SANDY BAY BOWLS AND COMMUNITY CLUB INC.

REGULATION

Establishment of Committees

This Regulation operates in conjunction with the Constitution and Regulations of the Sandy Bay Bowls and Community Club Inc.

Words or expressions in this Regulation have the same meaning as in the Constitution. This Regulation must be interpreted in accordance with the provisions of the Constitution as varied from time to time.

Commencement

This Regulation was made by the Board on the 7th day of September 2020 and is deemed to have commenced on that day.

- **Establishment of Committees**

1.1 This Regulation establishes the following Committees:

- The Greens Committee;
- The Bar Committee;
- The Clubhouse Maintenance Committee; and
- The Sponsorship Committee

1.2 The Board shall determine the composition and membership of each Match Committee and appoint the members of each Committee.

Functions, Objectives and Duties of each Committee

1.1 Greens Committee
Responsibilities
Maintain the greens, grounds and associated equipment of the Club.
Decide whether greens are open or closed for play. This power may be delegated to the Green Keeper or to the President or the President's nominee, as the occasion may require.

Objective
Provide the best possible playing surface and surrounds.

Duties
Liaise with the Match Committees to ensure the greens are prepared for all events.
Prepare the greens for all pennant games.
Prepare the greens for all allocated Bowls Tasmania and Bowls Tasmania South events.

Ensure that the grassed surrounds are kept to the best possible standards.
Employ a green keeper and to liaise with the Honorary Treasurer regarding hours and rates of pay.
Observe budget limits with regard to green keeper's salary and greens maintenance.
Make recommendations to General Committee about green reconstruction and capital items over $1,500; and
Arrange for raising appropriate flags as necessary.

1.2 Bar Committee

(a) Function

Manage the business of the bar and facilities within the Club.

(b) Objectives

Provide a bar service to members and maintain facilities within the Club to the best possible standards.

(c) Duties

Make recommendations to the Board regarding hours, dress and other bar conditions.
Arrange for and advertise current prices for all drinks sold (while observing a general pricing policy set by the Board).
Order goods and maintain suitable stock levels.
Keep an order book, order online and authorise payment of invoices for supplies.
Keep cash register tapes and enter daily takings in a sales journal.
Maintain a cash float.
Give cash to the Treasurer for banking at least weekly.
Employ temporary bar staff and liaise with the Treasurer regarding hours and rates of pay.
Ensure that the cleanliness of the interior of the bar area of the clubhouse is maintained to the best possible standard.
Arrange for the collection and disposal of waste material within the bar area.
Ensure that the security of the building is maintained when bar facilities have ceased.

1.3 Clubhouse Maintenance Committee

Responsibility

Be responsible for the supervision of all maintenance and capital works at the Club.

Objective

Ensure that all works are completed satisfactorily and the Club and its surrounds (excluding greens and lawns) are kept in good order.

Duties

Identify work required and make recommendations to the Board (including cost estimates and quotes as required)
Undertake necessary repairs and maintenance at the Club (as required) including:

Be responsible for the supervision of all maintenance and capital works at the Club.
Ensure that all works are completed satisfactorily and the Club and its surrounds (excluding

greens and lawns) are kept in good order.
Identify work required and make recommendations to the Board (including cost estimates and quotes as required)
Undertake necessary repairs and maintenance at the Club (as required) including:

- Inside and outside the clubhouses and other outbuildings and structures; and
- Repairs to furniture and equipment.

Repairs should take place within the constraints of the annual budget allowance and the Board (subject to the approval of the Treasurer) may authorise payments for works under its control.