

BY LAWS OF SAWTELL CROQUET CLUB INC

July 2020

GENERAL MEETINGS to be held on the first (1st) Monday of every second month.

1. COMMITTEE: To include up to two ordinary members.

Executive to appoint as required:

1. Association Vice Captain. (If not elected as Ordinary Member.)
2. Golf Vice Captain. (If not elected as Ordinary Member.)
3. Ricochet Vice Captain (If not elected as ordinary Member)
4. Club Coach/s.
5. Public Officer.
6. Grounds/Maintenance Committee.
7. Housekeeper.
8. Publicity Officer.
9. Designate Fun Days and Committee Reps on each organizing group.
10. Equipment shed.
11. Gardens/Gardeners.
12. Welfare Officer

2. COLOURS

The Club colours shall be red and white.

3. UNIFORMS

All members are expected to wear club colours on club days.

Unless otherwise stated, Club uniform will be worn at all Club, Inter-club, or State, Interstate, National and Official events. On Fun days, practice time, social occasions and special days the Dress Code may be relaxed and casual attire may be worn.

The Captain has control of uniform attire and may direct or correct members in matters of dress.

4. GREEN FEES:

Players shall pay a daily Green Fee as set by the Executive.

Visitors shall also pay a daily Green Fee of not less than Club members.

Students pay half normal Club Members fees.

Daily green fees will be refunded to players if reasons, such as bad weather, forces cancelation of matches and less than one hour's play were possible that day.

5. VISITORS:

Visitors to the club are allowed to play with members on club social occasions.

Visitors from other clubs that are affiliated with their State Croquet Organization may play subject to the availability of the courts. Unaffiliated Visitors are allowed to play on no more than five days in any one year, and not more than two days in any three-month period.

6. DUTIES OF OFFICERS: (elected and appointed.)

In accordance with 14.7 of the constitution elected positions, usually, may not be held for more than three consecutive years.

a) PRESIDENT; The President shall preside at all General Meetings of the Club. But in the event of his/her absence the Vice-President shall preside. If all they are absent, a member of the Executive or the immediate Past President shall preside. In the absence of the Officers, the meeting shall elect a chairperson. The President may be Ex-officio of all sub-committees. The President shall consult with the Executive on matters of policy and the smooth running of the Club and uphold the Constitution of the Club. The President shall support Officers of the Club and promote the motto of Unity and Harmony.

b) VICE PRESIDENT Shall stand in if the President is absent. Be responsible for Risk Assessment recording.

c) SECRETARY. The Secretary shall take full records of the Minutes and business transacted at the meeting, maintain Membership Records and present all correspondence. The Secretary shall place notice of the Annual General Meeting twenty-eight (28) days prior to the meeting, and put on public display any Notices of Motion to be resolved. Place on the notice board all reports, notices and coming events, and consult with the Committee on policies and procedures. The Secretary may have control of Petty Cash. Amount to be set by the Committee.

In the absence of a specific appointee the Secretary shall Act as Public Officer.

The Secretary shall Post minutes of General Meetings within seven days.

d) TREASURER. The Treasurer shall bank all monies and keep a properly detailed account of same and all monies paid out on the Club's behalf. This record shall be kept in a ledger.

The Treasurer shall prepare a Statement of Receipts and Expenditure for presentation to regular Meetings of the Club, properly detail and present same to the Annual General Meeting of the Club. The Treasurer shall pay all amounts as directed by the Meetings. Payment of over five hundred (500) dollars must have approval of the Executive.

e) CAPTAIN/VICE CAPTAINS. The Captain shall form a committee with the Vice-Captains from Golf, Association and Ricochet sections to arrange all club competitions and championships and be responsible for lists of club awards and purchase of prizes and trophies. They shall arrange all games and draws and shall be responsible for correct recording of results. They shall be responsible for determining play on the lawns and for the care and keeping of equipment including the flag.

The Captain shall be responsible for the appearance and conduct of players and for the control of the games and standard of games.

The Captain is responsible for a programme of courses to promote and improve the game of all members.

The Captain shall manage all the affairs of the Handicap Committee in conjunction with the Vice Captains, (President being ex-officio.)

f) GROUNDS/MAINTENANCE COMMITTEE. The Maintenance committee shall be responsible for the proper maintenance, repair and construction of all club assets, that is buildings, fencing, courts, equipment, trees, gardens and landscaping. The Maintenance committee shall co-opt other members as required to assist.

g) HOUSEKEEPER. This is a supervisory role of persons in charge of:
a) Purchasing of house provisions

h) PUBLICITY OFFICER
Publicity Officer shall promote the activities of the Club, publish results and seek opportunities to attract members to the Club, sponsorship and media support.

i) FUN DAY ORGANIZING GROUPS: must include a committee member as liaison; are responsible for organizing day's activities, costs, and catering. May call on Committee/other members for support as required.

j) WELFARE OFFICER: Welfare Officer shall promote the wellbeing of the club. Attend committee meetings; be alert to the wellbeing of members; send cards for sickness, condolences, injury etc.; make appropriate phone calls when necessary. Be neutral but not a contact for disputes.

6) CLUB DAYS
It shall be at the discretion of the Committee whether certain days be set aside for play in divisions.

Coaching, when necessary may have the use of one lawn. Times of play to be at the discretion of the Committee, as seasonal conditions require a flexible programme. Competition play may require additional days and this is again at the discretion of the Captain's Committee.

7) BEGINNERS
All persons shall receive six 6 lessons at a cost, set by the committee. Beginners may have free use of Club Mallets for ten 10 weeks, after which a fee per day will be charged. At the discretion of the club captain and/or coach, beginners that are deemed to be competent in the game of croquet can be exempted from any or all of the six (6) lessons.

8) MAINTENANCE WORK / WORKING BEES
The names of members and friends who attend the premises for these purposes be recorded in the Attendance Book in the Captain's table.

9) **PRACTICE**

The Executive shall encourage members to use the courts and equipment for practice purposes at all available times, provided these do not conflict with official playing sessions. Practice shall be defined as having no more than two hoops set up. There shall be no green fee payable. However, players must record their names in the attendance register on the Captain's table.

10) **LANDLORD**

The President and Committee shall encourage and maintain cordial relationships with Coffs Harbour City Council and its various representatives. In particular, the Management and Staff of Council Caravan Parks.

11) **DOCUMENTS**

The following Documents shall be kept permanently in the Secretarial Section in the Clubhouse and shall be available for perusal by any member at any time. They shall not be removed from the premises.

- Annual Accounts Reconciliations, Working Sheets and Balance Sheets
- New Member Nomination Forms
- Insurance Policy-Liability and Accident/Medical Benefits/and
- Specified Disablement Covers, including relevant correspondence.
- Workers Compensation (GIO) Policy and relevant correspondence.
- President's Annual Report.
- Lease Agreement.
- Clubs Constitution, with Model Rules of NSW Dept. Fair Trade.
- Registration Documents NSW Dept. of Fair Trade
- Australian Tax Office ABN Registration No. 40352753223
- Recycled Water Agreement with Coffs Harbour City Council

12) **KEYS**

Keys to the Clubhouse shall be made available on request to the Secretary who shall keep a precise record of all key holders.

Keys may not be duplicated by any member. Keys may not be handed over or loaned to any other person. Keys should be returned in the event of termination of membership.

13) **DOGS**

Dogs shall not be permitted on the Club premises.

14) **SMOKING**

Smoking shall not be permitted on the Club premises.

15) **MOBILE PHONES**

Mobile phone must not be taken onto the court. In case of emergency the owner of the phone should seek permission from fellow players.

16) **RESPONSIBLE SERVICE OF ALCOHOL**

Licensing Laws require that a club needs to hold a Liquor License to purchase, provide and serve alcohol. The Law also requires a fully certificated person to serve alcohol. Alcohol can not be purchased by Sawtell Croquet Club as the club does not hold a liquor license. Members are permitted to supply alcohol for their personal and friends use.

17) **ADVERTISING / PROMOTIONS / CHARITIES.**

The following shall not be discussed, distributed or promoted on Club premises.

- Raffles for unrelated causes
- Pamphlets unless authorized by the Executive.
- Religious Material.
- Political Material.
- Advertising Material.
- Products of any kind.
- Petitions.
- Soliciting.
- Canvassing.
- Bartering.
- Investments.
- Sports, Social, Artistic, Recreational, or Professional events unless specifically authorized by the Executive.

18) **USAGE OF CLUB PROPERTY**

Usage of Club property shall be confined to registered members of the club and visitors from other associations, and invited guests.

19) **SUB-LETTING/HIRING**

- a) Sub-letting for single, repeated or regular events shall require the approval of the Executive following which the written consent of the Landlord is essential under clause 4 of the Lease agreement. Such action must be noted and recorded in the minutes of the next General Meeting.
- b) The criteria for acceptable Sub-letting shall be:
 - Usage during non-playing hours.
 - Strict supervision of key holders.
 - Low exposure to damage of property.
 - Regularity, Reliability and Responsibility.
 - Payment of day of usage.
 - Preference for sedentary occupations, such as committee meetings, Chess clubs, Mah Jong Clubs, Sewing Classes etc.

- a. Public Liability Insurance cover for \$10m will be an essential requirement to be confirmed by the presentation of a Certificate of Currency.

Appendix 1

**APPLICATION FOR MEMBERSHIP OF SAWTELL
CROQUET CLUB Inc.**



I _____
(FULL NAME OF APPLICANT)

(Preferred name) _____

OF _____

_____ POST CODE _____

PHONE No. _____ MOBILE _____

EMAIL ADDRESS _____

OCCUPATION _____

DATE OF BIRTH _____

EMERGENCY CONTACT NAME _____

RELATIONSHIP _____ PHONE No. _____
ADDRESS _____

I hereby apply to become a member of the above-mentioned incorporated club. In the event of my admission as a member, I agree to be bound by the rules and the Bylaws in force at this time

SIGNATURE OF APPLICANT. _____ DATE _____

I _____ MEMBER OF THE SAWTELL
CROQUET CLUB Inc. NOMINATE THE APPLICANT, WHO IS PERSONALLY KNOWN TO ME. FOR
MEMBERSHIP OF THE CLUB.

SIGNATURE OF PROPOSER _____ DATE _____

SIGNATURE OF SECONDER _____ DATE _____

RETURN TO CLUB SECRETARY.

PROXY VOTING FORM

I (full name printed) _____

Nominate _____
to present a proxy vote on my behalf for the Executive elections at the Annual General Meeting of
the Sawtell Croquet Club to be held on ____/____/20____.

Signed _____ **Date** _____

1.Position _____ **Vote** _____

2.Position _____ **Vote** _____

3.Position _____ **Vote** _____

4. Position _____ **Vote** _____

5. Position _____ **Vote** _____

6. Position _____ **Vote** _____

7. Position _____ **Vote** _____

Must be given to the Secretary 24 hrs prior to meeting.

SAWTELL CROQUET CLUB Inc.
NOMINATION FORM FOR EXECUTIVE

I _____
(please print name.)

Accept Nomination for the position of _____

Signed _____ **Date** _____

Nominated by _____
(please print name.)

Signed _____ **Date** _____

Seconded by _____
(please print name.)

Signed _____ **Date** _____

Return to Club Secretary 7 days prior to the Annual General Meeting.