrimination and harassment.**

- Create a club environment which is free from discrimination and harassment where members and staff are treated with dignity and respect.
- Provide an effective procedure for complaints based on the principals of natural justice.
- Treat all complaints in a sensitive, fair, timely and confidential manner.
- Guarantee protection from any victimization or reprisals.
- Encourage the reporting of behaviour which breaches the discrimination and harassment policy. Delt through the processes outlined in the Grievance Policy.
- Always promote appropriate standards of conduct.
- 

### **Definition of discrimination and harassment.**

Discrimination and harassment occur when a person is discriminated against or harassed in a club environment and in certain areas of public life.

- Because of their race, colour, descent or national or ethnic origin, as defined under the Racial Discrimination Act 1975
- Or because of their sex, marital status, pregnancy as defined under the Sex Discrimination Act 1984
- Or because of a disability as defined under the Disability Discrimination Act 1992
- Or because of age as defined under the Age Discrimination Act 2004
- And some grounds under the Australian Human Rights Commission Act 1986

### **Responsibility to prevent Harassment and Discrimination.**

The Clubs Committee and Executives have the primary role to ensure discrimination and harassment does not occur within the club. All members have a secondary role to ensure discrimination and harassment does not occur within the club.

## **Consequences of unlawful discrimination and harassment.**

Pending the degree of discrimination or harassment the consequences will range from an apology to dismissal from the club.

### **If discrimination or harassment occurs**

All complaints must be in writing and addressed to the Management Committee Secretary.

Policy Reviewed 2025

# **ROCKHAMPTON BOWLS CLUB Inc**

## **Conflict of Interest Policy.**

### **Purpose.**

To ensure that Executives/Committee members make known any existing or potential conflicts of interest.

- Where an executive/committee member or his/her immediate family or business interests conducts any business dealings, programs or services provided to the Rockhampton Bowls Club.
- When an executive/committee member offers a professional service for remuneration to the Rockhampton Bowls Club.
- When an executive/committee member stands to gain personally or professionally from any insider knowledge if that knowledge is used for personal or professional advantage.

- 1 Any business or personal matter which could lead to a conflict of interest of a material nature involving an executive/committee member and his/her relationship with the Rockhampton Bowls Club must be declared and registered in the register of interest. book
- 2 All such entries in the register shall be presented to the club's council and minutes at the first council meeting following entry in the register.
- 3 All conflicts of interest must be declared by the executive/committee member concerned at the earliest time after the conflict is identified.
- 4 The council shall determine whether or not the conflict is of a material nature and shall advise the individual accordingly.
- 5 When a conflict of interest is identified and/or registered and the council has declared that it is of material benefit to the individual or material significance to the company, the executive/committee member concerned shall not vote on any resolution relating to that conflict or issue.
- 6 The executive/committee member shall only remain in the room during any related discussion with council approval.
- 7 The council will determine what records and other documentation relating to the matter will be available to the Executive/committee member.
- 8 All such occurrences shall be minted.

Policy Reviewed February 2025

**ROCKHAMPTON BOWLS Inc.**

**FIRE & EVACUATION PLAN**

**&**

**Records of maintenance**

**To**

**Fire Extinguishers & Smoke Alarms**

**Please note. This is a copy of the policy and does not include the dates of compliance.**

<b>Building Information</b>	
<b>Building Name</b>	Rockhampton Bowls Club. Inc.
<b>Building Address</b>	94 Victoria Parade Rockhampton 4700
<b>Clubs phone number</b>	0749221685
<b>Clubs E-mail</b>	bowls@rockhamptonbowls.com.au
<b>Building Occupier</b>	Rockhampton Bowls Club
<b>Building Classification</b>	10A (clubhouse)
<b>Building Construction</b>	Brick/concrete external walls Timber internal walls and floor
<b>Floor area</b>	875.8 SM.

<b>Persons responsible for administrating the Building Fire and evacuation Plan</b>	
Rockhampton Bowls Club Executive/ Committee Members	
<b>Fire Safety Advisor</b>	
<b>Name</b>	Colin Davidson
<b>Phone number</b>	0417 601 325
<b>Email</b>	
<b>Brief description of classification held.</b>	Previous employment supervisor

<b>Registered training organisation that issued the above qualification.</b>	
<b>Date qualification issued.</b>	

<b>Person responsible for giving General &amp; First Response Evacuation Instruction</b>		
	<b>Fire and Evacuation Instructors</b>	<b>Dates for Instruction</b>
<b>Name</b>	<b>Club`s Executive/committee members</b>	
<b>Phone number</b>	<b>0749221685</b>	
<b>Email</b>	<b>bowls@rockhamptonbowls.com.au</b>	

<b>Evacuation Coordinator</b>	
<b>Commencement Date</b>	
<b>Name</b>	<b>Club`s Executive/committee members</b>
<b>Phone Number</b>	<b>0749221685</b>
<b>Email</b>	<b>bowls@rockhamptonbowls.com.au</b>

<b>Persons responsible for carrying out the Evacuation Coordination procedures ( Responsible Persons )</b>			
<b>Name</b>	<b>Phone Number</b>	<b>Email</b>	<b>Commencement Date</b>
Club`s Executive	0749221685	bowls@rockhamptonbowls.com.au	

<b>Fire and evacuation Plan annual review</b>		
<b>Reviewed By</b>	<b>Date of Review</b>	<b>Changes made?</b>
Club`s Executive		

<b>Review of Managing Entities &amp; Secondary Occupiers` Fire &amp; Evacuation Plans.</b>				
<b>Evacuation and Coordination procedures (checked against each plan)</b>	<b>Date of Review</b>	<b>Name of Reviewer</b>	<b>Changes made?</b>	<b>Members advised?</b>
		Club`s Executive		

<b>Evacuation Coordination procedures</b>	
<b>Commencement Date</b>	
<b>Procedures for using communication devices</b>	In the event of a fire or other emergency the person in charge of bowls/function on the day will advising people to evacuate through the nearest exit.
<b>Procedure for contacting fire services</b>	Call Triple Zero (000)

<b>Persons with special needs</b>	Committee Members or other bowlers to assist any persons with special needs.
<b>Checking that all persons have been evacuated</b>	Person in charge of the bowls/function on the day to take the list of (bowlers at the entrance to club rooms) to the assembly area.
<b>Inform the evacuation coordinator for the building</b>	Inform the evacuation coordinator of the number of persons evacuated or not accounted for. Meet the fire service on arrival; provide as much information as possible.

<b>Emergency evacuation procedure</b>
<p><b>In the event of fire or hazardous material emergency</b>, occupants should evacuate the building and gather at a predetermined assembly area.</p> <p>In the event of fire, the person in charge on the day will.</p> <ul style="list-style-type: none"> <li>• Investigate the fire situation.</li> <li>• If there is any doubt regarding whether there is a fire situation, the Fire Service should be called.</li> <li>• Ensure the safe evacuation of all occupants of the building.</li> <li>• Account for all occupants at the assembly area.</li> <li>• Ensure occupants do not attempt to re-enter the building until it is safe to do so.</li> <li>• Meet the Fire Service and advise them of any information relevant to the emergency.</li> </ul>
<b>Fire Extinguishers.</b>
<p><b>In the event of a fire being located, or hazardous material, emergency staff will.</b></p> <ul style="list-style-type: none"> <li>• Ensure the evacuation of the building – alert all occupants without further compromising life and assist those which are persons with special needs.</li> <li>• Attempt to extinguish the fire if safe to do so.</li> </ul> <p>If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight the fire if the following conditions exist.</p> <ul style="list-style-type: none"> <li>• You have not been trained or instructed in using a fire extinguisher.</li> <li>• You don't know what's burning</li> <li>• The fire is spreading rapidly.</li> <li>• You don't have the proper equipment</li> <li>• You find your back to an exit</li> <li>• The fire might block your means of escape.</li> <li>• You might inhale toxic smoke</li> <li>• Your instincts tell you not to do so.</li> </ul> <p>If the first attempts to put the fire out do not succeed, evacuate the building immediately' Meet the Fire Service on arrival &amp; inform them of the situation. If the fire has been extinguished the Fire Service will still attend.</p>

<b>Method of operation of firefighting equipment.</b>
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## **Fire Extinguishers**

- 1 Select appropriate extinguisher for type of fire.
- 2 Pull pin from squeeze handle
- 3 Test extinguisher by squeezing handles briefly.
- 4 Approach fire aiming nozzle at base of fire.
- 5 Squeeze handles and operate extinguisher in a sweeping motion.

## **Hose Reels**

- 1 Hose reels are used on fires involving wood, paper and textiles only, they are not to be used on live electrical appliances or flammable liquids.
- 2 To release the hose reel, turn the valve on this will charge the hose and release the nozzle (if fitted with a nozzle release lock )
- 3 The hose can then be pulled out to the fire, the nozzle operates like a garden hose in most cases by twisting the nozzle, and the nozzle can be adjusted to give a spray pattern or a straight jet.

<b>Procedure for instructions to Committee Members and Bowlers</b>
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### **For new Committee Members/Bowlers**

- On day one for a Committee Member/Bowler an Executive of the club will give General Evacuation Instructions and First Response Evacuation Instruction
- The instruction is to be recorded.

### Existing Committee Members/Bowlers.

- General Evacuation Instructions will be given annually and First Response Evacuation Instruction biennially
- Instruction will be given by an Executive of the club and recorded.

### **Responsible person. -evacuation coordination procedures.**

- The person in charge on the day will receive evacuation coordination procedures before taking on this role and annually review after that.
- Evacuation procedures will be given by an Executive of the club

# FIRE AND EVACUATION

## PRACTICE RECORD.

### Practice Evacuations Guidelines.

- Evacuation practices must be conducted annually
- The practice must be carried out with an appropriate number of persons.
- The practice must be carried out in an appropriate way.
- The practice must be recorded

BUILDING NAME            ROCKHAMPTON BOWLS CLUB

ADDRESS                    94 VICTORIA PARADE ROCKHAMPTON 4700

Date	Time evacuation commenced	Time evacuation completed	Action required	Number of persons conducting evacuation

# FIRE and EVACUATION

## SMOKE ALARMS.

### Maintenance of smoke alarms Guidelines

- To be tested every 4 months
- Battery to be replaced every 12 months April 1<sup>st</sup>.
- Battery to be replaced if battery failure warning sounds.

Location	Date tested	Date tested	Date tested	Date tested	Battery replaced	Battery replaced
Downstairs Bar area						
Downstairs Dining area		Tested and Tagged by qualified Persons (Buddy				

		Fire Safety)				
Workshop		As above				
Upstairs Bar area		As Above				
Upstairs Kitchen		"As Above				
Upstairs Toilet area		"As Above				
Downstairs Bar area		"As Above				
Downstairs Dining area		"As Above				
Workshop		As Above				
Upstairs Bar area		As Above				
Upstairs Kitchen		As Above				
Upstairs Toilet area		As Above				

## FIRE EXTINGUISHERS

## HOSE REELS.

Fire extinguishers and hose reels are maintained by Buddy`s Fire. Refer details from accounts from Buddy`s Fire.

Policy Reviewed February 2025

# ROCKHAMPTON BOWLS CLUB

## SYNTHETIC GREEN PROTECTION POLICY.

The Rockhampton Bowls Club recognises that the most important asset the club has is the synthetic Green.

### **Preamble and Rationale.**

This policy acknowledges that the synthetic green is the core material asset of the club and inherently expensive to repair and replace. This policy also acknowledges that through remedial practices all bowlers should be able to continue to enjoy and compete and that bowls must continue to be a sport for life.

The Rockhampton Bowls Club channels \$2.00 from each green fee charged to a green maintenance account as a donation to this account. Because no GST is paid, this account can only be spent on the maintenance and or replacement of the synthetic green.

### **Guidelines.**

- The process for a player who is causing damage to the green is as follows:-
- If by observation the Controlling Body or deputised representative considers a player is causing damage to the synthetic green, the player will be warned.
  
- The Skip and manager must be alerted to the warning given to the player.
  
- If in the opinion of the Controlling Body, the player continues to damage the synthetic green they must be required to retire from the game but may be allowed a substitute player, as per DR2.3
  
- If the player fails to leave the green, and in the opinion of the
  
- Controlling Body continues to damage the synthetic green, the player will be considered a defaulting player and forfeit the game to their opponent as per law C2 and law C10 and no substitute will be allowed.

## **Rockhampton Bowls Club Members.**

The Rockhampton Bowls Club has a dumping Policy that applies to all players using the synthetic green.

Bowlers seen dumping their bowls will be asked to purchase and use a bowling arm. Every assistance will be given to the player by the club`s coach to learn how to use such arms.

## **Other Clubs.**

When invitations are sent to other clubs to play in events it is stated not to include dumpers.

## **Club`s Dumping Policy.**

### **Preservation of Greens Policy - Elimination of Bowls Dumping - Dropping Bowls**

#### **Policy Rationale**

The Green is a valuable club asset that needs to be protected from short- and longer-term damage, potentially caused by the dumping of bowls, during delivery, from a height, or in a manner, that results in damaging the compacted material immediately below the Green surface.

The Green is particularly vulnerable to damage from “dropped bowls.”

This policy is not intended to be considered as penalising players but is a genuine attempt to minimise Green damage and maintenance costs, and to prolong the useful life of the club`s Green.

## **Definition of a Dumped or Dropped Bowl**

*Bowls that are repeatedly dumped or dropped, in the delivery, from a height of more than 30cm, or in a manner where the bowl has a heavy impact on the green surface, are considered to have the potential to cause damage to the Green in a way that may reduce the Green's full life expectancy & necessitate maintenance.*

## **Identification and Support for Rockhampton Bowls Club Members Who Are Having Difficulty Complying With this Definition**

Individual bowlers who realise that they are having difficulty delivering their bowl smoothly onto the playing surface, in a manner that meets the above definition, are asked to make a personal effort to remedy their delivery action to not meet the definition.

The RBC Management Committee, in conjunction with the Men's and the Ladies Bowls Committees, will appoint a panel consisting of four (4) members, (the Delivery Panel) to identify bowlers who appear to consistently deliver their bowls, in a manner that meets the definition.

Those bowlers will be approached and requested to either seek coaching support, or take personal action to correct their delivery, so that they do not meet the definition.

That may include:

- Changing their stance, at the point of delivery, so that the release of the bowl is low enough.
- Using a supporting stick, with a 75mm rubber base, to assist with balance and lower delivery of the bowl.

- Using one of the brands of approved bowling arms to assist with lower delivery of the bowl. (Bowls QLD approval is required to use a bowling arm during competition.)

The aim of this policy is to ensure that, when necessary, a Bowler's delivery technique is modified to comply with the requirements of this policy.

#### **Managing Policy Compliance**

All Club members, visiting bowlers and social players, utilising the Green, are subjected to the requirements of this policy.

Those managing this policy are asked to utilise an empathetic, common-sense approach, when called upon to adjudicate.

Seeking a solution to the issue is important. It is the Club's intention to keep bowlers involved in our great game.

During individual practice sessions, social games and all events under the control of the Rockhampton Bowls Club, the Delivery Panel or Match Committee will be the Controlling Body, as is appropriate.

#### **Bowls Qld Field of Play - Player Damaging the Green**

The Controlling Body shall be at liberty to warn a player, if in their opinion, the player is causing damage to the green.

Following the warning, if the player continues to cause damage to the green, the Controlling Body may request the player to retire from the green and take no further part in the match.

### **Substitute Player**

The player leaving the green may be replaced by a substitute player.

### **No Substitute Player Available:**

The team may continue to play with one player short in accordance with Bowls QLD Pennant Conditions of Play.

### **Player Refusing to leave the Green**

If the player refuses to leave the Green, the player will be considered to become a defaulting player, and the game and/or match will be forfeited.

The Controlling Body's decision is final.

### **Policy Implementation Steps -**

**Step 1:** The Management Committee **is** to do the following:

Endorse the Preservation of Greens –Elimination of Dumping – Dropping Bowls Policy.

Appoint a panel consisting of two (2) members from the Ladies Section and two (2) members from the Men's Section to become the Delivery Panel, to identify Rockhampton Bowls Club bowlers who appear to be having difficulty delivering their bowl in a manner that does not meet the definition as described previously.

Inform the membership and visitors, via posters and pre-game announcements, about the policy, its purpose and its implementation.

Arrange to inform the Match Committees, of the policy, and their roles in its implementation and management.

**Step 2:**

The Delivery Panel is to meet and to set a plan of action to identify and refer players to the coaches for corrective action.

**Step3:**

The Controlling Bodies e.g. Match Committee of the Day, are to implement and administer the policy.

**Step 4:**

The appointed panel is to routinely report back to the Management Committee as it considers necessary.

**Step 5:**

The Management Committee is to oversee and monitor the implementation and success of the policy.

Policy Reviewed February 2025

**ROCKHAMPTON BOWLS CLUB.**  
**VOLUNTEER MANAGER/COORDINATOR.**

The Rockhampton Bowls Club considers that volunteers are the most important resource the club has. The Rockhampton Bowls Club is completely run by volunteers.

Volunteering is time willing given for a common goal without financial gain. Volunteers are without doubt the backbone of sport and especially the Rockhampton Bowls Club. We are fortunate that our volunteer numbers have remained steady of many years.

The Rockhampton Bowls Club recognises that times are changing and with today`s busy lifestyles people prefer to volunteer for single or limited events and want a both fulfilling experience and someone to thank them for their efforts.

The Rockhampton Bowls Club has appointed a Volunteer Manager to manage a program to better meet the expectations of the modern volunteer.

The things that motivate and attract volunteers over past years have changed. The Rockhampton Bowls Club has realised this trend, these trends are.

<b>Trend</b>	<b>Response</b>
Busy Lifestyles, changing family structures and changing work patterns affect people`s ability to volunteer.	Shorter volunteer commitments, job sharing and flexible hours are most appealing. Let your volunteers know how exactly how long you will need them by setting start and end dates/times.
Sense of community has diminished, as has the concept of giving back. People will no longer volunteer for the sake of volunteering.	Find creative ways to recruit volunteers. Promote volunteering for your club like you a selling a fantastic product.

<p>Baby Boomers are approaching retirement and will be looking for ways to put back into the community. They are a huge source of potential volunteers that so far has been untapped.</p>	<p>Baby Boomers have great skills to offer, as they are often retired professionals, but do not want to waste their time. Offer them a position that interests them and lets them use the skills they have gained over their professional career.</p>
<p>There has been a steady decrease in the number of young people volunteering. This can be attributed to them not understanding the benefits of volunteering or being considered too young by the club and not approached.</p>	<p>Look at the strengths of young people and the skills that can bring to your club. Identify special positions they can fill. For example, most young people are good with technology so why not recruit them to develop a club website or membership data base? Promote the benefits of having volunteer roles on their resume'</p>

The Rockhampton Bowls Club has appointed a Volunteer Manager (Coordinator) because volunteers are the most important resource the club has.

The Volunteer Manager duties can include the following: -

- Work out how many volunteers are needed and for what roles.
- Develop position descriptions for each role.
- Plan how and where to recruit volunteers.
- Help volunteers to feel welcome and supported.
- Organise selection and screening procedures.
- Put together orientation kits and programmes.
- Develop policies and procedures for volunteers.
- Arrange training and education opportunities.
- Look after the volunteer database and records.
- Develop ways to recognise and reward volunteer efforts.
- Plan a volunteer retention and replacement.

The Rockhampton Bowls Club recognises that a Volunteer Manager must have certain skills to be able carry out the role of a Volunteer Manager .

The following Skills and attributes would be of great help.

- Positive and enthusiastic.
- Excellent communication skills.
- Good at dealing with difficult people and conflicts.
- Plan and set goals.
- Organising volunteers.
- Time Management.
- Negotiation skills.
- Know how to delegate.
- Understand the nature of volunteering and what motivates people to volunteer.

The Volunteer Manager will be a member of the Management Committee but will also be eligible to attend all Subcommittee meetings.

The Volunteer Manager in relationship to all members of the Management Committee and the Subcommittee members work to attract volunteers to the club. The following avenues can be available.

- Produce volunteer information kits including job descriptions.
- Check past and present membership lists for potential volunteers.
- Check member's occupation as per the application form or person to person.
- Provide new members with information of volunteering.
- Use the local community paper, ie Rockhampton Regional Council booklet.
- Local Newspaper.
- Produce poster for shopping centres and etc.
- Organise community notices on radio.
- Use social media to promote the club and volunteers.
- Develop a partnership with TAFE, universities, schools, service groups and likely groups to engage new people to volunteer .
- Ask private companies to include volunteering in pre-retirement training sessions.

- Promote your club's volunteering opportunities to schools TAFE and etc.
- Advertise volunteering opportunities through corporations and businesses
- Promote your club and volunteer roles at local retirement villages.
- Advertise for volunteers on the club`s website and Facebook.
- Advertise for volunteers on the [Go Volunteer website](#)
- Offer volunteers the opportunity to `job share` their volunteer role
- Try the personal approach, simply ask,
- Above all, **Thank your volunteers.**

Recognition of your volunteers.

Volunteers do not expect lots of thanks or big hugs but they really appreciate being recognised.

Some ideas that can be used.

- Simply say hello and thank your volunteers regularly
- Send welcome letter to new volunteers.
- Include volunteers in organisational charts.
- Write letters and post cards of thanks to volunteers.
- Write letters of reference and include details of service.
- Provide identification pins, badges, shirts or caps.
- Acknowledge and profile volunteers in the club`s newsletter.
- Present volunteer awards at the Club`s AGM or Presentation night.
- Provide a free breakfast and bowls 3 times each year.
- Send get well, birthday and Christmas cards to your volunteers.
- Award life members and long serving volunteers.
- Acknowledge the efforts of volunteers during committee meetings.
- Volunteer of the month.
- Volunteer of the year.

Policy Reviewed February 2025

# **ROCKHAMPTON BOWLSB.**

## **ARTIFICIAL DEVICES POLICY.**

The Rockhampton Bowls Club recognises that bowling is a sport for life for all people, young, old and people with disabilities.

**Bowling arms.**

A person with a medical condition is allowed to purchase and use an manufactured approved bowling arm.

Whenever a player commences using a bowling arm in a game, the player must use it for the rest of the game.(This does not apply for social games) This does not apply to the rolling of the jack which can be rolled by hand or the bowling arm.

A player cannot change the brand or style of the bowling arm during the game except in such circumstances where the device is rendered unplayable and in this instance the player may change to another designated brand or style of bowlers arm and on approval by the umpire or controlling body.

Challenge on appeal to an umpire regarding a bowlers arm could occur before the trial ends or up to 10 minutes after the game (but not during the game) as similar to law 52.4.3 and 52.4.4.2

A player is using a bowler's arm that is not an approved, the player becomes a defaulting player as per law C2 and will forfeit the game as per law C10.

A player can use any number of bowling arms during trial ends for suitability. Once the game has commenced, the designated brand or style of the bowlers arm chosen by the player must stay the same during the match.

**Wheelchairs.**

**Specifications.**

The large and rear tires (pneumatic or soft rubber slicks) must have a minimum width of 45mm. Tires must be smooth "slicks" or inverted tread tires.

The most suitable tires for the small front wheels are 200mm x 50mm with a pneumatic tire or soft rubber "slicks"

Castors, made of nylon or polyurethane are becoming increasingly popular and can also be used for front wheels. The recommended width of these should be a minimum of 75mm. It is a requirement that the edges, if sharp, must be rounded off.

If there is any doubts about the tread, duct tape can be placed over the tyre to provide a smoother surface as a temporary or precautionary measure.

The use of an electric wheelchair encompasses the above guidelines and measurements with the addition consideration of the weight of the wheelchair.

Policy reviewed February 2025

# ROCKHAMPTON BOWLS CLUB Inc.

## JACKPOT POLICY

- 1) Always starts off at \$40.00
- 2) Increases by \$20.00 each week (Tuesday)
- 3) The Jackpot accumulates to a maximum of \$200.
- 4) The Jackpot is available for all Social & Comp games providing that they are played at the same time and that the comp games are finished by 4.45pm.
- 5) The Jackpot is not available for Competition games when not played in conjunction with social games.
- 6) The Bowlers on the winning team (whether it is singles, doubles, triples or fours) must be present to win their share of the Jackpot available on the day.
- 7) If more than one Team wins the Jackpot it'll go to a separate draw.
- 8) An example of how the jackpot will be divided up if someone has left the Club before the Jackpot has been drawn:
  - a) The jackpot stands at \$80
  - b) A team of 4 has won the jackpot
  - c) Each bowler will receive \$20 each
  - d) If 1 member has left before the draw, their share (\$20ea) stays in the pot.
    - (1) The other 3 remaining members get their \$20 each.
- 9) Singles players in a 'singles comp game' are eligible to win the whole amount of the jackpot as they are "the team". If the singles player has left the Club before the draw, the money stays in the pot.
- 10) Please write 'yes' or 'no' in the won column.
- 11) Please state the amount paid out in the Amount paid out column.
- 12) The person handing out the money is to sign in the 'signature of payee' column.

If the jackpot is not won on the last playing day of the current year any money left carries over to the following year.

# ROCKHAMPTON BOWLS CLUB Inc.

## JUNIOR POLICY.



## Member of the Good Sports Program

The Rockhampton Bowls Club has a legal duty of care to protect the welfare of young people and to make sure they are not exposed to risk in any aspect of sport delivery. This is best achieved through continually updating knowledge and skills providing a safe and healthy environment.

The Rockhampton Bowls Club will take every opportunity to encourage juniors to learn the art of bowls.

Suitable bowls will be made available for juniors to use.

Members of the club will make their time available to show and foster juniors on how to bowl.

Members of the Club's Committee will talk to Junior Bowlers about the Code of Conduct that the Rockhampton Bowls Club would expect from them.

Junior Bowlers and their Parents would be made most welcome to the club.

Juniors would be made aware of the Club's Smoke Free Policy.

Juniors would be made aware of the Laws associated with the serving of alcohol.

Juniors will be encouraged to participate in competitions within and outside the club.

Parents/Guardians will be given the option to advise the Rockhampton Bowls Club of any medical conditions or disabilities their children may have.

Policy reviewed February 2025

# **ROCKHAMPTON BOWLS CLUB Inc.**

## **CODE OF CONDUCT**

**As a Club operated primarily by volunteers for the benefit of its members, all members of the Rockhampton Bowls Club Inc. have an individual and collective responsibility to contribute in a positive way to the operations of their Club.**

**This Rockhampton Bowls Club Code of Conduct applies equally to members and their guests, including players from other clubs visiting the Rockhampton Bowls Club for sporting competitions.**

### **ON THE GREEN**

- 1. Bowlers must display respect to their teammates, and opponents, and play the game within Bowls Queensland Laws and/or Conditions of Play, to the highest degree of sportsmanship and honesty.**
- 2. Players will not engage in offensive or abusive language, dissent, conduct unbecoming, or actions which would bring the game of bowls into disrepute.**
- 3. Spectators on the banks will conduct themselves in a manner that ensures that players are not distracted.**

### **WITHIN THE CLUBHOUSE**

- 1. Members, family and guests are encouraged to enjoy the hospitality of the club without fear of acts of racial vilification or verbal abuse.**
- 2. Members, family and guests will ensure that the comfort of other patrons is not unreasonably disturbed.**
- 3. Members, family and guests will respect other patrons and will conduct themselves in a manner that will not cause offense.**
- 4. Abusive or offensive language is not permitted within the clubhouse or its surrounds.**
- 5. Members, family and guests, when consuming alcohol, will do so responsibly, and will accept any staff or licensee decision to amend behaviour or discontinue the serving of alcohol without complaint.**

### **DRESS CODE**

Neat dress standards are important, members visiting the Club should present themselves as neatly as possible. Singlets are not permitted.

Male members are asked not to wear hats in the Clubhouse.

### **SMOKING and ALCOHOL**

- 1. Smoking is not permitted by law in the clubhouse or within five (5) metres of any entrance. Smoking is not permitted, at any time, on the Greens.**
- 2. Smokers must dispose of butts correctly and empty ashtrays regularly.**
- 3. Members are to respect the rights of other members who wish to smoke in allowable areas.**
- 4. The consumption of alcohol is not permitted, at any time, on the Greens.**

**The Chairperson, Presidents and Committee of the Rockhampton Bowls Club may take any action considered necessary on occasion of a reported breach of this Code of Conduct. (Grievance Policy) Such action may include referral to Bowls Queensland or related sporting association if the Committee deems this appropriate.**

**Revived February 2025**

# HEALTHY FOOD AND DRINK POLICY

## ROCKHAMPTON BOWLS CLUB INC

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### 1. PURPOSE

This policy outlines our procedures for a healthy approach to providing and/or selling food and drinks to our members, volunteers and visitors. This policy will help to ensure our club provides and/or sells food and drinks in accordance with food safety principles.

### 2. RATIONALE

**Rockhampton Bowls Club Inc** is committed to the Good Sports Healthy Eating program. We recognise the importance of making healthy food and drink choices available for our members and spectators.

**Rockhampton Bowls Club Inc** recognises that consumption of healthy food and drink at our club can contribute to good health and well-being and also supports good performance on the field/track/court. The measures outlined in this policy are based on the National Healthy School Canteen Guidelines\* and the Australian Dietary Guidelines.

Our club aims to ensure the provision and consumption of safe and healthy food and drink items at our club and its related events and activities. Accordingly, the following measures will be implemented:

### 3. FOOD SAFETY

Our club understands we have a responsibility to ensure the food and drink we provide and sell is safe. To reduce the risk of serving unsafe food, the following is required:

- Individuals who regularly prepare and serve food and drinks at our club BBQ are **required** to have food safety **training** certificate and/ or under supervision of certified holder
- Food safety information is made available to volunteers preparing and selling food at our club BBQ
- Food and drinks are to be kept and stored at the correct temperature.
- Hands should be thoroughly washed before handling food or drinks and after any activity likely to contaminate the hands.
- **BBQ and other food preparation** surfaces and equipment are to be thoroughly cleaned and sanitised after use and rubbish bins regularly emptied.
- Do not handle or prepare food or drinks if you are sick.

#### 4. FOOD AND DRINK

Food and drinks sold or provided by our club will meet the following requirements:

To promote good hydration practices our club will:

- Promote water as the drink of choice.
- Encourage players to drink water before, during and after games and training.
- Encourage players to bring their own water bottle to training and games.

For functions, activities and special events where food and drinks are provided, our club will:

- Ensure healthy (green) food and drink options are available.

Our club will regularly promote healthy eating messages to club members.

#### 5. FUNDRAISING AND PRIZES

To ensure healthy messaging is consistent across all club activities, our club requires that:

- Fundraising activities use only healthy (green) foods or non-food items. However an exception is permitted if the fundraiser is a BBQ, where some healthy (green) options must be available.
- Junior prizes are healthy (green) food and drinks or non-food items.

#### 6. SPONSORSHIP

Our club will seek to use sponsors who promote healthy food or non-food items. Where this is not possible, our club will seek to negotiate healthy options as part of our sponsorship arrangements.

#### 7. POLICY PROMOTION AND IMPLEMENTATION

- A current copy of our club's Healthy food and drink policy will be available to all members on the **website/in the canteen/noticeboard/other**.
- Anyone wishing to discuss this policy can contact a member of the committee.
- Breaches of the policy will be addressed by the club committee.
- This policy will be reviewed annually.

Next policy review date is **February 2025**

\*Notes:

Food and drinks are classified using a traffic light system whereby;

**Green food and drinks:** have significant nutritional value and contain limited saturated fat, salt and/or sugar.

*Amber food and drinks: have some nutritional value, but contain moderate amounts of saturated fat, salt and or/sugar*

*Red food and drinks: provide limited nutritional value and contain high amounts of either saturated fat, salt and/or sugar.*

[The types of food and drinks that fall within these classifications vary across state and territories. Check the following for state/territory guidelines:

**ACT: Healthy food and drink choices policy:**

<http://www.health.act.gov.au/sites/default/files/Healthy%20Food%20and%20Drink%20Choices%20Policy.pdf>

**NSW: Fresh tastes @ school NSW Healthy School Canteen Strategy:**

<https://education.nsw.gov.au/policy-library/associated-documents/cmpguide2.pdf>

**QLD: Food for Sport Guidelines:** <https://www.npsr.qld.gov.au/industry-information/clubs/food-sport/guidelines/>

#### **ENQUIRIES REGARDING OUR POLICY:**

EMAIL: [bowls@rockhamptonbowls.com.au](mailto:bowls@rockhamptonbowls.com.au)

Visit: [www.goodsports.com.au](http://www.goodsports.com.au) for information regarding the Good Sports program.



## **Rockhampton Bowls Club Inc.**

### **Drug Policy.**

The Rockhampton Bowls Club does not allow the use, distribution or selling of illegal drugs by any club member or any visitors within our club`s jurisdiction. This policy reflects our club`s commitment to protecting the health, safety and wellbeing of all persons associated with the club and all persons in attendance at club activities.

#### **Purpose of this Policy.**

The purpose of this policy is to ensure the club committee and club members understand the club`s position regarding illegal drugs and how it will respond to a drug related incident within its jurisdiction.

#### **Extent of this policy.**

##### **What is an illegal drug?**

A substance that is not permitted to be taken or used according to state or national laws such as cannabis (marijuana) amphetamines (speed or ice) ecstasy, cocaine, heroin and a range of new psycho-active substances known as synthetic drugs.

This policy does not apply to pharmaceutical drugs or performance drugs (unless they are captured in the above definition)

**This policy should be understood in conjunction with the club`s Code of Conduct.**

##### **What does this policy apply?**

This policy applies whenever the individual is taking part in activities under the club`s jurisdiction. This includes our club`s facilities, games (including away games.) matches, training and events organised by the club.

Private behaviour of members is not included in this policy as the club cannot be responsible for the behaviour of its members outside the club jurisdiction.

However this policy will apply whenever an individual is wearing a part of the official club uniform which would identify them as being a representative of the club.

### **Who does this policy apply to?**

All club members and visitors to our club.

### **Responsibilities.**

#### **Our club will.**

- Activate and apply with the policy.
- Promote the policy to everyone within our club`s jurisdiction.
- Provide a role model expected standards of behaviours at all times. Appoint and provide training and support for appropriate persons such as Welfare Officers to be responsible for all illegal drug related incidents.
- Respond to breaches of this policy discreetly and in a timely manner.
- Investigate all apparent, or alleged breaches of this policy and take action after all relevant facts and circumstances are known.
- Ensure all responses and actions will reflect the club`s duty of care to members and visitors.
- Review this policy every year.
- Offer annual education to members on illegal drugs.
- Have a list of health service providers in our area that would be able to support an individual with a drug and or alcohol related issue.

#### **Individuals will.**

- Comply with the policy.
- Promote and role model always expected standards of behaviours.
- Be responsible and accountable for their behaviour.
- Alert club officials or Welfare Officers with any concern about illegal drug use within the club.
- Honour our commitment to the health, safety and welfare oif all our members.

## **Responding to illegal drugs.**

### **Response.**

When responding to an illegal drug related concern or incident, the response by the club will focus on the safety and welfare of those directly and indirectly involved. All responses will reflect the club`s duty of care to members and visitors.

All illegal drugs related concerns or incidents should be discussed with the Welfare Officer as soon as possible. The Welfare Officer will document the issue using the incident register and investigate the concern/incident further. If a Welfare Officer is not available, a club official may substitute.

### **Investigating the concern or incident.**

The Welfare Officer will investigate all illegal drug related concerns or incidents in a timely and discreet manner.

Once all relevant facts and circumstances are known the Welfare Officer will recommend appropriate approaches and or disciplinary measures to the club committee based on the guiding principles outlined in this policy.

### **Privacy.**

Where possible. The investigation of illegal drug related concerns or incidents will maintain confidentiality in line with the club`s privacy policy.

The Rockhampton Bowls Club Privacy Policy is as follows.

- The Rockhampton Bowls Club will always act with discretion.
- Subject to its right to contact the Police, if necessary, the Rockhampton Bowls Club will maintain the privacy of those involved as far as possible.
- Club members will be informed about the incident on a need-to-know basis only.

Date to be reviewed.

**Policy Reviewed February 2025**

## By-laws

The By-laws covers the day-to-day operation of the club. They will also give guidance to follow, ie. Wakes, Jackpot, Table selected teams to mention a few. The By-laws will be found in the Administration folder with the Club`s Constitution and the Club`s Structure and Operation Policy.

Below is the Index for the By-laws.

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**This Policy Document will be reviewed within 2 months of the Club`s Annual General Meeting.** However this policy will remain relevant to the Club`s operation and reflects the Community expectations and legal requirements until reviewed.

CHAIRMAN: ..... SECRETARY: .....

DATE: .....