

G (i) POLICY- PRIVACY



**BELMONT
SERVICES
BOWLS
CLUB**

50 Thorne Street
Carina Q 4152
Phone: 3398 1551
Email: secretary@belmontservices.org
Website: www.belmontservices.org
ABN: 2229646339

POLICY- PRIVACY

This Policy is to be prominently displayed on the Club Notice Board.

Part 1 Introduction

1) Use of statement

- Where appropriate, this statement or an abridged form is to be added to all applicable forms completed by members or other persons.
- When used on a form, it must be acknowledged by the person by signing and dating where required.

Part 2 Club Policy

1. Collection of Information

We collect personal information necessary for the functioning of the Club, including, but not limited to, membership management, competition entry, and facility usage. Information—such as but not limited to name, address, date of birth, contact details, and bowling history—is collected directly from you via membership forms or indirectly through affiliated bodies (Bowls Queensland, Bowls Australia, BowlsLink). We may also collect sensitive information, such as health information, with your consent for medical/safety purposes.

2. Use and Disclosure of Information

Your information is used by the Club to provide you with services and administering the club. We may disclose certain information to:

- Affiliated associations (e.g., Bowls Queensland, District Associations).
- Third-party service providers (e.g., IT, auditors, BowlsLink). Note that some providers may store their data on overseas cloud servers.

3. CCTV and Security

CCTV is used in the Club environs for security, monitoring entries/exits. Footage is stored securely, usually for 14 days, unless an incident requires longer retention for authorities.

4. Data Security

We take all reasonable steps to protect your personal information from misuse, loss, or unauthorized access, including secure digital storage and physical safeguards.

5. Access and Correction

You have the right to access and update your personal information held by us, upon written request.

6. Complaints

If you have concerns about privacy, please contact the Club Secretary in writing. Complaints will be addressed within a reasonable timeframe (typically 60 days).

7. Destruction or De-identification of Personal Details

Under the *Australian Privacy Principle 11*, when the Club no longer needs your personal information held both physically and digitally, the Club will destroy or de-identify that information unless it is required to be retained under Australian law or by court/tribunal order.

8. Signatory Declaration and Consent-

I acknowledge that I have been provided with, and have read, the Privacy Statement dated [01.01.2026].

By executing this document, I expressly agree and declare that:

- Information Accuracy:** All personal data provided by me is accurate and up to date.
- Consent to Process:** I voluntarily consent to the collection, storage, processing, and transfer of my personal information (including sensitive information, if applicable) for the purposes specified in the Privacy Statement.
- Third-Party Disclosure:** I authorise the disclosure of my information to authorised third parties as detailed in the statement.
- Authority:** I have the legal capacity and authority to sign this declaration.

Signatory Name: [Print Name in full]

Signature: Date: [DD/MM/YYYY]

Part 3 Administrative Details

- First issued:
- Current Version: 01
- Approved/Issued:
- Review: as required but no later than 2029.

G (ii) POLICY- FLYING of FLAGS



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POLICY- DISPLAYING NATIONAL, STATE, CLUB and COMMEMORATIVE FLAGS.

This Policy is to be

- prominently displayed on the Club Notice Board; and,
- brought to the notice of members regularly.

Part 1 Introduction

1) Purpose

- a) This policy establishes the principles and procedures for the display of the Australian National Flag, Queensland Flag and Club Pennants at Belmont Services Bowls Club. The policy recognises the Club's strong Services heritage, commitment to Australian flag protocol, and the traditions of the sport of lawn bowls.

2) Services Heritage

- a) Belmont Services Bowls Club acknowledges its strong association with Australia's Service community.

Historically, many lawn bowls clubs were established by or in partnership with Returned & Services League (RSL) organisations following the First and Second World Wars. Lawn bowls became an important recreational activity for returned service personnel, and many traditions adopted by bowls clubs—including the respectful raising and lowering of the Australian National Flag—reflect this enduring military heritage.

- b) The Club is committed to preserving and respecting these traditions.

Part 2 Club Policy

1) Policy Statement

- a) Belmont Services Bowls Club will proudly display the Australian National Flag in accordance with the Australian National Flag Protocols and will continue the long-standing traditions associated with lawn bowls and the Services community.

2) Match Days, Pennant and Special Competitions

- a) On all social and official competition days, including Saturday and Midweek Pennant or Special Competitions, the Australian National Flag shall be raised to signify that:
 - i) the Club is officially open for social play; or
 - ii) competition is in progress; and
 - iii) members, visiting player(s) or team(s) and the public are welcome.
- b) Raising the Australian National Flag serves as a visual indication that the greens are operating for sanctioned social play or competition and that the Club is hosting official bowling activities.

3) Australian National Flag Protocol

- a) The Australian National Flag shall always occupy the position of honour when displayed with any other flag, including State, Club or commemorative flags.
- b) The Club will display the Australian National Flag in accordance with the Australian National Flag Protocols issued by the Australian Government.
- c) The Australian National Flag shall be treated with dignity and respect at all times and displayed in a manner befitting its status as the nation's foremost symbol.
- d) Where practical, the flag should be raised briskly at the commencement of the day's activities and lowered ceremoniously at the conclusion of play.
- e) General Rules:
 - i) Raise the Australian National Flag first, lower it last;
 - ii) Fly the flag freely near the top of its own dedicated pole. Never fly two flags from the same rope;

- iii) The flag should be lowered at night unless it is fully illuminated;
- iv) Stand silent and face the flag during raising, lowering, or parades;
- v) Never fly a damaged, faded, or an upside-down flag;
- vi) Do not let it touch the ground; and,
- vii) Worn flags are to be disposed of in a dignified manner.

Note: Each of these directions is taken as if you are facing the flagpole i.e., for our flagpole, you are facing away from the club.

1. *The Masthead: The very top of the vertical main pole. This is the most important position. Here the primary flag, the Australian National Flag flies above all others.*
2. *The Left Yardarm (taken as your left hand from a viewer's perspective) on a flagpole on land is the secondary position. Here flies the Queensland Flag.*
3. *The Right Yardarm: The right-hand side of the yardarm (as viewed by an observer standing in front of the pole) is tertiary position. This is where the Club Flag flies.*
4. *If the flag is to be flown at half-mast (on a flagpole with a yardarm) as a mark of mourning, the flag is lowered to a point so that the top of the flag sits perfectly level with the yardarm.*

4) National Commemorations

- a) The Australian National Flag shall be displayed during significant national commemorations, including but not limited to:
 - i) ANZAC Day;
 - ii) Remembrance Day;
 - iii) Australia Day;
 - iv) other occasions determined by the Management Committee.

5) Responsibility

- a) The Management Committee is responsible for the implementation of this policy.
- b) Day-to-day responsibility for raising and lowering the Australian National Flag may be delegated to Club staff, Match Committee members, or other authorised volunteers.

Part 3 Administrative Details

- a) First issued:
- b) Current Version: 01
- c) Approved/Issued
- d) Review: as required but no later than 2029

G (iii) POLICY- ETIQUETTE GUIDELINES



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POLICY- LAWN BOWLS ETIQUETTE

This Policy is to be

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Part 1 Introduction

1) The Game

- a) Lawn bowls is a game built on respect, courtesy, fairness and good sportsmanship. Every player has a responsibility to uphold the traditions of the game and help create an enjoyable experience for everyone.

Part 2 Club Policy

2) On the Green

- a) Treat the green with care – never “dump”, drop or throw your bowls.
- b) Do not step into the ditch or stand on the plinth.
- c) Remain still and quiet while another player is delivering a bowl.
- d) Avoid casting a shadow over the jack or obstructing the bowler's view.
- e) Bowl promptly when it is your turn, then step off the mat.
- f) Walk up the centre of your rink and avoid disturbing neighbouring rinks.
- g) Once your bowl has come to rest, possession of the rink passes to your opponents.

3) Courtesy & Sportsmanship

- a) Greet your opponents with a friendly handshake before play and wish them well afterwards.
- b) Arrive on time wearing the correct attire and approved flat-soled footwear.
- c) Turn mobile phones off or to silent.
- d) Applaud good bowls from both teammates and opponents.
- e) Never criticise “lucky” shots or celebrate an opponent's misfortune.
- f) Respect all players regardless of age, ability, gender or experience.

4) Be Considerate

- a) Do not walk across other rinks or make unnecessary noise.
- b) Observe club rules regarding smoking and alcohol.
- c) Assist by kicking back bowls at the completion of each end.
- d) Place the Skip's bowl on the mat as a courtesy.
- e) Only Thirds should be in the head during measurements.
- f) Watch the game, be ready to bowl promptly, and follow your Skip's instructions.
- g) Players waiting to bowl should stand at least 2 metres behind the mat. At the head end, stand behind the jack and remain still until the bowl comes to rest.

5) Respect Officials

- a) Treat Umpires, Markers and Club Officials with courtesy and respect.
- b) If an Umpire is measuring, step away from the head and allow them to work without interference.
- c) Accept decisions graciously.
- d) In a Singles Game, it is customary for both players to thank the Marker, often by offering that person a drink after the game.

6) After the Game

- a) Win, lose or draw, shake hands with your opponents and thank them for the game.

- b) Enjoy the fellowship of lawn bowls by sharing a drink or conversation in the clubhouse afterwards.

Remember: Good etiquette is just as important as good bowling. Respect for the game, the green, your teammates, opponents and officials helps ensure that lawn bowls remains a welcoming and enjoyable sport for everyone.

Part 3 Administrative Details

- a) First issued:
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G (iv) POLICY- PLAYING MEMBER SELECTION



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POLICY- PLAYING MEMBER SELECTION

This Policy is to be

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Part 1 Introduction

1) Rationale

- a) To field the most competitive side available in any competition in which the club competes. To develop skilled players with strong self-belief who are committed to improving their bowling ability as an integral part of the Belmont Blaze Team.

2) Objectives

- a) To achieve success in lawn bowls. This will be proven by competitive and consistent performance of team(s) representing the Club as the Belmont Blaze
- b) To improve the performance of all players through individual and team practice.
- c) To treat all players with fairness, and without discrimination, and, in doing so, generate consistency, certainty and transparency in the selection of sides and team outcomes.

3) Selection Panel

- a) In accordance with Club Rules- Division 6, Rule 57 (h) (ii) and Division 6, Rule 57 (h) (iii) the Selection Panel may consist of the Selection Panel Leader and at least two (2) members elected as Selectors at the Annual General Meeting each year.
- b) The role of the Selection Panel is to:
 - i) ensure that all players have access to a copy of this Playing Member Selection Policy.
 - ii) attend practice sessions and other Club bowling events to assess the form of players and manage any selection concerns of players.
 - iii) select competition team(s) based on the selection criteria stated in this Playing Member Selection Policy.
 - iv) ensure that an accredited umpire is appointed for each home game in a competition as required.
- c) The role of the Selection Panel Leader is to:
 - i) communicate with players whose selection has been substantially changed from their expectation and to provide respectful and honest feedback.
 - ii) assist with the administration and successful running of the competition during its conduct.
 - iii) refer any unresolved selection appeals to the Management Committee.

4) Selection Goals

- a) The major goal of participating in any competition is to achieve success in lawn bowls by either:
 - i) Winning the competition.
 - ii) Playing off in final(s).
 - iii) Improving the team position within that competition.
 - iv) Assisting members to improve their bowling development.
 - v) Enabling opportunities for members to participate at a level that is commensurate with their ability and development.

5) Selection process criteria

- a) The process of selecting team(s) at all times will be fair, informed and unbiased.
- b) The following criteria will form the basis for the selection process:
 - i) players must be full financial members of the club.

- ii) extent of player availability throughout the season.
- iii) players' current ability, their past performance in previous competition(s), performance in Club games and other competition games as well as their commitment to the club in competition(s).
- iv) team balance and consistency, recognising that a spread of skills and experience is required in all sides.
- v) the need to foster and develop all current and emerging players.
- vi) the highest club division will be selected first, including reserve(s), if applicable. The Selection Panel will then continue the selection process until all teams for that competition are selected.
- c) Using the criteria listed, the Selection Panel will select the side that will give the Club the best chance of achieving positive outcomes in that competition.
- d) The Selection Panel acknowledges that this will, from time to time, require valuing compatibility above individual prowess.
- e) The Selection Panel will be looking to create cohesive competitive sides which together are stronger, more competitive and also provide the opportunity for individual improvement. The Selection Panel anticipates that each side, given time, will attempt to build on that base to create a cohesive competitive team through shared experience and opportunity.

6) Guidelines for selection panel and players

- a) Having nominated to play in any inter-club competition and contribute to the club objectives, the following guidelines are set out to give players an indication of what they can expect from the Selection Panel and, in turn, what is expected of all players in return.
- b) The Selection Panel will:
 - i) treat all members who make themselves available for selection, equally and without bias or discrimination.
 - ii) select teams on merit, ability, and compatibility with other players in that team.
 - iii) make every attempt to accommodate the needs of players, where they are made known to the Selection Panel ahead of time (e.g. recovering from illness or injury etc.).
 - iv) post the selected sides on the club noticeboard after each Selection Panel meeting. As soon as practicable, the selected players will be advised via email. Team selections may also be posted on the club website.
 - v) contact a player whose position in a team is altered for any reason after the initial selection process has been completed and posted.
 - vi) consult with individual players to seek their co-operation in rotating their availability so as to give all available players the opportunity of playing in some games during the season thus qualifying as many players as possible, to participate in the finals, if the club qualifies.
 - vii) arrange a replacement player at their discretion and in the best interests of the affected team(s), if there is a late withdrawal of player(s) prior to a game.
- c) Each player-
 - i) is expected to conduct themselves in a polite and sportsman like manner (e.g. no threatening, abusive, offensive behaviour or language)
 - ii) who commits for the entire period of that competition, will be assured of participation in a minimum number of games to be eligible to play in the final, if the club qualifies.
 - iii) who limits their commitment to the season (e.g. only playing a certain position within the team, only playing home games ... but NOT including medical reasons) can affect their selection outcome.
 - iv) who becomes unavailable for any reason (in fairness to others), may not be automatically reinstated, to the team and/or position in which they last played.
 - v) must advise the Selection Panel of any dates they will be unavailable on the club Player Availability list as soon as those dates are known.
 - vi) who becomes unavailable following their selection, should notify the member of the Selection Panel allocated to their division soon as practicable.
 - vii) is responsible for advising the Selection Panel, of any injury or other condition, that may affect their playing ability for any side for which they are being considered.
 - viii) is responsible for finding out whether or not they have been selected each week. The selected teams will be posted on the club noticeboard after the Selection Panel meeting. As soon as practicable after that, players will be contacted via email, if applicable. Teams may also be posted on the club website.
 - ix) is strongly encouraged to attend any additional practice sessions offered to improve their performance.

7) Rights of players to appeal

- a) All players have the right to natural justice – that is, they must be made aware of the selection process, have a sense of certainty on how it is applied and have an avenue of appeal if, on balance, the process is thought to have failed them.
- b) A player has the right of appeal if the selection process:
 - i) was not conducted in a full and transparent manner.
 - ii) was not conducted in a manner consistent with the criteria outlined in this policy and the Selection Panel has acted outside of that selection criteria.
 - iii) is otherwise inconsistent with the reasonable expectation of the player (e.g. criteria have been applied inconsistently).
- c) Any player is welcome to discuss their selection, advise a change in circumstances etc., by seeking (in advance) a mutually agreeable meeting place and time with member(s) of the Selection Panel.
- d) When appealing a selection decision, the player should be able to prove that their selection was affected by one or more of the “rights of appeal” and that proof is based on information that is factual.
- e) If the appeal is not resolved to the player's satisfaction by a meeting (as set out above), the Selection Panel Leader will, as soon as practicable, refer the matter to the Management Committee. Any Selection Panel member who is on the Management Committee shall recuse themselves from this part of the appeal process.
- f) The Management Committee will hear the positions of both the player and the Selection Panel (represented by Selection Panel Leader) and will adjudicate an outcome. The decision of the Management Committee in that case will be deemed final.

Part 3 Administrative Details

- a) First issued:
- b) Current Version: 01
- c) Approved/Issued
- d) Review: as required but no later than 2029

G (v) POLICY- DUMPING of BOWLS



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POLICY- DUMPING of BOWLS

This Policy is to be

- prominently displayed on the Club Notice Board; and,
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Part 1 Introduction

1) Rationale

- a) From the outset this Club emphasizes that-

All bowlers are valued and respected, however, our bowling greens are a core asset of our club and are very expensive to repair and replace. They therefore need to be protected over the long term.

- b) The specific aims of this policy are to-

- i) protect our grass greens from indentations and structural damage caused by dumping; and,
- ii) minimize maintenance costs, protect the surface integrity, and prolong the useful life of the club's grass greens; and,
- iii) enforce delivery standards; and,
- iv) mandate remedial actions such as-
 - (1) coaching; or,
 - (2) using a bowling arm; or,
 - (3) using a "dump mat".

- c) This policy also acknowledges that through such remedial practices, most bowlers who tend to dump their bowls should be able to continue to enjoy social and competitive bowls without "dumping."

Part 2 Club Policy

2) Definition of a Dumped Bowl

- a) A "dumped" or "dropped" bowl is defined as a delivery where the bowl leaves the bowler's hand and impacts the green from a height-
- i) greater than 15-30 cm above the surface, causing an audible "thud"; or,
 - ii) dropping bowls from the bank onto the grass; or,
 - iii) Improper release of a bowl from a standing or downward motion.
- b) Whilst damage may not be visibly apparent, any bowl which is delivered in such a way as to cause an audible 'thud' is more than likely to cause severe indentations in the playing surface which then compacts the sub-surface and affects the "run" of bowls.

3) Preventative measures

- a) This Dumping Policy is to be prominently displayed on the Club Notice Board.
- b) Preceding all events, the Club Spokesperson is to re-iterate the Club Dumping Policy to all bowlers present at the Club for that game.
- c) During play, it is the responsibility of every club member to protect our greens. Should you see someone you think is dumping, please report it to the Umpire, or a member of the Management Committee or a Club Coach for them to take action.

4) Corrective Process for a club member

- a) In a non-competitive game, if a club member is observed causing undue damage through "dumping", the club will employ a supportive, remedial process-
 - i) **Step 1 Consultation:**

- (1) the player will be warned and asked to modify their bowling delivery; and,
- (2) the skip and coach/manager must be alerted to the warning given to that player; and,
- (3) a member of the Management Committee or a Club Coach will approach the player to-
 - (a) gain an understanding as to how or why the player is causing damage to the green; and,
 - (b) discuss the remedial action to be taken.

ii) **Step 2 Coaching:**

- (1) The club member will be offered free coaching to modify their delivery technique and lower their release point.

iii) **Step 3 Remedial Equipment:**

- (1) If the bowler's action cannot be easily corrected (e.g., due to physical limitations), they **must** use an approved Bowls Australia delivery aid such as a bowling arm or a "dumping" mat.

iv) **Step 4. Compliance:**

Continued refusal by a member to modify their delivery action or utilize a mandated aid/equipment may result in suspension from club competitions and social play until the problem is remediated in order to prevent irreversible damage to the club's greens.

- b) If dumping is noted in a competitive game, then-
 - i) the player will be warned and asked to modify their bowling delivery; and,
 - ii) the skip and coach/manager must be alerted to the warning given to that player.
- c) If, in the opinion of the Controlling Body or an authorised representative of the Management Committee, the player continues to damage the green, the player must be required to retire from the game but may be allowed a substitute player as per DR 2; 2.2.4
- d) If the player fails to leave the green, the player will be deemed a defaulting player and forfeit the game to their opponent as per Law C2 and Law C10, and no substitute will be allowed.

5) Corrective Process for a visiting player

- a) The player will be warned and asked to modify their bowling delivery; and,
- b) The skip and coach/manager must be alerted to the warning given to the player.
- c) Because all Clubs have an obligation to assist bowlers to remedy the action or activity that is causing damage and a view to encouraging the ongoing participation by the player, the Club must advise the home club of the player concerned so that appropriate assistance can be offered to the player by that club.
- d) If dumping is noted in a competitive game, then-
 - i) the player will be warned and asked to modify their bowling delivery; and,
 - ii) the skip and coach/manager must be alerted to the warning given to that player.
- e) If, in the opinion of the Controlling Body or an authorised representative of the Management Committee, the player continues to damage the green, the player must be required to retire from the game but may be allowed a substitute player as per DR 2; 2.2.4
- f) If the player fails to leave the green, the player will be deemed a defaulting player and forfeit the game to their opponent as per Law C2 and Law C10, and no substitute will be allowed.

Part 3 Administrative Details

- a) First issued:
- b) Current Version: 01
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- d) Review: as required but no later than 2029

G (vi) PROCEDURE- TEAM MANAGER



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PROCEDURE- TEAM MANAGER

This Procedure is to be prominently displayed on the front page of the Manager's Handbook/ Folder.

- 1) **READ THE CONDITIONS OF PLAY** for that particular competition (copy is included in folder).
- 2) Confirm with the Bowls Manager whether bowls stickers are to be used or not.
- 3) For AWAY games (especially if it is to one of the Islands)
 - a) Confirm travel arrangements with each of the skips.
 - b) Skips to confirm those arrangements with their team players.
- 4) Collect the Manager's Folder from Selectors' Office.
- 5) Check the plastic bag for-
 - a) Score Cards,
 - b) Team list,
 - c) Score Sheet, and,
 - d) Spare score cards and stickers (if being used).
- 6) Organise a team member to collect Green Fees and reconcile that all payments have been received. Place cash or EFTPOS docket in plastic bag and return to the Team Manager.
- 7) For Pennants meet with the other Team Manager 15-minutes prior to the 30-minute roll up.
- 8) When AWAY for Pennant Competition, confirm that the BowlsLink shuffle has been completed.
 - a) Enter names on Score Cards as per BowlsLink (include Reserve, if applicable),
 - b) Draw for rinks, and,
 - c) The HOME side should toss the coin for the mat.
- 9) For a HOME game ensure that the "Master" board is in place, and a person has been appointed to maintain that score board.
- 10) Distribute the Score Cards to the skips and advise who won the toss.
- 11) Conduct a Team Gathering to-
 - a) Welcome new players to the team,
 - b) Encourage commitment and foster team spirit,
 - c) Encourage players to direct disputes to the team manager/umpire as applicable.
- 12) Ensure practice ends and game start on time.
- 13) After the game-
 - a) Ensure the visiting team is aware of the afternoon tea arrangements.
 - b) Collect cards and check scores. Confirm that the score card has been signed.
 - c) Meet with other Team Manager, compare scores on the cards and complete the Score Sheet
 - d) Provide a copy of the Score Sheet to the other Team Manager or obtain a copy of the Score Sheet from the other Team Manager or both Team Managers complete a Score Sheet.
- 14) For Pennants, as soon as the Score Sheet is completed and signed, take a photo of the Score Sheet and send immediately to the club Bowlslink Administrator. All home game results are to be entered into BowlsLink by the Home Club.
- 15) File the Score Sheet and the Game Cards in the Manager's Folder.
- 16) Return the Manager's Folder to the Selectors Office.
- 17) Hand any cash Green Fees to a staff member to secure. There should be no cash at home games.

Thank you on behalf of the Selection Panel. Your efforts are appreciated.

Part 3 Administrative Details

- a) First issued: not known
- b) Current Version: 01
- c) Approved/Issued:
- d) Review: as required but no later than 2029.

G (vii) POLICY- SMOKING



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POLICY- SMOKING

This Policy is to be

- prominently displayed on the Club Notice Board; and,
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Part 1 Introduction

1) Policy Statement

- a) Belmont Services Bowls Club is committed to providing a safe, healthy and welcoming environment for members, guests, employees, volunteers, contractors and visitors. The Club recognises the health risks associated with smoking and exposure to second-hand smoke and supports Queensland's smoke-free legislation.
- b) This policy establishes where smoking and vaping are prohibited and identifies the designated areas where smoking is permitted.

2) Purpose

The purpose of this policy is to:

- a) Protect members, visitors, volunteers and employees from exposure to second-hand smoke; and,
- b) Comply with the *Tobacco and Other Smoking Products Act 1998 (Qld)* and associated regulations; and,
- c) Promote a healthy sporting environment; and,
- d) Reduce cigarette butt litter and minimise fire risks; and,
- e) Ensure Belmont Services Bowls Club remains a family-friendly and community-focused sporting venue.

3) Scope

- a) This policy applies to all members, employees, volunteers, contractors, players, coaches, officials, spectators, visitors, and any other person attending, working at, or representing Belmont Services Bowls Club Inc.
- b) For the purposes of this policy, smoking includes the use of tobacco products, electronic cigarettes (e-cigarettes), vaping devices and any other smoking products regulated under Queensland legislation.

4) Legislative Background

The Club acknowledges that:

- a) Exposure to second-hand smoke is harmful to health; and,
- b) Queensland law requires numerous indoor and outdoor areas to remain smoke-free; and,
- c) The Club has a duty of care to provide a healthy environment for members, staff and visitors; and,
- d) Sporting organisations are encouraged to promote smoke-free participation and healthy lifestyles.

Part 2 Club Policy

5) Smoke-Free Areas

Smoking and vaping are prohibited at all times in the following areas:

- a) Bowling Greens-
 - i) On all bowling greens; and,
 - ii) On all green surrounds and bank areas; and,
 - iii) During all competition, special competition and social bowls.
- b) Inside all Club Buildings-
 - i) The clubhouse itself; and,
 - ii) The bar; and,
 - iii) Dining and function areas; and,
 - iv) Amenities and offices.

- c) Entrances-
 - i) Smoking and vaping are prohibited within 5 metres of any entrance to Club buildings.
- d) Outdoor Public Areas
 - i) Within 10 metres of outdoor spectator seating or viewing areas.
- e) In outdoor eating or drinking areas.
- f) In any area where smoking is prohibited under Queensland legislation.

6) Designated Outdoor Smoking Areas

- a) The Club provides Designated Outdoor Smoking Areas (DOSAs) in accordance with Queensland legislation.
- b) Smoking and vaping are permitted only within the clearly signed Designated Outdoor Smoking Areas located on the:
 - i) North East corner of Eastern green; and,
 - ii) North West corner of the Western green; and,
 - iii) Western boundary of the Club.
- c) The following conditions apply:
 - i) Smoking and vaping must remain entirely within these designated areas; and,
 - ii) Food must not be consumed within the designated smoking areas; and,
 - iii) No food or beverage service is to be provided within these areas; and,
 - iv) Cigarette butts and other smoking waste must be disposed of in the receptacles provided.

7) Smoking Management Plan

- a) The Club maintains a Smoking Management Plan to support the implementation of this policy and to ensure compliance with Queensland legislation.
- b) The Plan identifies the location of Designated Outdoor Smoking Areas (DOSAs), required signage, operational procedures, and staff responsibilities for monitoring and enforcing smoke-free requirements.
- c) The Smoking Management Plan should be read in conjunction with this policy.

8) Respect for Others

- a) Belmont Services Bowls Club encourages all members, visitors and guests to be considerate of others by refraining from smoking or vaping near children, families, outdoor gathering areas, pedestrian accessways, or any location where smoke or vapour may unreasonably affect others, even where smoking is otherwise permitted.
- b) Members and visitors are expected to:
 - i) Show courtesy and respect to fellow members, guests and neighbours; and,
 - ii) Avoid allowing smoke or vapour to drift into smoke-free areas; and,
 - iii) Dispose of cigarette butts and other smoking waste responsibly, using the receptacles provided; and,
 - iv) Follow any reasonable direction from Club officials regarding the use of designated smoking areas.
- c) The Club promotes a healthy, welcoming and family-friendly environment, and all persons are expected to support this objective through respectful behaviour.

9) Club Representatives

- a) Members, players, coaches and officials representing Belmont Services Bowls Club are expected to uphold the Club's smoke-free values.
- b) Smoking or vaping while wearing the official Club uniform, undertaking official Club duties, or representing the Club at competitions, tournaments or community events is strongly discouraged and must comply with any rules or regulations of the event organiser or controlling body.

10) Compliance

- a) All members, visitors and contractors are expected to comply with this policy.
- b) Members are encouraged to politely remind others of the Club's smoking requirements where appropriate.
- c) Club officials may direct any person to move to a designated smoking area or cease smoking where this policy is not being followed.

11) Breaches

- a) Failure to comply with this policy may result in:
 - i) A request to cease smoking or move to a designated smoking area; or,
 - ii) Removal from smoke-free areas; or,

- iii) Direction to leave the Club premises; or,
 - iv) Disciplinary action under the Club Rules or By-Laws; or,
 - v) Breaches occurring during sanctioned bowls events may also be dealt with under the rules and regulations of the relevant controlling bowls authority; or,
 - vi) Penalties imposed under Queensland legislation by authorised enforcement officers.
- b) The Club reserves the right to refuse entry to, or remove, any person who fails to comply with this policy or any lawful direction given by Club officials.

Part 3 Administrative Details

- a) First issued:
- b) Current Version: 01
- c) Approved/Issued
- d) Review: as required but no later than 2029

G (viii) POLICY- SOCIAL MEDIA



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POLICY- SOCIAL MEDIA

This Policy is to be:

- prominently displayed on the Club Notice Board; and,
- brought to the notice of club members and staff regularly.

Part 1 Introduction

1) Purpose & Scope

- a) This policy outlines the appropriate use of social media to safeguard the reputation, privacy, and integrity of the Club, its members, staff, and the sport of lawn bowls. It aligns with the rules set by Bowls Queensland and Sports Integrity Australia.

Part 2 Club Policy

2) Coverage

- a) This policy applies to all:
 - i) Life, Non-playing, Ordinary and Junior club members; and,
 - ii) Management Committee Members, other Elected Officers, subcommittee members, co-opted members and volunteers; and,
 - iii) Coaching staff, Greenkeeper(s), employee(s); and,
 - iv) Selected representatives and players representing the club at any tournament.
- b) It covers all personal and official use of platforms including Facebook, Instagram, TikTok, X (Twitter), YouTube, and messaging groups like WhatsApp.

3) Official Club Channels

- a) Only authorised individuals may manage or post on behalf of the club.
 - i) Authorised Users: Only the designated Media Officer, Club Secretary, or a Management Committee-approved person may post official updates or any other material.
 - ii) Approved Content: Posts must focus on promoting tournaments, community events, barefoot bowls, and member achievements.
 - iii) Commercial Restrictions: Club channels must not endorse or review third-party commercial products without permission from the Management Committee.
 - iv) Moderation: Authorised administrators will actively monitor comments and delete any abusive or inappropriate feedback immediately.

4) Standards of Personal Online Conduct

- a) When using personal social media accounts, all members and staff must adhere to the following rules if they identify as a club member or discuss bowls-related matters:
 - i) No Derogatory Comments: In accordance with Bowls Queensland By-Law 19, members must never post derogatory or negative comments about the Club or any member or Bowls Australia, or Bowls Queensland, or district associations, or any official, or opposition players, or other club affiliates.
 - ii) No Cyberbullying: Harassment, discrimination, racism, sexism, or defamatory statements targeting any individual are strictly forbidden.
 - iii) Protect Confidentiality: Internal club business, or private Management Committee discussions, or financial matters, or member grievances must never be aired online.
 - iv) Media Protocols: If a journalist or media outlet contacts a member via social media regarding club or state bowling matters, they must refer the query to the Management Committee of the Club.

5) Privacy and Child Safety

- a) Protecting club patrons and junior players is paramount.

- i) Consent for Images: Visual content requires consent. Do not publish recognizable photographs or videos of members or visitors on club pages without their explicit permission.
- ii) Junior Members (Under 18): Photos of junior players must have written parental or guardian consent before being uploaded.
- iii) Interactions with Minors: Adults representing the club must not accept "friend" or "follow" requests from junior members under 18 years of age on personal accounts, unless it occurs on an official, group-moderated club channel.

6) Staff-Specific Rules

- a) For individuals employed by the club (hospitality staff, bar staff, greenkeepers):
 - i) Work Hours Restriction: Accessing personal social media accounts during shifts is prohibited, unless it directly relates to your operational duties.
 - ii) Representation: Staff must remain aware that inappropriate public conduct online can impact their employment standing, if it brings the Club into disrepute.

7) Breach of Policy & Disciplinary Actions

- a) Violations of this policy will be taken seriously by the Club Management Committee.
- b) Depending on the severity of the online infraction, disciplinary processes may result in:
 - i) A formal written warning and mandatory removal of the offensive content.
 - ii) Suspension or full termination of club membership.
 - iii) Referral to Bowls Queensland for formal state-level disciplinary action.
 - iv) Termination of employment for paid staff members.

Part 3 Administrative Details

- e) First issued:
- f) Current Version: 01
- g) Approved/Issued
- h) Review: as required but no later than 2029

G (ix) POLICY- SUN PROTECTION



**BELMONT
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POLICY- SUN PROTECTION

This Policy is to be

- prominently displayed on the Club Notice Board; and,
- brought to the notice of members regularly.

Part 1 Introduction

1) Purpose

- a) Belmont Services Bowls Club is committed to the health, safety, and well-being of all members, players, officials, volunteers, and visitors.
- b) This policy aims to help reduce the risk of skin cancer and heat-related illness by ensuring everyone on our greens and premises is protected from harmful Ultraviolet (UV) radiation.
- c) This policy applies to all club activities, including social play, pennant matches, social roll-ups, competitions, coaching sessions, and volunteer work.

Part 2 Club Policy

2) Sun Protection Measures

- a) Our club enforces sun protection whenever the UV Index reaches 4 or above.

Note: In most parts of Queensland this occurs all year round or during peak daylight hours from September to April.

- b) Shade Infrastructure:
 - i) Greenside Shade: The club will maintain permanent shelters and seating structures at the ends of the greens where players can rest out of direct sunlight.
 - ii) Clubhouse Access: Members and visitors are actively encouraged to use indoor clubhouse facilities or covered verandahs during prolonged breaks, morning tea, or lunch intervals.
- c) Sun-Safe Uniforms & Apparel:
 - i) Shirts: All approved club pennant and social uniforms must feature lightweight, breathable, and tight-weave fabric. Shirts must include a collar and ideally elbow-length or long sleeves.
 - ii) Trousers/Shorts: Loose-fitting, lightweight trousers, pedallers, or longer-length shorts are highly recommended to maximize skin coverage.
- d) Headwear:
 - i) Approved Hats: All players, markers, and umpires are strongly encouraged to wear wide-brimmed (minimum 6cm brim), bucket, or legionnaire-style hats.
 - ii) Restricted Headwear: Standard baseball caps and visors are discouraged for on-green play as they do not provide adequate protection for the ears, cheeks, and neck.
- e) Sunscreen Availability & Use:
 - i) Provision: The club will supply free SPF 50+ broad-spectrum, water-resistant sunscreen. This will be prominently displayed and accessible at the clubhouse entry desk, bar area, and changing rooms.
 - ii) Application: Individuals must apply sunscreen at least 20 minutes before stepping onto the green and reapply every two hours, or more frequently, if perspiring heavily.
- f) Eye Protection:
 - i) Sunglasses: The club highly recommends wearing close-fitting, wrap-around sunglasses that comply with the Australian Standard AS1067 (Lens Category 2, 3, or 4) to protect eyes against UV damage and green glare.

3) Scheduling, Hydration & Extreme Weather

- a) Hydration: Free, chilled drinking water will always be available at the clubhouse. Players are expected to bring water bottles to the greenside during play to prevent dehydration.
- b) Extreme Heat Protocol: The club will strictly monitor local weather conditions. Play will be suspended, delayed, or cancelled in accordance with the Extreme Weather Policy when conditions pose an immediate health risk.

4) Committee and Leadership Responsibilities

- a) Role Models: Club coaches, umpires, committee members, and senior players are encouraged to act as positive role models by adopting and promoting these sun-safe practices.
- b) Policy Awareness: This policy will be clearly displayed on the club noticeboard, highlighted on the club website/social media pages, and introduced to all new members upon registration.

Part 3 Administrative Details

First issued:

Current Version: 01

Approved/Issued:

Review: as required, but no later than 2028 to ensure that this policy remains aligned with Cancer Council recommendations.

G (x) POLICY- EXTREME WEATHER



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POLICY- EXTREME WEATHER

This Policy is to be

- prominently displayed on the Club Notice Board; and,
- brought to the notice of members regularly.

Part 1 Introduction

1) Definition

- a) In this policy the term Extreme Weather is confined to the following conditions- Heat, Wet Weather and Thunderstorms.

2) Purpose

- a) The Club is committed to providing a safe environment for members, visitors, volunteers, employees, contractors and guests participating in bowls and other outdoor activities.
- b) This policy establishes procedures for managing extreme weather conditions, including:
 - i) Hot weather and heat stress
 - ii) Heavy rain and wet playing conditions
 - iii) Thunderstorms and lightning
 - iv) Other weather conditions that may present a safety risk.
- c) The Club adopts a proactive approach to minimise risks and a reactive approach to respond effectively should an emergency occur.

Part 2 Club Policy

3) Scope

- a) This policy applies to all members, visitors, barefoot bowlers, pennant and competition players, coaches and officials, volunteers, employers, contractors, spectators, and any person participating in activities conducted by the club.

DIVISION 1 Heat

4) Heat Policy Principles

- a) The Club recognises that preventing weather-related illness or injury is a shared responsibility involving:
 - i) **ME – Individual Responsibility**
 - (1) Every participant is responsible for:
 - (a) Monitoring their own health and wellbeing.
 - (b) Drinking sufficient water before and during play.
 - (c) Wearing appropriate sun protection including hats, sunscreen and suitable clothing.
 - (d) Using cooling aids where appropriate.
 - (e) Taking breaks whenever required.
 - (f) Advising the umpire or controlling body, if they feel unwell.
 - (g) Participants who are ill, dehydrated or suffering from a medical condition that may increase heat-related risk should not participate.
 - ii) **YOU – Responsibility to Others**
 - (1) All participants are encouraged to:
 - (a) Look after fellow bowlers.
 - (b) Watch for signs of heat stress or illness.
 - (c) Encourage others to take breaks and hydrate.
 - (d) Report concerns immediately to the umpire or controlling body.

iii) WE – Club Responsibility

- (1) Belmont Services Bowls Club will:
- (a) Promote awareness of extreme weather risks.
 - (b) Provide cooled drinking water free of charge.
 - (c) Encourage the use of appropriate sun protection.
 - (d) Monitor weather conditions before and during play.
 - (e) Communicate weather risks to players.
 - (f) Modify, suspend or cancel play when conditions become unsafe.
 - (g) Ensure first aid equipment is readily available.
 - (h) Contact emergency services whenever required.

5) Hot Weather Management

- a) The Club will monitor local weather conditions using the Bureau of Meteorology forecast together with on-site temperature and humidity readings where available.
- b) The Club will use either-
 - i) The Heat Index ("Feels Like" Temperature) as a guide; or
 - ii) A combination of Ambient Temperature, WBGT and Relative Humidity data provided by BOM.

6) Heat Index Guidelines

- a) **Feels Like 33°C**
 - i) Players should take additional care.
 - ii) Increase hydration.
 - iii) Encourage voluntary rest breaks.
 - iv) Officials should monitor participants.
- b) **Feels Like 41°C**
 - i) Mandatory drink breaks are to be introduced at the direction of the umpire or controlling body.
 - ii) Extra monitoring of vulnerable participants.
 - iii) Consider shortening games where practical.
- c) **Feels Like 51°C**
 - i) Play must be suspended until conditions improve.

7) Ambient Temperature, WBGT and Relative Humidity Data

- a) Play must cease when any of the following thresholds are exceeded and cannot recommence until the level(s) is/are back within tolerance.

Category	Ambient Temperature	WBGT	Relative Humidity	Recommended Action
Open Age Events	38°	32°	70%	Suspend Play
Senior Events (60+)	38°	32°	70%	Suspend Play
Para Events	36°	32°	70%	Suspend Play
Under 18 Events	38°	32°	70%	Suspend Play

Notes:

- a) WBGT means Wet Bulb Globe Temperature.
- b) These heat risks have been determined with reference to-
 - 1. Sports Medicine Australia Guidelines (Sport Medicine Australia Extreme Heat Policy v1.0 February 2021) <https://sma-heat-policy.sydney.edu.au/> ; and,
 - 2. the Bureau of Meteorology (BOM) <https://www.bom.gov.au/products/IDQ65214.shtml> .
- c) Weather readings shall be taken from the closest BOM location to the Club, or by taking local readings where the Club reasonably believes localised conditions may significantly differ, in which case those readings shall be used for the implementation of this policy.

8) Club discretion

- a) The Club will take serious consideration upon a complaint or request from a player or players in social play/competition about the playing conditions at the time when the request is made.
- b) Regardless of the Heat Index or other data from BOM, the umpire or controlling body may suspend or abandon play whenever conditions are considered to be unsafe.
- c) Under this policy the Club also has an overriding discretion to pause play or delay the recommencement of play should the Club be not satisfied that conditions are safe to resume.
- d) In making this decision consideration should include:

- i) Age of participants;
 - ii) Medical conditions;
 - iii) Humidity;
 - iv) Wind conditions;
 - v) Duration of play;
 - vi) Player complaints or concerns; and,
 - vii) Medical advice where appropriate.
- e) Any complaint, at any time, from a participant regarding heat, must be taken seriously.

9) Heat Stress Awareness

- a) Participants should be familiar with the signs of:
 - i) Heat rash;
 - ii) Heat cramps;
 - iii) Heat exhaustion; and,
 - iv) Heat stroke.
- b) Common symptoms include:
 - i) Excessive fatigue;
 - ii) Dizziness;
 - iii) Headache;
 - iv) Nausea;
 - v) Muscle cramps;
 - vi) Confusion;
 - vii) Hot dry skin;
 - viii) Collapse; and,
 - ix) Loss of consciousness
- c) Heat stroke is a medical emergency.

10) Responding to Heat Illness

- a) If a participant is suspected of suffering heat exhaustion or heat stroke:
 - i) Stop play immediately.
 - ii) Move the person into shade or an air-conditioned area.
 - iii) Cool the body using wet towels, cold water or ice packs.
 - iv) Provide cool drinking water, if conscious.
 - v) Call **000** immediately, if heat stroke is suspected.
 - vi) Continue first aid until medical assistance arrives.

DIVISION 2 Wet Weather

11) Wet Weather

- a) Play may be delayed, suspended or cancelled where:
 - i) Greens become unsafe.
 - ii) Standing water develops.
 - iii) Surfaces become slippery.
 - iv) Heavy rainfall prevents safe play.
 - v) Visibility is significantly reduced.
 - vi) The Greenkeeper or Match Committee or Bowls Manager determines continued play may damage the greens.
- b) The Greenkeeper (or delegated official) has authority to close the greens whenever necessary to protect both players and playing surfaces.

DIVISION 3 Thunderstorms and Lightning

12) Thunderstorms and Lightning

- a) Lightning presents an immediate risk to life.
- b) When thunderstorms approach:
 - i) Monitor Bureau of Meteorology warnings.
 - ii) Suspend play immediately if lightning is observed nearby or thunder is heard.

- iii) Direct all participants to safe shelter.
- c) Safe shelter includes:
 - i) The Clubhouse.
 - ii) A fully enclosed motor vehicle.
- d) Do **not** shelter:
 - i) Under trees.
 - ii) Beside flagpoles.
 - iii) Under shade structures that are not enclosed.
 - iv) Near fences or metal objects.
 - v) On the greens.
- e) Play must not resume until **30 minutes after the last observed lightning or thunder**.
- f) If lightning strikes a person:
 - i) Call **000** immediately.
 - ii) Commence first aid, including CPR if required.
 - iii) Use an AED if available.
 - iv) Continue treatment until emergency services arrive.

DIVISION 4 Communication, Authorisation, References

13) Communication

- a) From November to March each year the Club will regularly communicate heat awareness information through:
 - i) Email;
 - ii) Newsletters;
 - iii) Noticeboards;
 - iv) Social media;
 - v) Public announcements; and,
 - vi) Electronic displays where available.
- b) Information will include:
 - i) Heat stress awareness;
 - ii) Hydration advice;
 - iii) Weather forecasts;
 - iv) Club procedures; and,
 - v) Sun safety reminders.

14) Authority to Suspend Play

- a) The following persons have authority to suspend, postpone or cancel play due to weather conditions:
 - i) Match Committee;
 - ii) Umpire;
 - iii) Controlling Body;
 - iv) Club Management;
 - v) Bowls Manager; and,
 - vi) Greenkeeper (for green closures)
- (1) If the Greenkeeper is not on site at that time when a decision is to be made, then the following specific criteria are to be applied:
 - ii) **Critical Damage Triggers**
 - (1) Play on the green must stop when-.
 - (a) Puddles or pooling on the surface appear and do not drain almost instantly.
 - (b) Water squirts out or shoes sink visibly into the turf when walking.
 - (c) Footprints or steps leave permanent indents deeper than 2 millimetres
 - (d) Bowls push mud/sand aside, leaving lines that alter the true flat bias line of the roll of a bowl.
 - ii) **Operational Safety Thresholds**
 - (1) Play is prohibited and the green is closed, if the green fails one or more of these tests or conditions-
 - (a) The Heel Test: If a normal step squeezes free water around the shoe sole; or,
 - (b) The Bowl Roll Test: If a delivered bowl pushes a bow-wave of water or creates a depression trail; or,
 - (b) Root Shear Risk: If turning or pivoting by a player on saturated turf will more than likely increase the risk of shearing the grass roots from the soil base, in effect killing the sward.

- b) **Safety shall always take precedence over competition.**

15) References

- a) This policy should be read in conjunction with:
 - i) Bowls Australia Extreme Weather Guidelines;
 - ii) Bowls Queensland Conditions of Play;
 - iii) Safe Work Australia – Working in Heat;
 - iv) Bureau of Meteorology Severe Weather Warnings; and,
 - v) Queensland Health Heatwave Information.

Part 3 Administrative Details

- a) First issued:
- b) Current Version: 01
- c) Approved/Issued
- d) Review: as required but no later than 2029