



COOLUM BEACH BOWLS CLUB GAMES COMMITTEE

BOWLS ADMINISTRATION MANUAL

AMENDMENTS

Date	Laws	Action
18/08/2022		Adopted by BOM
26/10/2022	Various	C Orr amendments
12/12/2022	9	Social Bowls Conditions of Play added
31/01/2023	Appendix A	Introductory Bowling Progress Report added
13/02/2023	• 8.5 • 7 • 8.19-22	• Championship/Club Event dress code added • Green fee breakdown amended • Championship/Club Event eligibility
04/12/2023	• 8.22	• Prizemoney amended
06/03/2024	Various	R Grimwade amendments
23/01/2025	7, 8	Games Committee amendments
18/08/2025	13	Added - Umpire Remuneration

Table of Contents

1. SCOPE	3
2. GAMES COMMITTEE	3
3. ESTABLISHMENT OF SUB-COMMITTEES	3
4. MEETINGS OF THE GAMES COMMITTEE	4
5. DUTIES AND RESPONSIBILITIES OF THE GAMES COMMITTEE	4
6. DUTIES AND RESPONSIBILITIES OF MEMBERS OF THE GAMES COMMITTEE	4
7. GAMES COMMITTEE POLICIES	5
8. CONDITIONS OF PLAY FOR CLUB EVENTS AND CHAMPIONSHIPS	6
9. CONDITIONS OF PLAY FOR SOCIAL BOWLS	7
10. SELECTION POLICY	8
11. SOCIAL MEDIA POLICY	10
12. COACHING	10
13. UMPIRE REMUNERATION	10

1. SCOPE

- 1.1 This document details all structures, procedures and controls relating to the administration of the Game of Bowls at Coolum Beach Bowls Club as detailed in **By-law 4.1** of the Club Constitution.
- 1.2 It will be updated by the Games Committee and be controlled by the Games Committee Secretary.
- 1.3 A copy of this document will be displayed on the Club website.

2. GAMES COMMITTEE

- 2.1 The Games Committee will be chaired by the Bowls Director as elected under the provisions of **Law 37** of the Club Constitution.
- 2.2 The Secretary and key Bowls Coordinators on the Games Committee will be elected at the Annual General Meeting of the Club under the provisions of **By-law 4.1** of the Club Constitution.
- 2.3 Games Committee may appoint such sub-committees as deemed necessary for the conduct of the Game of Bowls. Such positions will be determined at the first committee meeting of the Games Committee following the Annual General Meeting. Expression of interest for such positions will be called.
- 2.4 No Rule or By-law in relation to the playing of the Game of Lawn Bowls shall be in conflict with the Rules and By Laws of Bowls Australia (BA), Bowls Qld (BQ) or the District Associations.
- 2.5 Any member referred to in **By-law 4.1** may resign from such position at any time by giving notice in writing to the Secretary of the Games Committee and such resignation must take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect at the later date.
- 2.6 Any member referred to in **By-law 4.1** may be removed from office by a 75% majority of members of the Games Committee present and entitled to vote at a Special Meeting of the Games Committee. The Member affected must have due notice of the meeting and must be afforded reasonable opportunity for making representations to the meeting as thought fit. There will be no further right of appeal.

3. ESTABLISHMENT OF SUB-COMMITTEES

The Games Committee shall establish sub-committees under the respective Coordinator as follows:

Coordinator	No of Positions	Composition
Secretary	1	Asst Secretary (opposite sex to Secretary)
Social Bowls	3	Men or ladies (one for each major playing day)
Championship	2	Man and lady
Tournament	2	Man and lady
Selection	6	4 x men, 2 x ladies
Umpiring	n/a	All umpires
Coaching	n/a	All coaches

- 3.1 All Coordinators to chair Sub-committees.
- 3.2 Sub-committees are to be established under the provisions of **By-law 4.3** of the Club Constitution.
- 3.3 In relation to the Selection Sub-committee, the Coordinator will act as an active Selector in relation to men's or ladies' selections, depending on the sex of the

Coordinator ie there could be 5 x men and 2 x ladies or 4 x men and 3 x ladies active Selectors.

4. MEETINGS OF THE GAMES COMMITTEE

- 4.1** All meetings of the Games Committee will be conducted in accordance with **Law 45** of the Club Constitution.
- 4.2** The exceptions will be:
- in the circumstance that the Club has engaged a Bowls Manager, at which point the quorum for any Games Committee meeting will reduce to four (4) members;
 - in relation to the approval of Sub-committees as per **By-law 4.3.3** of the Club Constitution.

5. DUTIES AND RESPONSIBILITIES OF THE GAMES COMMITTEE

The duties and responsibilities of the Games Committee shall include:

- 5.1** Conducting of games, events and competitions of, and/or for the Game of Bowls within, for and on behalf of the Club, in respect of the separate activities associated with games, events and competitions.
- 5.2** Be responsible for all and any games, events and competitions involving, and/or on behalf of the Bowls Associations, and shall, in respect of any such activity or function, be the fully accredited representative and agent of the Club for such activity or function.
- 5.3** Shall cooperate and act in unison on all matters associated with the corporate development, conducting Championships, promotion, marketing and maintenance of standards, coaching and umpiring of the Game of Bowls within, for and on behalf of the Club.
- 5.4** Shall act on behalf of the Club in respect of matters associated with the Club's affiliation with Bowls Associations.
- 5.5** Shall ensure proper systems and procedures are in place for recording the receipt of moneys received from green fees, nomination fees, etc for games under their control and for such moneys to be transmitted as directed by the Board of Management.
- 5.6** Shall make representations to the Board of Management for the provision of appropriate trophies for games under their control, including Club Championship competitions, and arrange appropriate functions where necessary for the presentation of such trophies/prizes.
- 5.7** May allocate any additional duties to its members as it deems necessary.
- 5.8** At the April meeting of the Games Committee each year, a detailed bowls-related expenses report for the upcoming financial year be prepared. This report should be presented to the Board of Management for consideration and inclusion in the club's financial budget.
- 5.9** Ensure all bowls-related consumables eg scorecards are monitored and re-ordered in a timely manner.

6. DUTIES AND RESPONSIBILITIES OF MEMBERS OF THE GAMES COMMITTEE

- 6.1 Bowls Director**
As defined in **By-law 3.1.5** of the Club Constitution.
- 6.2 Secretary**
As defined in **By-law 4.2.1** of the Club Constitution.
- 6.3 Coordinators**
As defined in **By-law 4.2.2-7** of the Club Constitution.
- 6.4 Bowls Manager**

As defined in **By-law 4.2.8** of the Club Constitution.

6.5 Assistant Coordinators

The Assistant Coordinators, when appointed, shall assist the Coordinators/Bowls Manager and in the absence of the Coordinators/Bowls Manager, shall carry out the duties normally performed by the Coordinators/Bowls Manager, or other duties as required.

6.6 Selectors

6.6.1 The Selection Coordinator will be elected at the Club Annual General Meeting (AGM).

6.6.2 The Selection Coordinator will call for expressions of interest for the Selection Sub-committee immediately after the AGM.

6.6.3 The Selection Sub-committee will comprise no more than six (6) members, both men and ladies.

6.6.4 The Selection Sub-committee will develop and maintain the Club's Selection Policy.

6.6.5 The role of the Selectors shall include the following responsibilities:

- to recommend to the Games Committee the divisions for the Pennant season;
- to make recommendations regarding the level of participation in other organised events, for example, Premier League, Great Eights;
- the selection of teams for representative games;
- prepare and distribute score cards for all games under their control;
- arrange a Manager for each division;
- arrange for Umpires and Measurers;
- forward results of matches to the controlling Body as required;
- keep results of all games played and each team's performance;
- display progressive results on the Club website.

7. GAMES COMMITTEE POLICIES

The following is to be adhered to:

- ensure green fees as set by the Board of Management be paid for all 'home' and 'away' games:
 - **\$16.00**
- the minimum trophy component on any Social Bowls day be set at the green fee as set by the Board of Management;
- ensure trophy and/or jackpot monies are calculated in line with Board of Management directions:
 - **the Board of Management (Meeting 19/1/2023) decided that the trophy component of the green fees be set at 30% of the green fee;**
 - the Games Committee can break this amount into trophy and/or jackpot prizemoney on any day at its discretion, but the amount is not to exceed 30% of the green fee.
- travelling expenses to be paid to team drivers for all 'away' games as set by the Board of Management:
 - **50% of the Australian Tax Office 'cents per kilometre' method;**
- all club competitions to be played in club uniform;
- it is a condition of entry into any event that players are familiar with, and agree to play under the conditions of play as set by Conditions of Play for Club Events and Championships;
- Selection Policy (10. below);
- Social Media Policy (11. below).

8. CONDITIONS OF PLAY FOR CLUB EVENTS AND CHAMPIONSHIPS

- 8.1** It is the condition of entry to all Championship Events that players are '**Declared Members**' of Coolum Beach Bowls Club and familiar with and accept these Conditions of Play.
- 8.2** All games are to be played under the "Crystal Mark Laws of the Sport of Bowls and Conditions" published for the Coolum Beach Bowls Club.
- 8.3** All games must be played ON or BEFORE the drawn date. If played early, the players' names/s, date, and time (this then becomes the date set down) the player must advise the Championship Games Coordinator, Umpiring Coordinator.
- 8.4** Due dates of play will be published a minimum of seven (7) days prior to play.
- 8.5** Championship/Club competition events dress code will be approved club uniform (club shirt, shorts or long pants, BA approved footwear).
- 8.6** Postponed games must be played within six (6) days of that round or before the next scheduled game.
- 8.7** The nomination fee for all events is \$5.00. This figure, along with the first-round green fee, must accompany all entries.
- 8.8** Payment of Games fees to be paid to the Championship Coordinator prior to start of play.
- 8.9** Whenever a draw requires two rounds in a day, the second game shall commence one hour after the completion of the first game. Semi-finals and finals may be drawn on the same day.
- 8.10** Withdrawals after the draw will not require opponents to be in attendance to claim a win.
- 8.11** There will be no refunds after the draw is completed.
- 8.12** Withdrawals after Round 1 must be advised to the Championship Coordinator. Failure to do so will result in the offending team/player incurring a green fee. Failure to pay this fee may result in the loss of playing privileges at the Club.
- 8.13** A fifteen-minute grace period will apply for late-comers unless the opponents or Championship Coordinator agrees to an extension.
- 8.14** Trial Ends or Practice are allowed prior to the start of each game. They must cease at the appointed starting time. Late comers are limited to up and back (2 bowls only).
- 8.15** Representative games and events sanctioned by the Controlling Body and Bowls Director, will be given priority over club events.
- 8.16** It is the sole responsibility of the player/s to organise themselves, their marker of singles and/or their team for play once the dates have been published.
- 8.17** Mobile phones or other electronic devices must be turned to MUTE within six (6) metres of any green in use at that time, unless sanctioned by the Umpire.
- 8.18** Club Championships are defined as all events that progress from Club to higher status ie District, State or Australian finals. They are:
- A Singles;
 - Pairs;
 - Fours.
- 8.19** Club Events are defined as all other events that are run by the Club from time to time and are limited to Club finals.
- 8.20** Eligibility for Club Championships:
- A Singles – all financial, Full Members who have declared for the Club.
 - Pairs – all financial, Full Members who have declared for the Club.

- Fours – all financial, Full Members who have declared for the Club.

8.21 Eligibility for Club Events:

- B Singles – all financial Full Members who have **NOT won an A or B Singles**.
- Novice Singles – all financial, Full Members who have been playing bowls for **LESS than 3 years** irrespective of any Championship or Club Event won in that time.
- Triples – all financial, Full Members of the Club.
- Mixed Fours – all financial, Full Members of the Club.
- Mixed Pairs – all financial, Full Members of the Club.

8.22 Club Championship/Event prizemoney will be set at:

Event	Winner	Runner-up
Major Club Championships		
A Singles	\$200	\$100
Pairs/player	\$100	\$50
Mixed Pairs/player	\$100	\$50
Fours/player	\$100	\$50
Minor Club Championships		
B Singles	\$80	\$40
Novice Singles	\$80	\$40
Triples/player	\$80	\$40
Mixed Fours/player	\$80	\$40
Club Drawn Pairs/player	\$80	\$40
Consistency	\$80	\$40

9. CONDITIONS OF PLAY FOR SOCIAL BOWLS

9.1 General

- All players must be full members of Coolum Beach Bowls Club or any other club.
- The Laws of the Sport of Bowls will apply.
- The Controlling Body shall be the Bowls Director, Bowls Co-ordinator, Accredited Umpires and/or their substitutes.

9.2 Play

- Trial/Practice ends are NOT permitted prior to the game.
- Roll-ups are permitted in the east/west direction but must finish by 12.30pm or 30 minutes prior to start of the game or at the direction of the Controlling Body.
- A minimum of 16 players are required to constitute a game.
- A minimum of 8 ends, being the start of the 8th end, is required to constitute a game.
- Play will NOT start until advertised starting time or the bell.
- Players are required to pay their green fees at least 15 minutes prior to the advertised start of play. The Controlling Body reserves the right to withdraw a player from the game if the player has not advised the organiser that they will be late.
- Play will finish at the completion of the last or completion of the end when the bell has been rung.
- Prizemoney is allocated at the discretion of the Controlling Body.

9.3 Dress Code

- Mufti dress .i.e. Smart casual attire, being collared shirt, dress shorts or long pants.
- B.A. approved footwear.
- NO board shorts, collarless T-shirts, or denim.
- Bowls attire is optional

9.4 Weather

- Extreme Weather Conditions will apply as per Bowls Queensland “Extreme Weather Conditions Policy”.
- The Controlling Body may rule on interpretations and applications of this Policy.

NOTE:

The Conditions of Play cannot cope with every situation. If a situation arises that is not precisely covered by the above Conditions, the Controlling Body and players must use their common sense, together with a spirit of fair play and good sportsmanship to decide the appropriate course of action.

10. SELECTION POLICY

• Selection Sub-committee

The Selection Sub-committee is responsible for the selection of players to represent Coolum Beach Bowls Club.

• Selector Attributes/Qualities

- Working knowledge of Club policy and the Laws of the Game of Lawn Bowls.
- Is respected and has respect for others.
- Is diligent, efficient with high integrity, fairness and is accountable for their actions.
- Credibility on the green as a player either past or present is desirable.

• Selection Philosophy/Aim

The Club aims to promote the best possible players available to represent the Club for all matches that it participates in. Our aim is to be competitive in all District competitions and be respected as a Club for our sportsmanship both on and off the green.

• Selection Criteria/Standards

The following factors are to be considered when selecting teams:

- individual performances;
- focus on all aspects of play, such as shot play (forehand/backhand), conversion shots and drive/running shots as appropriate to their likely position;
- benchmarking;
- player’s results in Club Championships will be evaluated including results and participation in prestige events and competitions;
- to understand the personal attributes/achievements of our players, including but not limited to:
 - overall bowling ability;
 - ability to play in particular positions;
 - technique;
 - mental attributes;
 - consistency ability;
 - behavioural traits;
 - dedication to representing the Club;
 - team spirit/compatibility;
 - personal image and compatibility as well as their interaction as a member of a team;

- bowler's ability to play match turning shots;
- communication skills;
- cohesion of each team.
- **Attitude**
This is important and includes a player's attitude towards the club, fellow players and bowlers/people in general. When possible, willingness to attend training when required as well as their personal contribution to team spirit and performance at all times.
- **Team Balance**
The Club will focus on ensuring teams are balanced in regard to skill mix, compatibility and performance orientation. Emphasis will be on the team not the individual.
- **Fitness**
The Club expects players will have the appropriate level of fitness to handle the challenges of representing the Club, being able to play at a consistently high level for up to two (2) days during Pennant and inter-club competition finals.
- **Club nominations for Players to be considered for District Selection.**
Club Selectors will nominate players who have potential to represent the District.
- **Training Attendance**
Personal training – all players are encouraged to train at least once a week, for at least one hour, with purposeful training programs. Club coaches will be available to assist players with these programs and can provide drills specific to each playing position. In addition, in the lead up to major representative events, training will be conducted at the discretion of the Selectors. These sessions are likely to be of at least one hour's duration.
- **Selection Announcement Policy**
Selections will be published on the Club website www.coolumbeachbowls.com.au. However, before selections are formally announced, the Selection Coordinator will personally contact those players not selected or demoted and provide the player with information which may assist in improving themselves for future selections. No other selector has the authority to announce teams beforehand. All discussions at Selection Meetings are to remain confidential. Failure to adhere to the confidentiality requirement may result in the member having to show cause as to why they should remain on the Selection Sub-committee.
Such action will be dealt with under the provisions of **Section 2.6** of this document.
- **Unavailability**
Players should advise the Selection Coordinator of any dates they are not available as early as possible.
- **Post Selection Policy**
If a selected player becomes unavailable after selection, a replacement player will be decided upon by the Selection Sub-committee. Injured or unfit players will be replaced as necessary.
- **Code of Conduct**
The Club has a code of conduct which all players selected are to abide by and acknowledge their responsibilities. This also includes the Club's Social Media Policy.
- **Player Infringements**
Should this occur, the Selection Coordinator has the discretion to act as appropriate such as excluding a player from selection/games. In the event of a serious infringement a written report is to be provided to the Bowls Director.
- **The Appeal Process**
The appeal process relates to a serious infringement and will be handled in accordance with the Club Constitution and By-Laws.

- **Key Result Areas**

Commitment to:

- selecting the best possible teams to represent Coolum Beach Bowls Club;
- the selection process being fair, unbiased and in a transparent, considered and organised manner.

11. SOCIAL MEDIA POLICY

This policy is intended to provide guidelines for Players/Officials who may access online social media networks for personal purposes.

It is not intended to violate or improperly interfere with individual rights or privacy but rather, ensure that players and officials maintain a professional standard while representing Coolum Beach Bowls Club.

- **Using Social Media for Personal Purposes**

Members who presently maintain individual pages on social media sites to connect with their families and friends need to recognise their responsibilities as representative members of Coolum Beach Bowls Club when they publish content on these sites.

As representatives, please be aware of the following expectations:

Members are personally responsible for any published content and will be liable to be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, discriminatory, libellous or that can create hostility with others. No player or official shall use Social Media to make derogatory comments about Bowls Queensland, Sunshine Coast District Men's and Ladies, Bowls Associations, Coolum Beach Bowls Club or any other District, any official, an event or any other player for the duration of Competitions that the Club is involved in. Any infringement of this policy shall render the offender liable to disqualification from the event they are participating in. Should comments be made out of competition the player or players may be excluded from future teams.

Examples of inappropriate content on Social Media include but are not limited to:

- references/photos of alcohol or illicit substances;
- photos with revealing clothing;
- disclosure of confidential formation relating to past, present or future colleagues, volunteers, members, participants or other persons associated with the Club;
- posting disparaging, discriminatory, harassing or defamatory information about past, present or future colleagues, volunteers, members, participants, guests or other persons associated with the Club;
- commenting about selection/non-selection management or selectors.

Members may have legal liability for any information contributed over any online communication channels regarding the Club.

12. COACHING

- Introductory Bowling Progress Report – refer Appendix A

13. UMPIRE REMUNERATION

Umpires who officiate **ONE (1) FULL DAY of a TWO (2) DAY EVENT** will be provided a **\$50 Club Voucher**. The voucher cannot be redeemed for cash and must be deposited on the member's club card.

APPENDIX A

Coolum Beach Bowls Club INTRODUCTORY BOWLING PROGRESS REPORT

Name: _____

Number of coaching sessions:

Mobile No: _____

The following aspects of the sport of lawn bowls have been introduced.

The area and boundaries of the rink	
Rolling the Jack; delivery and placement	
The correct grip (after trying options)	
Check the bias (forehand & backhand)	
Placement of the mat	
Selecting an aiming point to achieve correct "grass"	
Placement of the foot on the mat	
Body square to aiming point, eyes focussed on this point	
Preparing for delivery using the pendulum swing	
Taking a forward step of appropriate length (or fixed stance)	
Smooth delivery – no wobbles, no dumping	
Staying down for smooth and balanced follow-through delivery	
Adjusting delivery for wide or narrow hand	
Adjusting the weight of the delivery	
Basic Rules of the game	
Basic player positions & game formats	
Basic measuring	
Basic safety; not stepping backward, awareness of trips	
Basic etiquette	
Extra equipment: cloth, chalk, grip polish, measuring tape	
Wearing correct club approved attire	

READINESS FOR SOCIAL BOWLS:

I certify that this bowler has demonstrated sufficient knowledge and consistent skills to be ready to begin playing social bowls at Coolum Beach Bowls Club.

Signed: _____

Date: _____

COACHES NOTES: