

## **BY-LAWS**

The following are the By-laws of the Redhead Bowling Club Co-op Ltd as approved and adopted by the Board on 27<sup>th</sup> March 2025.

### **INTRODUCTION**

These By-laws are made by the Board in accordance with Rule 60 of the Rules of Redhead Bowling Club Co-op Ltd (the Rules). In these By-laws the expression “the Club” means the registered Club known as the “Redhead Bowling Club Co-op Ltd” or also known as “Club Redhead”. The Board may alter or repeal a By-law as it may deem necessary for the proper conduct and management of the Club. The Board has the power to enforce the observance of all By-laws and respond to breaches or non-observance of any By-laws in accordance with the disciplinary proceedings provisions of the Rules. Any By-law made under the Rules comes into force and has the full authority of a By-law of the Club on being posted upon the club noticeboard.

These By-laws are to be read subject to the Rules and in the event of any inconsistency the Rules shall prevail. These By-laws are binding on each member, guest, temporary member or employee of the Club in the same manner as if each member, guest, temporary member or employee has subscribed his/her name thereto.

### **1. DRESS STANDARDS**

- 1.1 Members and their guests are requested to be well presented, clean, neat and tidy at all times when on the Club’s premises. Management and staff interpretations should be respected, and any decision must be adhered to.

### **2. RESTRICTED AREAS**

- 2.1 Unless invited by the Secretary Manager, Bar Manager or the Supervisor on duty, members and visitors are not permitted to enter the following:
  - a) Offices as well as behind Reception
  - b) Strong Room and counting room
  - c) Storerooms
  - d) Cellar, keg area and cool rooms
  - e) Kitchen, food storage and preparation areas
  - f) Bar interior and poker machine change boxes
  - g) Staff amenity and ablution area is out of bounds to all patrons other than those members of staff on duty
  - h) Green keepers shed
  - i) Goods loading docks
  - j) Maintenance areas and doors marked “Staff Only” or with any other caution sign, are not to be used by members and visitors unless in an emergency or authorised by a staff member.

### **3. MEMBERSHIP**

- 3.1 A member is required to produce his or her membership card when entering the Club and on demand to a member of staff, Police or Government officer (NSW Independent Liquor & Gaming Authority). The Club may insist upon an additional form of identification, as well as swiping membership cards upon entry.

- 3.2 When applying for membership, a person must:
  - a) complete the application form with all required fields
  - b) produce suitable photo ID to verify address and date of birth
  - c) have your photo taken (where applicable)
  - d) pay the designated fee for the membership.
- 3.3 The Board may reject any application for membership without assigning any reason for such rejection.
- 3.4 Those persons who have their membership application rejected will not be eligible to reapply for membership until at least 12 months have elapsed since their most recent membership application was rejected.

#### **4. VISITORS**

- 4.1 Visitors who are at least 18 years of age may sign in as a temporary member by providing valid identification with their current address.
- 4.2 A visitor must produce valid identification and a current sign in slip on the request of club employees.
- 4.3 Club management or staff reserves the right to refuse admission to any visitor.

#### **5. CONDUCT OF MEMBERS, GUESTS OF MEMBERS AND TEMPORARY MEMBERS**

- 5.1 All Club members, guests of members and temporary members (“patrons”) are expected to conduct themselves in a responsible manner and comply with all reasonable requests made to them by the Secretary Manager or his/her representative.
- 5.2 Members are responsible for the conduct of their guests and must remain in their immediate company.
- 5.3 A member can sign in a maximum of 5 guests at any time. However, further limitations may be imposed for special events or at peak times.
- 5.4 Members must ensure that they do not sign in any person who has been expelled from membership or who is currently under suspension.
- 5.5 Patrons are not to engage in any behaviour that is abusive, indecent, violent, argumentative or quarrelsome nor are they to speak or by physical action imply any inappropriate or unwanted racial, sexual or insulting comments, jokes or stories.
- 5.6 Patrons are not to engage in any behaviour that could constitute sexual harassment such as is described by the Australian Human Rights Commission.
- 5.7 An intoxicated, abusive, violent, quarrelsome or disorderly patron who is ejected from the Club must not re-enter or attempt to re-enter the Club’s premises within 24 hours. They must also move more than 50 metres away from the Club’s premises and not re-enter this 50-metre vicinity within 6 hours. The vicinity is defined as any place less than 50 metres from the boundary of the Club’s premises.
- 5.8 Patrons are not to cause damage to the Club’s facilities, property or equipment. Any patrons causing any damage may be required to pay a fee calculated by the Club.
- 5.9 Patrons are not to interfere with or interrupt the Club’s operations in any way, and any such patrons who do so will be asked to desist and may be asked to leave the premises.
- 5.10 Persons are not to harass other patrons by making unwanted approaches to other patrons and any such persons will be asked to desist and may be asked to leave the premises.

- 5.11 When on the Club's premises, persons are not to approach patrons with a view to distributing material or to otherwise interrupt patrons unless invited by those patrons. Persons who interrupt patrons of the Club to lobby or distribute promotional or material to influence members will be asked to desist and may be asked to leave the premises, and may be subject to disciplinary proceedings under the Club's Rules.
- 5.12 Persons are not to canvas signatures from patrons for any unauthorised petition. Those persons will be asked to desist and may be asked to leave the premises.

## **6. USE OF THE CLUB COURTESY BUS**

- 6.1 The Club Courtesy Bus is for the sole use of genuine patrons of the Club.
- 6.2 The Club Courtesy Bus must only be used when travelling to and from a patron's place of residence or local accommodation (i.e. caravan park, motel, AirBnB, etc.).
- 6.3 When using the Club Courtesy Bus patrons are to conduct themselves in accordance with the conduct requirements described in these By-laws.
- 6.4 Club management may authorise any other use of the Club Courtesy Bus.

## **7. SMOKING**

- 7.1 Smoking and vaping (e-cigarettes) is not permitted within the Club buildings or on the bowling greens and surrounding areas, or on the Club Courtesy Bus.
- 7.2 Smoking is permitted on the designated outside smoking balcony, in the partitioned area of the gaming lounge and at the far corners of each bowling green.
- 7.3 Smokers are required to dispose of cigarette refuse in the receptacles provided for that purpose.

## **8. COMPLAINTS**

- 8.1 Should a member have a complaint concerning any aspect of the Club's personnel or operation, the matter should be drawn to the attention of the Supervisor.
- 8.2 Matters of a serious nature are to be submitted in writing to the Secretary Manager.
- 8.3 Complaints may be submitted verbally or in writing. The Club will endeavour to respond to complaints and resolve to the complainant's satisfaction.

## **9. CHILDREN**

- 9.1 Persons under the age of 18 years must not purchase or partake of alcoholic beverages under any circumstances whilst on the Club's premises including the Club's car parking areas.
- 9.2 Bar staff are directed to refuse service to any person who cannot produce proof of age when requested to do so.
- 9.3 Persons under the age of 18 years of age are not entitled to be in any gaming machine area (restricted area) of the Club.
- 9.4 Patrons are not to leave children unattended in a motor vehicle. Authorities will be contacted for any child safety issues.
- 9.5 Children must be supervised by a responsible adult whilst in the Club. If children are not supervised properly, the responsible adult may be asked to leave the Club.
- 9.6 Children are not permitted to enter the bowling green areas unless authorised by Club Management. Failure to properly supervise children in bowling green areas may result in the responsible adult being asked to leave the club.

## **10. TELEVISION, AIR CONDITIONING & HEATING FACILITIES**

- 10.1 A member must not interfere with the setting of the television, air conditioning or heating equipment. A request for adjustment to these facilities shall be directed to the Club staff.
- 10.2 The staff's decision regarding television, air conditioning or heating equipment settings will be made based on the circumstances at the time and is final.

## **11. PARKING AREAS**

- 11.1 The Club's car parks are for patrons using the premises at the time.
- 11.2 Cars must be parked in an orderly manner and in accordance with the parking lines provided.
- 11.3 Car drivers are to comply with all traffic and other signs in the Club's car parking area.
- 11.4 Car parking bays reserved for disabled patrons are not to be used for other patron parking.
- 11.5 The Club is not responsible for any damage or theft of a vehicle or its contents in any Club car park.
- 11.6 Management reserves the right to manage the car park as they deem necessary in order to maintain safety and accessibility to members and their guests. This may include but is not limited to: presold tickets, online bookings, limiting access to members only.

## **12. INTERPRETATION & IMPLEMENTATION OF BY-LAWS**

- 12.1 The Secretary Manager or his or her representative is responsible for the day to day implementation of the By-laws.
- 12.2 A member must accept the decision of the Secretary Manager, Bar Manager, Supervisor or staff member on the interpretation of these By-laws and must comply with any direction.
- 12.3 Members and patrons may make a written submission to the Board of Directors if they disagree with a decision of the Secretary Manager.

## **13. RESPONSIBLE GAMBLING**

- 13.1 All persons who play gaming machines in the Club do so, subject to the Gaming Machine Play rules which shall be the terms and conditions of play.
- 13.2 Members and Guests must use the Club's gaming facilities in accordance with the Club's Gaming Plan of Management as adopted and amended by the Board from time to time;
- 13.3 The Board has adopted the "Gaming Plan of Management";
- 13.4 The Club reserves the right to refuse any person, member, guest of a member, temporary member or honorary member the right to play gaming machines or to participate in any of the gambling activities in the Club.
- 13.5 Members and guests acknowledge and accept that the Board has the power to exclude any member or other person from the Club's premises in accordance with the Club's Responsible Conduct of Gambling Policy.
- 13.6 Any member, guest or other person may apply to be excluded from the Club's premises on the Application for Voluntary Self Exclusion Form provided on request from the Club.

- 13.7 There may be some instances when the Club will be required to initiate a person's exclusion from the Club's premises to protect the interests of an individual and those of the Club.
- 13.8 Disclosure of the existence of a gambling problem by a patron to a staff member will constitute disclosure to the Club. The staff member will record such instances in the Incident Register and forward it to the Supervisor who will offer the patron the opportunity to join the Clubsafe Multi Venue Self Exclusion scheme offered by the Club.
- 13.9 Members and visitors shall not be extended credit from the Club.

#### **14. PROMOTIONS**

- 14.1 Eligibility to participate in promotions vary depending upon the nature of the event.
- 14.2 Any interpretation and application of the rules and conditions of a promotion will be decided by the Supervisor.
- 14.3 Staff are ineligible to participate in promotions where a prize may be won via a draw during a rostered shift. Staff can participate in a promotion when attending the Club socially, outside of rostered work hours. Directors are also excluded from eligibility to participate in a promotion only when they are performing the draw process of said promotion.

#### **15. MEDIA INCLUDING SOCIAL MEDIA**

- 15.1 A member must not make a false statement or representation about the Club in any public forum. False statements made by any member may result in disciplinary proceedings under the Club's Rules.
- 15.2 For the purposes of the previous paragraph, a statement or representation is made to the public if it is made in any print or electronic media, in any form of social media, in a handbill or circular or by any sign or banner which can be seen or accessed by persons who are not members of the Club or by an oral or other audible publication which can be heard or accessed by persons who are not members of the Club.
- 15.3 Any public statement or representation concerning the Club must be in accordance with prior approval from the Secretary Manager or Board of Directors.

#### **16. GENERAL**

- 16.1 Patrons will be granted reasonable time to vacate any area of the Club's premises after the scheduled or announced closing time for that area. Patrons must comply with directions from Club staff.
- 16.2 A member representing the Club at an external function, event, trip or meeting must act so as not to bring discredit to the Club.
- 16.3 Patrons are expected to report to the Supervisor or Secretary Manager any hazard, potential incident or threat which may cause injury or damage to patrons or Club property.
- 16.4 In the event of an emergency, patrons must follow the instructions provided by management regarding the quick and effective evacuation of the Club's premises.