



Royal Hobart Bowling Club Inc.

ABN 64 210 614 438

Ellerslie Road, Battery Point, 7004

Telephone : 03 6223 7640

Email: rhbc1891@gmail.com

www.royalhobartbowls.com.au

By-Laws

1. CLUB COLOURS & MOTTO

- (a) The Club colours shall be Junior Navy and Red
- (b) The Club Motto shall be “We Stoop To Conquer”

2. LIFE MEMBERS

- (a) Current Life Members of the club are:

Robin Hues
Michael Hannon

- (c) The criteria to be met for nomination of a Life Member shall include outstanding contributions to the operation of the club and positions held during their membership

3. CLUB POLICIES

- (a) The Club Policies annexed hereto form part of these By-Laws

4. MEMBERSHIP

- (a) An application for membership shall be on the form annexed to these By-Laws
- (b) The decision of the Board will be notified in writing to the applicant and, if the application is successful, be accompanied by an invoice for the relevant subscription

5. COMMITTEES

- (a) The Board may appoint such committees as considered necessary for the management and conduct of the Club
- (b) The functions of a committee are to be determined by the Board and are to be annexed to these By-Laws as Policies of the Club

6. GREENS

- (a) The Chair of the Greens Committee or his delegate, as the case may be, shall have power in his absolute discretion to close the green or part thereof and to determine when and under what conditions the green is fit for play

7. INSURANCE

- (a) The Board shall maintain with a reputable insurer or insurers, the relevant insurance to cover property, public liability, workers and members appropriate for the Club's needs for the ensuing year

8. MEMBERS PROPERTY

- (a) Each full and life member shall be allocated without fee a locker in the Club locker room, provided that a locker is available
- (b) Each member is personally responsible for the security of his personal property, and the Club shall not be responsible for loss or damage to personal property brought onto the Club's premises, whether located in a locker or elsewhere

9. ANNEXURES

A – Application For Membership

B – Purchasing Policy

C – Selection Policy

D – Selector Expression of Interest

E – Committees Policy

F – Club Competitions Policy

Revised – October 2025

Approved – November 2025

ANNEXURE A



Royal Hobart Bowling Club Inc.

ABN 64 210 614 438

Ellerslie Road, Battery Point, 7004

Telephone: 03 6223 7640

Email: rhbc1891@gmail.com

Website: www.royalhobartbowls.com.au

To
The Hon. Secretary
Royal Hobart Bowling Club Inc.
1 Ellerslie Road
Battery Point Tas 7004

Application For Membership

I wish to apply for membership of the Royal Hobart Bowling Club Inc

Full Name:

Address:

..... Post Code:

Mobile No: Phone No:

Email:

Occupation: Date of Birth:

Emergency Contact: Phone No:

Membership Type Sought: Full Member: Junior Member:

Social Member:

Statements by Candidate

Do you intend to be an active Member of the Club:

Other Bowling Club Membership: Grading:

I wish to become a Member of the Royal Hobart Bowling Club Inc and hereby undertake to comply with the Constitution and By-Laws of the Club, if my nomination is accepted.

Signature of Candidate: Date:



Royal Hobart Bowling Club Inc.

ABN 64 210 614 438

Ellerslie Road, Battery Point, 7004

Telephone : 03 6223 7640

Email: rhbc1891@gmail.com

www.royalhobartbowls.com.au

Purchasing Policy

1. Members Authorised to Purchase on Club's Behalf

(a) President

Vice-President

Secretary

Treasurer

Club Licensee

(b) Members, appointed by the Board, with executive responsibility for
House

Greens & Gardens

Barefoot Competition

Corporate Functions

Club Merchandise

Kitchen & Cleaning Supplies

Whilst some purchasing may be delegated to other club members, in emergency situations, the relevant authorised member will remain responsible for any such purchases

2. Spending Limits – Consumable Items

- (a) The Club Licensee has an authorised limit of \$1500 for any single purchase when restocking the bar
- (b) Any other purchase of consumable items is limited to a total of \$200
- (c) These spending limits can only be exceeded if Treasurer and/or President approval is obtained
- (d) Any purchase of an expense nature, (ie those purchases which are necessary to keep the Club operating on a day to day basis) excluding restocking of the bar, exceeding \$500 must have at least 2 quotes (preferably 3) unless prior approval is obtained from the Treasurer and / or the President

3. Spending Limits – Capital Items

- (a) No purchases of a capital nature (ie purchases of what would be fixed or long term assets) are to occur without approval from the Treasurer and/or President
- (b) Any purchase of a capital nature exceeding \$500 must have at least 2 quotes (preferably 3) unless prior approval is obtained from the Treasurer and / or the President

4. Overall Spending Approval

- (a) Any purchases of any nature, whether for a single or group of related items, exceeding \$5,000 must be approved by the Board prior to ordering

5. Suspension of Spending

- (a) There will be occasions when it is necessary to suspend normal spending authorities (ie around stocktakes or for temporary cash flow reasons) and an e-mail or SMS sent to all authorised Club Purchasers by the Treasurer or President will be sufficient notice for all purchasing to cease without specific authority for a particular purchase being given by the Treasurer

6. Accounting Procedure

- (a) The dockets/receipts/invoices for any spending are to be signed by the purchaser 'as received' by the club and a note made on the document as to the purpose of the purchase
- (b) The document(s) should:
 - (i) then be placed in the Treasurer's file in the office
 - (ii) if more than one document is involved then a 'cover sheet' must be attached detailing the date of each purchase and its purpose
- (c) If the Purchase is made by way of a Club Credit Card the treasurer must be advised by e-mail (rhbc1891treasurer@gmail.com) or by SMS (0419515637) as soon as possible detailing the purpose of the purchase and the documents should be dealt with as in (b) above
- (d) There will be occasions when the accounting procedure needs to be altered/revised, either temporarily or permanently, and the Treasurer may do this when necessary
The altered/revised procedures and time limits, if appropriate, will be notified to the Authorised Purchasers by e-mail and will form part of this policy

7. Re-Imbursement

- (a) Members requiring re-imbursement must follow the Accounting Procedures detailed above under points (a) and (b)
- (b) Re-imbursement will be made on a Monday for items purchased, and documents left in the Treasurer's file, for the previous week
- (c) If required sooner the documents should be scanned/photographed and sent by e-mail to the Treasurer
- (e) No remuneration for spending will be made in cash

Revised – April 2025

Approved – April 2025



Royal Hobart Bowling Club Inc.

ABN 64 210 614 438

Ellerslie Road, Battery Point, 7004

Telephone : 03 6223 7640

Email: rhbc1891@gmail.com

www.royalhobartbowls.com.au

Selection Policy

1. Selection Committee (SC)

- (a) There is to be a single Selection Committee responsible for the selection of all Pennant Sides
- (b) A Committee provides for group input, takes pressure off individual selectors and is more acceptable to members
- (c) The Selection Committee is made up of each of the Saturday, Wednesday and Thursday selectors and the Chair of Selectors
- (d) In addition to the selection of all Pennant Sides, the SC is responsible for matters directly related to selection, eg practice, recruitment, coaching, player advice, trial matches
- (e) Individual Side selectors will have the primary responsibility for selecting their Side. Other members of the committee can make comment or venture opinions. If there is an impasse only the two relevant selectors have a vote, with the Chair having a casting vote
- (f) Each Selector will also select a Side Captain, usually from among the players in the side. This is an important position on Match Day and those appointed must be familiar with the BTS Side Captains Guide. Among the responsibilities is the entry of results on Bowlslink within 2 hours
- (g) Discussions about individual players are confidential
- (h) The decisions of the SC and the Chair are final

- (i) The Chair's role includes convening and chairing meetings, providing a second opinion on selections, dispute resolution, and receiving complaints and suggestions

2. Procedure for Appointing Pennant Selectors

- (a) The Board will call for expressions of interest for the Chair of selectors for all pennant divisions plus one selector for each division in the competitions for which the club has entered a side
- (b) Any full playing member may express an interest to become a selector or the Chair of Selectors
- (c) A member cannot submit an expression of interest for a division higher than they played the previous year except in exceptional circumstances
- (d) An expression of interest form is to be placed on the notice board for a period of two (2) weeks
- (e) Casual vacancies will be appointed by the Board where necessary
- (f) A selector will cease the role if they play three (3) games in a division other than the division for which they were appointed

3. Committee Procedure

- (a) The SC to meet 4 weeks prior to the Season commencing, and then each Monday of the Pennant season
- (b) Sides to be posted on Bowlslink and the Club noticeboard by individual selectors following the Monday meeting
- (c) Formal complaints to be in writing to the Chair, via the Secretary, and where possible be resolved before the next round of selection

4. Selection Criteria

- (a) The selectors will select the best sides each week based on the criteria shown below

The most important and primary consideration is Criteria 1

1. Current bowling ability
2. Positive attitude to competitive bowling
3. Individual aspirations
4. Availability
5. Team balance
6. Side stability.

5. Selection Principles

- (a) Selectors must be aware of and act in accord with the current Bowls Tasmania South Conditions of Play. These are on the BTS website and are extensive with significant penalties (eg. loss of Pennant points) for non-compliance
- (b) The aim of the SC is to see each Side trying to finish as high as possible on the ladder so as to enjoy playing finals and having the opportunity to win a Pennant
- (c) Each player promoted or demoted to be spoken to directly by the Selector prior to the side being posted
- (d) Balanced teams, in terms of ability, provide the best chance of winning the 6 match points
- (e) Opportunities for player development should be taken when they arise
- (f) Contingency plans for absences and form slumps may assist selection

6. Activities

- (a) Certain activities are necessary to achieve the best outcomes for the pennant sides. These are specified below and are recommended for all SC members. Review of processes, outcomes and performance can identify areas that can be improved

- (b) Pre-Season

1. Confirm player availability
2. Identify player aspirations
3. Arrange selection trials
4. Provide coaching opportunities
5. Communicate selection policy and approach to all members

Note: the number of players available will determine the number of Sides able to enter the competition. The number of Sides is to be provided to BTS, via the Secretary by early September.

- (c) Mid-Season

1. Review performance to date

- (d) Post season

1. Review all aspects of the Pennant season, including this Policy
2. Any Policy changes to be approved by the RHBC Committee
3. Report to the Annual General Meeting

ANNEXURE D



Royal Hobart Bowling Club Inc.

ABN 64 210 614 438
Ellerslie Road, Battery Point, 7004
Telephone : 03 6223 7640
Email: rhbc1891@gmail.com
www.royalhobartbowls.com.au

Selector Expression of Interest

I wish to express interest for the position of Selector for the 2025 /2026 Pennant Season:

Name of Member.....

For the position of.....
(Chair of Selectors / Saturday Division 1 or 4 Selector / Wednesday Division 1 or 4
Selector / Thursday Division 3 Selector)

Supporting Comments.....

.....

.....

Signature of Member.....

Date.....

Should I be appointed by the Board to the position I agree to be bound by the Selection Policy

For a nomination to be valid this form must be completed and submitted to the Hon. Secretary no later than

ANNEXURE E



Royal Hobart Bowling Club Inc.

ABN 64 210 614 438

Ellerslie Road, Battery Point, 7004

Telephone : 03 6223 7640

Email: rhbc1891@gmail.com

www.royalhobartbowls.com.au

Committees Policy

1. General

- (a) This policy has been developed to outline the roles and responsibilities of the club's Committees
- (b) Every Committee shall have representation at each monthly Committee Meeting
- (c) Every Committee shall provide an annual report to the President for the AGM
- (d) Committees shall liaise with each other as required
- (e) Any purchases requiring club funds must be as per the Purchasing Policy

2. Bar and Social Committee

- (a) Responsibility, control, and management of all aspects of bar supply and trade with the Licensee to be the Providore of all bar stock. Emergency stock can be purchased by RSA members if required
- (b) Manage and conduct social / corporate events including catering and volunteers. Provide updated membership lists and update the club calendar as per licensing requirements
- (c) Administer and record qualifications of RSA members and WWVP persons
- (d) Carry out stocktakes as required with / by the Treasurer
- (e) Arrange maintenance and repairs of bar equipment
- (f) Maintain Square software and carry out month end cash banking
- (g) Licensee to liaise with Gaming and Liquor Authorities to ensure all requirements / records are up to date

3. Barefoot and Membership Committee

- (a) Coordinate Barefoot Bowls Competition as required along with prizes
- (a) Complete membership forms for Barefoot and other new members and present to the Board
- (b) Seek out and sign up barefoot members and pennant players / members

4. Club Competitions Committee

- (a) Arrange and manage the Club internal competitions and allocate handicaps
- (b) Arrange for the signwriting of all Honourboards
- (c) Arrange and manage Sponsored competitions – Blundstone Cup / Vaucluse Town & Country Day / Life Members Day
- (d) Set entrance fees for sponsored events - Blundstone Cup / Vaucluse Town & Country Day / Life Members Day
- (e) Set the prizemoney for sponsored events - Blundstone Cup / Vaucluse Town & Country Day / Life Members Day
- (f) Prepare a Calendar of Events / Competitions for the noticeboard and website
- (g) Post club competitions material on the noticeboard as required
- (h) Ensure club trophies are cleaned, kept in good order and engraved as required
- (i) Provide an annual report to the President for the AGM

5. Fundraising and Social Media Committee

- (a) Monitor Facebook and add club related posts to gain maximum exposure to the community, potential new members and current members
- (b) Monitor Facebook posts from other members to ensure they meet club related information and standards
- (c) Obtain approval from the Board for new fundraising activities
- (d) Provide information and consult with members for them to donate to club projects and fundraisers
- (e) Provide ongoing fundraisers as required and ensure all members are involved in the process
- (f) Liaise with the Secretary in regards to sending out newsletters and information to keep members up to date
- (g) Seek out and sign up new sponsors

6. Greens and Gardens Committee

- (a) Care, preparation and maintenance of greens, gardens, banks, verges, paths, seats, sunshades, fences and associated equipment.
- (b) Minor maintenance items shall be approved by the Chairman of the Committee or his delegate before proceeding
- (c) Plants to be native / endemic to reduce maintenance and care
- (d) Ensure greens are suitable and available for competition at all times with appropriate number of rinks
- (e) The Chair of the Green & Gardens Committee or his delegate, as the case may be, shall have power in his absolute discretion to close the greens or part thereof and to determine when and under what conditions the green is fit to play. Members and competitors health and safety shall also be considered

- (f) Prepare and adhere to the maintenance schedule associated with the bowling surfaces and report this to the Board as required. Maintain records as required by the manufacturer and supplier / installer
- (g) Procurement of necessary sprays and equipment to complete maintenance tasks
- (h) Organise working bees to assist with maintenance
- (i) Cleaning and tidying of workshop and equipment sheds
- (j) Attend to repairs and maintenance of plumbing, electrical or equipment associated with the greens and gardens

7. House Committee

- (a) Maintain buildings, surrounds, furniture, fittings and equipment to the standard of the club and bowls community
- (b) Oversee buildings and surrounds, fences, plumbing, electrical equipment, grounds (Except Greens and Gardens) and carry out maintenance and minor repairs with minimal disruption to the club operation
- (c) Oversee cleaning of the club house, coffee machine and grounds
- (d) Purchase goods and products for catering purposes as required
- (e) Procure trades persons and oversee during repairs and maintenance
- (f) Implement Health and Safety Procedures and attend to requirements
- (g) Organise working bees to assist with maintenance
- (h) Arrange for the provision of supplies and cleaning products for the kitchen, coffee machine and toilets
- (i) Maintain coffee machine
- (j) Each full and life member shall be allocated without fee a locker in the Club
- (k) Organise Opening of the Season and End of Season functions at external venues
- (l) Each member is personally responsible for the security of his personal property, and the Club shall not be responsible for loss or damage to personal property brought onto the Club's premises, whether located in a locker or elsewhere

8. IT Committee

- (a) Administer the club Website and update as required to gain maximum exposure
- (b) Assist with updating Bowlslink Database as required
- (c) Keep up to date listing of club access details for all websites
- (d) Ensure Square POS system is functional and updated as required

9. Merchandise Committee

- (a) Liase with suppliers and purchase uniform / merchandise items as required to ensure sufficient items are held in stock. Pre-approval from the Treasurer is required before ordering
- (b) Procure uniform / merchandise items with reference to the BTS Uniform Policy to ensure the club meets these requirements. Any new uniform / merchandise items require approval from the Board
- (c) Provide costings for merchandise
- (d) Carry out a stocktakes as required
- (e) Provide an annual report to the President for the AGM
- (f) Provide details to members of suppliers and where non stock items can be purchased

10. Redevelopment Committee

- (a) Maintain buildings, surrounds, furniture, fittings and equipment to the standard of the club and bowls community
- (b) Obtain quotes where required for major works or items and gain approval from the Board
- (c) Liaise with Council and the Crown as required to obtain building approvals
- (d) Seek out Government / Private Sector Grants and submit applications as required
- (e) Procure trades persons and oversee during major works



Royal Hobart Bowling Club Inc.

ABN 64 210 614 438

Ellerslie Road, Battery Point, 7004

Telephone : 03 6223 7640

Email: rhbc1891@gmail.com

www.royalhobartbowls.com.au

Club Competitions Policy

1. Introduction

- (a) This policy has been developed to outline guidelines and procedures to be followed in the running of Club Championships
- (b) The Competitions Manager will organise Club Championships as follows
 - (i) Singles – Open, B Grade (Restricted), Richardson, Cuthbert, Facy
 - (ii) Pairs – Open, B Grade (Restricted), Major-Minor
 - (iii) Triples – Open
 - (iv) Fours – Open

2. Format and Duration

- (a) All games are knock-out competitions. The format and duration of all Championship events are to align with Bowls Tasmania South games unless otherwise provided
 - (i) Singles Format – Four (4) Bowls. All games first to 25 shots
 - (ii) Pairs Format - Four (4) Bowls. Crossover (2 x 2 x 2 x 2). All games including Finals are 15 ends
 - (iii) Triples Format - Two (2) bowls. All games including Finals are 15 Ends
 - (iv) Fours Format - Two (2) bowls. Preliminary Rounds are 15 ends. Finals are 18 ends

3. Richardson Handicap

- (a) This is a handicap event and competitors will commence scoring in all games from the handicap allotted in the draw, whether minus, scratch or plus
- (b) The order of playing will be modified after the first end and the player who had the nearest shot bowl will play first and not the player with the highest score
- (c) The method of scoring is that 10 points are allotted will be scored at each end by the allotting of points to those bowls nearest the jack in tat 10 points will be scored at each end
- (d) Points are allotted as 4, 3, 2, 1
- (e) When two bowls are equidistant from the jack and one belongs to each player, their allotted points are added and the total divided between the players. If three bowls are equidistant and two belong to one player, they receive two-thirds of the total and son one
- (f) The number of points to be scored is 100
- (g) In the event of a tie, an additional end (or ends) will be played
- (h) The last end will not be completed until all the bowls have been played and the total of 10 points allotted after which the player with the greater aggregate will be the winner
- (i) An illegal roll of the jack or the delivery of a bowl results in the paler losing 4 points
- (j) If the jack is moved out of bounds by a bowl, the player loses 4 points and the jack is repositioned in its previous spot

4. Eligibility for Club Championships

The eligibility for Club Championships is as follows

- (a) Players must be either a Life Member or a financial Full Member of the Club
- (b) Players who are members of more than one Club may only play in the Club Championships of the Club for which they have nominated to play in pennant competition
- (c) Open events are open to any eligible member of the Club
- (d) B Grade events are open to any eligible member of the Club who, at the closing date for entries in that competition, had not played more than four pennant games in the current season in Saturday Division 1 or higher. If insufficient games have been played in the current season to determine eligibility, regular players in Division 1 and above in the previous season shall not be eligible
- (e) Facy singles is open to any eligible member of the Club who, at the closing date for entries in that competition, has not won a singles event at this or any other club
- (f) Subject to the above eligibility rules, members may enter either Open or B Grade events

5. Rules for Club Championships

- (a) All games are to be played in a friendly and sportsmanlike manner
- (b) Entry forms for all events are to be posted on the Club Notice Board and Members advised by email
- (c) The draw for each event will be made and posted on the Club Notice Board at least seven (14) days before the first-round completion date. The Competitions Manager may extend entry deadlines to allow for additional entries to avoid byes in the draw or to ensure that an event may be held. Each round will be set down to be completed by a set date, with the exception of the Grand Final. As much time as possible will be given between rounds. Emails to Members and Club TV promotion screen, if applicable, are to be utilized for notifications and reminders
- (d) All matches, with the exception of the Grand finals, shall be played at the Club at a time mutually acceptable to participating players (so long as rinks are available) provided that matches are played before the due date for each round to be finalised as determined by the Competitions Manager
- (e) An extension to play a game after the due date may be granted in exceptional and limited circumstances by the Competitions Manager or their delegated representative
- (f) If an agreement cannot be reached between members as to when a game is to be played, it will be played at 4:30 p.m. on the last date in which it is to be played and any member who cannot play on that date will arrange a substitute or forfeit the match
- (g) The loser of a singles game shall mark the winner's next game in the competition
- (h) Any player who cannot play within the due date should arrange a substitute (except in Singles Championships when no substitutes are allowed) or forfeit the match
- (i) The Grand final of each event shall be played on or before a date nominated by the Competitions Manager

6. Conditions of Play

- (a) Rinks will be drawn where necessary
- (b) Umpires will be provided for Grand Finals
- (c) Umpires will wear Umpires or Club Uniform
- (d) There will be a roll-up in both directions before play
- (e) Dead ends do not count
- (f) Club uniform is required for all finals unless otherwise notified by the Competitions Manager
- (g) All games will be played in knockout format
- (h) The winning skip is required to enter the winner's name on the draw sheet
- (i) Rules and conditions of play shall be exhibited on the Notice Board and all players are required to read and understand the conditions