



BY-LAWS

BAYSWATER LACROSSE CLUB (INC)		
FOR THE ATTENTION OF: CLUB MEMBERS	SUBJECT: BAR MANAGEMENT	BY-LAW
PAGE: 1 OF 2	ISSUED: 18/03/2020	NUMBER: BLC 01
PREPARED BY: MGMT. COM'TEE 11/03/2020	APPROVED:	SUPERSEDES: BLC01 dated 22 March 1995

PURPOSE

The purpose of this procedure is to provide guidelines to create a “controlled management” of the bar area, stock control, cash management and bar duty.

BAR MANAGER

A Manager should be appointed each year. His/Her basic duty would be to order stock, prepare a bar duty roster, co-ordinate labour required, establish cash “float” requirements and set product selling prices.

DIRECTOR OF FINANCE

To provide the cash “float” as required and in the change format as set.

To carry out periodic stocktake audits

ROSTERED BAR DUTY MANAGER

Tend to the bar between the times allocated. If unable to fulfil your roster date and time, then it is your responsibility to arrange a replacement from the roster list.

Duties

- 1) To gain help when required only from those club members accepted for bar duties and having a current RSA Certificate (list will be posted).
- 2) To keep all other persons out of the bar area when bar is open
- 3) To assist in the stocking up of the fridges when stock arrives
- 4) To restock the fridges before leaving
- 5) To clean bar area before leaving
- 6) To lock spirits in office before leaving
- 7) To lock fridges before leaving
- 8) The Bar Manager or Duty Bar Manager is to take all cash with them and delivering this to Director of Finance, by the next time the bar is required to be opened.

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PAGE: 2 OF 2	ISSUED: 18/03/2020	NUMBER: BLC 01
PREPARED BY: MGMT. COM'TEE 13/03/2020	APPROVED:	SUPERSEDES: BLC01 dated 22 March 1995

PROCEDURES

- 1) All stock, beer, wine, spirits, cool drinks, chips, nuts and other stock is to be ordered through the use of B.L.C. Bar Order book. This is to be in triplicate with one copy being given to the source of order, one being taken for record purposes by the Director of Finance and the third copy remaining in the Order Book.
- 2) Spirits are to be dispensed only from wall mounted spirit dispenser.
- 3) All liquor to be purchased solely from the club's designated sponsor outlet.
- 4) Price boards are to be used (two if necessary) when prices are different from a training night to that of other functions, ie Saturdays and first Friday of the month.
- 5) To seek appropriate volunteer for Bay Duty (see Appendix 'A').
- 6) Prepare a "Duty Bar Manager" Roster (preferably from non-playing Club Members – see Appendix 'B').

BAYSWATER LACROSSE CLUB (INC)		
FOR THE ATTENTION OF: CLUB MEMBERS	SUBJECT: FINANCIAL SUPPORT FOR STATE/NATIONAL TEAM REPS.	BY-LAW
PAGE: 1 OF 1	ISSUED: 18/03/2020	NUMBER: BLC 02
PREPARED BY: MGMT. COM'TEE 11/03/2020	APPROVED:	SUPERSEDES: BLC 02 dated 22 MARCH 1995

PURPOSE

Financial assistance of Club Members selected into a State or Australian Team and travelling interstate or overseas.

Financial support by the Club for their members having been selected into a State or National Team should be dependent upon the financial status of the Club at the time support is required and all decisions in that regard by made by the Management Committee. **The following is suggested as a guide in the amounts suitable for the various representatives:**

State Team Players (Travelling Only)	Seniors	\$150.00
	Juniors	\$100.00

State Team Manager, Coach, & Referee (Travelling only Unless substantially subsidised by An Association)	\$150.00
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Australian Team Players (Travelling Only)	\$300.00
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Australian Team Manager, Coach & Referee (Travelling only unless substantially subsidised By an Association)	\$300.00
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To offset costs, a function and/or raffles should be run with the representative's assistance, with the funds raised being accounted as a separate entry (within the accounts of the Club) to enable excess funds to be rolled over until the following year for the purpose of State/Australian Representatives' Support.

Note: Support will only be given when the Management Committee considers the Club financially able to assist at any given time.

BAYSWATER LACROSSE CLUB (INC)		
FOR THE ATTENTION OF: CLUB MEMBERS	SUBJECT: CASUAL HIRE OF PREMISES (CONDITIONS & GUIDELINES)	BY-LAW
PAGE: 1 OF 2	ISSUED: 18/03/2020	NUMBER: BLC 03
PREPARED BY: MGMT. COM'TEE 11/03/2020	APPROVED:	SUPERSEDES: BLC 03 dated 22 MARCH 1995

PURPOSE

The Clubhouse can be casually hired to club members and approved non club members subject to the following:

- 1) Clubrooms are to be in a clean state for the function – this is the responsibility of the Club.
- 2) The Clubrooms are to be cleaned to an acceptable standard on the day/night of the function, after such function, or the following morning – this is the responsibility of the hirer.
- 3) Any damage or in the event of the rooms not being cleaned to an acceptable standard, will be referred to the Management Committee for adjudication of a reasonable fee for rectification. In this situation the bond is to be held with a refund being given where/when appropriate.
- 4) The person or organisation hiring the premises is to strictly comply with the relevant terms of the lease agreement between the COB and Bayswater Lacrosse Club (Inc)
- 5) Hire charges are to be in accordance with the following appropriate category:
 - a. Charge
 - i) Club members \$150.00 plus bond
 - ii) Approved Non Club members \$300.00 plus bond
 - iii) Special events, ie State Team – to be referred to Executive Committee or board
 - b. Bond
 - i) Club members \$300.00
 - ii) Approved non club members \$300.00
 - iii) Approved Special Event \$300.00
 - c. Should any of the hirers of a) i), ii) or iii) wish to purchase the beverages from the Club Bar at Bar prices and staffed by approved personnel in accordance with the Liquor Control Act 1988 the hire fee may be reduced after BLC Board review and approval.

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PAGE: 2 OF 2	ISSUED: 18/03/2020	NUMBER: BLC 03
PREPARED BY: MGMT. COM'TEE 11/03/2020	APPROVED:	SUPERSEDES: BLC 03 dared 22 MARCH 1995

PURPOSE

The Clubhouse can be hired to club members and/or approved club sponsored non-members subject to the following:

- 1) The Clubrooms are to be cleaned to an acceptable standard on the day/night of the function, after such function, or the following morning – this is the responsibility of the hirer.
- 2) Any damage will be referred to the Management Committee for adjudication of a reasonable fee for rectification. In this situation the bond is to be held with a refund being given where/when appropriate.
- 3) Both parties shall agree to the terms of hire (regardless of association to the club) by way of signature on a formal contract or binding agreement to protect the rights of the club and the Hirer.
- 4) The conditions will not in any way interfere with the legal operation of the Club as set out in the Liquor Licensing Act and Regulations or any other applicable legislation or standards.
- 5) The person seeking to hire the Clubrooms, on signing the agreement shall accept personal responsibility for any monies owed to the Club as determine by the Management Committee and/or the Club Manager.
- 6) The Management Committee shall be notified of any requests for hire of the Clubrooms and at a normal monthly meeting will consider each request.
- 7) The Management Committee by way of a vote in which the majority of the committee members present at the meeting are in approval will grant permission for the use of the premises.
- 8) Bar staff remuneration and bond amount will be determined by the Management Committee and included in the contract between the hirer and the Club.
- 9) The Club will provide:
 - a) Insurance (public liability, loss income etc)
 - b) Amenities.
 - c) Minimum of 2 bar staff
 - d) Snacks and drinks available for sale at Club prices
 - e) Liquor License
- 10) Approval is based on the following criteria
 - a) At least 6 weeks' notice prior to the intended use of the Clubrooms
 - b) The premises being available
 - c) The nature of the intended use
 - d) Parties requesting hire associated with B.L.C., WALA, other persons associated with lacrosse, ie Referees, Lacrosse West, other Clubs etc, should be considered before outside groups.
 - e) Parties not associated with lacrosse and requesting hire should be considered on a case-by-case basis.

BAYSWATER LACROSSE CLUB (INC)		
FOR THE ATTENTION OF: CLUB MEMBERS	SUBJECT: PERSONAL PORTRAITS/PHOTOS	BY-LAW
PAGE: 1 OF 1	ISSUED: 18/03/2020	NUMBER: BLC 04
PREPARED BY: MGMT. COM'TEE 11/03/2020	APPROVED:	SUPERSEDES: BLC 04 dared 17 APRIL 1996

PURPOSE

The purpose of this criteria is to provide guidelines for people wishing to have a portrait or photo hung on the Clubroom walls.

CRITERIA

- 1) Must been a current financial member of the Bayswater Lacrosse Club (Inc).
- 2) Nominations are to be forwarded in writing to the management board for endorsement.
- 3) This criteria is to be retrospective.
- 4) This criteria applies to all BLC members.
- 5) The Club is to pay for the photo and framing (seize 8 x 10).
- 6) The photo is to be left on the Clubroom wall indefinitely.

BAYSWATER LACROSSE CLUB (INC)		
FOR THE ATTENTION OF: CLUB MEMBERS	SUBJECT: NON-ATTENDANCE AT COMMITTEE MEETINGS	BY-LAW
PAGE: 1 OF 1	ISSUED: 18/03/2020	NUMBER: BLC 05
PREPARED BY: MGMT. COM'TEE 11/03/2020	APPROVED:	SUPERSEDES: BLC 06 dated 9 JANUARY 2020

PURPOSE

To ensure Management Committee Meetings are attended by Management Committee Members on a regular basis by enforcing the following provisions.

- 1) Management Committee members will attend Management Committee meetings, which are held once a month at a date to be decided in advance by the Committee (as per the constitution).
- 2) Non-attendance by Management Committee for three (3) consecutive meetings will result in the position held by the member being declared vacant.
- 3) The Management Committee will inform any Committee member in writing after non-attendance at two (2) consecutive Management Committee meetings of their obligation to attend the next Management Committee meeting and that failure to do so will result in the position held by the member being declared vacant.
- 4) If the Management Committee member does not attend the next Management Committee meeting after written notification (as per Para 3) then the position will be declared vacant at that meeting.
- 5) The Management Committee member will be informed in writing within 7 days that their position has been declared vacant and that Expressions of Interest will be sought.
- 6) The Management Committee will within a further 7 days then call for Expressions of Interest in writing for the vacant position.

BAYSWATER LACROSSE CLUB (INC)		
FOR THE ATTENTION OF: CLUB MEMBERS	SUBJECT: PLAYING GROUND MANAGEMENT ON TRAINING NIGHTS	BY-LAW
PAGE: 1 OF 1	ISSUED: 18/03/2020	NUMBER: BLC 06
PREPARED BY: MGMT. COM'TEE 11/03/2020	APPROVED:	SUPERSEDES: N/A

PURPOSE

The purpose of this procedure is to provide guidelines to create a “controlled management” of the wear and tare on the surface of the playing fields.

CRITERIA

Apart from his/her basic duty of the management and control of their team’s training, all coaches are to ensure the following:

- 1) No goal is to be placed in the circle of the game day goal area.
- 2) No training activity is to encroach into the game day goal area.
- 3) No drills or activity other than the occasional running across the centre game day spot, is to occur during training sessions.
- 4) Training activities are to move location each training night to ensure the ware and tear on the playing surface of the ovals are to be minimised.