



## **BY-LAWS OF THE LARA SPORTING CLUB INCORPORATED**

### **1 Preliminary**

- 1.1 These By-Laws are made by the Board of the Club pursuant to the power conferred upon the Board by Article 33.2(a) of the Constitution of the Lara Sporting Club Inc. ("the Club").
- 1.2 The Board may alter or repeal a By-Law, as it may deem necessary or expedient for the proper conduct and management of the Club.
- 1.3 These By-Laws are to be read subject to the Constitution of the Club. In these By-Laws expressions shall unless the context otherwise requires, have the same meaning as in the Constitution of the Club.
- 1.4 A copy of the Constitution is available for members from the General Manager.

### **2 Application**

- 2.1 These By-Laws shall come into force and be duly operative upon posting on the Notice Board of the Club.
- 2.2 These By-Laws are binding on each member of the Club. All members are expected to ensure that their guests are also aware of these By-Laws.
- 2.3 Any member guilty of breaching these By-Laws and/or the Club's Constitution may be the subject of disciplinary action pursuant to the Club's Constitution and may be suspended immediately pending such disciplinary action.
- 2.4 Any matters connected with the Club's management, which are not provided for in the Constitution and By-Laws, will be dealt with by the Board of Directors, whose direction will be final.
- 2.5 All decisions given by the Board of Directors in accordance with the Club's Constitution, including decisions concerning penalties for breach of these By-Laws or the Club's Constitution, or concerning the construction or interpretation of any of these By-Laws or the Club's Constitution, will be final and binding on all members.

### **3 Hours of trading**

- 3.1 The Club's trading hours will be such as are from time to time specified by the General Manager, subject to the requirements of the Office of Gaming Liquor Commission (and regulations) and the Gaming Regulation Act 2005 (and regulations) and as displayed on the Club's noticeboard.
- 3.2 Trading hours may be varied by the General Manager or duly authorized Manager on duty.



#### **4 Membership Card**

- 4.1 Every member will be supplied with a Membership Card, which must be shown on request to any officer or employee of the Club on entering the Club's premises or whilst on the Club's premises. The failure of any member to produce his or her membership card on request may result in that member being refused admittance or being asked to leave the Club's premises, as the case may be.
- 4.2 All membership cards remain the property of the Club and must be returned to the Club upon cessation or suspension of membership, or on demand.
- 4.3 Each member must not allow another person to use of his or her membership card. Any member found lending his or her Membership Card to another person may be liable to suspension or other disciplinary action under the Club's Constitution.
- 4.4 Lost or stolen membership cards must promptly be reported by the relevant member to the Supervisor, the General Manager or Acting General Manager.

#### **5 Dress Rules**

- 5.1 The dress rules will be displayed at the front foyer, and must be observed at all times in the Club's premises.
- 5.2 The Club's dress rules are the decision of the Board of Directors and in this respect are subject to change from time to time without notice.
- 5.3 Whilst on the Club premises members and their guests shall be attired in a neat and tidy manner and in keeping with acceptable standards of respectability. In this regard the definition of neat and tidy will be at the discretion of management at all times.
- 5.4 The General Manager, Supervisor or door person may refuse entry to the Club's premises or require a member and/or guest to leave the Club's premises if in their opinion the member and/or guest is not suitably attired as required by this By-Law or the applicable dress rules in place from time to time.

#### **6 Guests**

- 6.1 Members other than Junior Sporting Members may introduce visitors to the Club's premises and upon entering the premises, must sign the guest's name and address and the member's own name and club membership number in the book kept for that purpose.
- 6.2 Any person who is the guest of a Member (not an Honorary Member) must not be introduced more than FOUR (4) times in any one calendar year.
- 6.3 Members are responsible for the conduct by their guests & minors for whom they responsible at all times in accordance with these By-Laws as stipulated in section 2.3.

#### **7 Minors (Persons under the age of 18 years)**

- 7.1 Persons under the age of 18 must not be entered into the guest book by any member.



- 7.2 Junior Sporting Members may be allowed onto the Club's premises for the purpose of attending a sporting activity pursuant to an authority granted and conditions imposed as per Liquor Control reform Act 1993.
- 7.3 These By-Laws must at all times be observed by the person who accompanies the minor in the capacity of responsible adult. Any responsible adult failing to observe the applicable conditions may be asked to leave the Club's premises with the minor whom he or she accompanied.
- 7.4 For the purposes of this By-Law a "responsible adult" means a person who in relation to the minor belongs to one or more of the following classes:
- a) A parent or legal guardian
  - b) A person who for the time being has parental responsibility for the minor.
- 7.5 A minor may only be allowed in a non-restricted area as displayed on the Club notice board. Such access is subject to any authority granted and conditions imposed by the Victorian Commission of Gaming & Liquor Regulation.
- 7.6 Minors attending a function may only access those areas of the Club's premises approved under the Liquor Control Reform Act and subject to any conditions imposed under the Act.
- 7.7 Minors are required to be off the club premises no later than 11:00pm unless specified by the General Manager.
- 7.8 A minor may only be permitted to enter the Club accompanied by a responsible adult. The minor must remain in the company and immediate presence of the responsible adult at all times.

## **8 General**

- 8.1 Members and their guests including minors for whom they are directly responsible will conduct themselves at all times, in such a manner so as not to cause offence or nuisance or annoyance to other members and guests. (Refer to section 8.5 (e))
- 8.2 All members and guests will leave the Club premises within 10 minutes of the Club closing, or when directed by the General Manager or Supervisor in charge of the Club at the time.
- 8.3 When leaving the Club, no member or guest will make any unnecessary noise or disturbance in the precincts of the Club, which for the purpose of these By-Laws, include the Club's land and buildings, and the immediate areas surrounding the Lara Recreation Reserve.

## **9 Offences**

- 9.1 The Club's Constitution sets out matters for which a member may be disciplined. If a member is found:
- (a) to have refused or neglected to comply with any provision of the By-Laws;
  - (b) to be guilty of any conduct which is prejudicial to the Club's interests; or



- (c) to be guilty of any conduct which is unbecoming of a member; or
- (d) to be guilty of any conduct which renders the member unfit for membership

The member may be reprimanded, suspended from any or all privileges of membership for a period or expelled from membership by the Board of Directors (or by a Committee established and authorised by the Board of Directors pursuant to the Club's Constitution Refer to section 22).

9.2 Any of the following conduct will be considered an offence in respect of which disciplinary action may be taken under the Club's Constitution.

To:

- (a) Use objectionable language; or
- (b) Language that infers Racial, Religious or Sexual Connotation; or
- (c) Be involved in fisticuffs or physical assault in the Club premises and/or precincts of the Club; or
- (d) Damage or remove Club property; or
- (e) Be under the influence of drugs or deals in or introduces drugs to the Club's premises and/or precincts of the Club; or
- (f) Solicit for money, goods or services; or
- (g) Cause offence to any other member, guest or an employee of the Club; or
- (h) Engage in conduct, which is prejudicial to the good other of the Club or comfort or welfare of any other member, guest or an employee of the Club; or
- (i) Enter or remain on the Club's premises at unauthorised times; or
- (j) Knowingly introduce a person as a guest who has been expelled from or had their application for membership to the Club refused; or
- (k) Introduce unauthorised gambling or participate in unauthorised gambling in the Club premises; or
- (l) Allow any person under the age of 18 years to use or operate gaming machines, or to knowingly allow a person under the age of 18 to enter or remain within underage excluded areas of the club; or
- (m) Sell or supply liquor to any person under the age of 18; or
- (n) Take liquor from the Club's premises without authority; or
- (o) Disregard the directions of any member of the Board of Directors or delegated employee of the Club, including the directions of the General Manager, Supervisor or Gaming Manager; or
- (p) Infringe the Club's Constitution and/or any of these By-Laws.



However, the above list is not an exhaustive list of matters which will be considered for disciplinary action under the Club's Constitution.

## **10 Right to refuse entry or remove from the premises**

- 10.1 In accordance with these By Laws, the General Manager or Supervisor on duty will have the right to refuse to admit or to cause to be turned out any person to leave the Club's premises if they consider that person to be intoxicated, violent, quarrelsome or disorderly or in breach of these By-Laws.
- 10.2 For the purposes of these By-Laws, conduct which involves harassment or intimidation of staff or patrons of the club, or being a general nuisance shall be deemed to be disorderly and/or quarrelsome.

## **11 Suspensions / Disciplinary Action**

- 11.1 The Board pursuant to the Club's Constitution may take disciplinary action against a member pursuant to the Club's Constitution for breach of the Club's Constitution and/or any of these By-Laws.
- 11.2 Further to the Clubs Constitution, the General Manager, or an appointed Deputy in his/her absence, shall have the power, at any time and in his/her absolute discretion, to suspend a member from all privileges of the Club until the next meeting convened to hear such matters.

## **12 Gaming machines**

- 12.1 Members and Guests shall comply with the special rules governing the playing of gaming machines, which are on display in the gaming machine areas.
- 12.2 All persons playing gaming machines must, at all times, abide by the directions of the Supervisor or General Manager of the Club. Players must give full consideration to the rights and comfort of other players. Conduct unbecoming will result in exclusion or suspension from the gaming room or the Club.
- 12.3 The gaming machines in the Club may only be played by, and any jackpots or prize won will only be paid to, financial members of the Club or guests of members, life members, temporary members and honorary members over the age of 18 years who have complied with all legal requirements to be admitted to the Club.
- 12.4 The Club may prevent a person from playing or continuing to play any gaming machine or decline a claim or collection/payment of any prize, if satisfactory details or documents are not provided in keeping with legislation determined by state and/or federal governments.
- 12.5 Any person violating these gaming machine By-Laws may be asked to leave the Club and if the person is a member, that person may be liable to suspension or other disciplinary action under the Club's Constitution.



**13 Self-Exclusion Policy**

- 13.1 The Club has in place a Self-Exclusion Policy. A person who excludes themselves from the gaming room will not be permitted to play the Club's gaming machines until the exclusion period has expired and all conditions of the self-exclusion policy and any individual program applicable to that person have been met. That person is still permitted to enter the venue provided they remain out of the gaming room as per governance of the Self-Exclusion Policy signed by the club nominee.

**14 Money or Property found on the premises**

- 14.1 Any money or property found on the premises must be reported to the Supervisor.
- 14.2 Any credits on a machine which do not belong to the person playing the machine must not be played and must be reported to the Supervisor or General Manager of the Club.

**15 Car park**

- 15.1 Members and guests using the Club's car park(s) will park their vehicles so as to not to prevent entry to, or exit from, the car park(s).
- 15.2 Members and guests will not occupy car spaces designated for specific members or employees of the Club or for specific vehicles.

**16 Animals**

- 16.1 No animal will be permitted on the Club's premises at any time other than guide dogs or those animals used by entertainers engaged by the Club from time to time.

**17 Club property**

- 17.1 No article or property of the Club may be removed from the Club's premises without the prior approval of the General Manager of the Club.
- 17.2 Any member or guest breaking or damaging any furniture or other property of the Club may be required by the Board of Directors to pay for such damage.
- 17.3 No member will remove or in any way cut or damage any newspaper, book, pamphlet or magazine that is the property of the Club.
- 17.4 It is not allowable for Members, Guests or Visitors to bring any item of food or drink onto Club premises for private consumption without prior consent by the General Manager.



**18 Video or Photography**

- 18.1 No person shall be permitted to take a photograph or video recording within the green line (gaming room) of the Club without the prior approval of the General Manager or in his/her absence the senior employee of the Club then on Duty.

**19 Gambling / Selling of Raffle Tickets**

- 19.1 Subject to the operation of gaming machines, no betting or gambling of any description is permitted on the Club's premises. Selling of raffle tickets or conduction of competitions or raffles, without the prior consent of the General Manager, is prohibited.

**20 Canvassing, Advertisements/Notices and Collections for Charities, etc.**

- 20.1 Members and guests are prohibited from appointing or using the Club premises as a meeting place for applicants for employment or for the sale of any goods or services without prior approval from the General Manager.
- 20.2 Members and guests are prohibited, without the prior consent of the General Manager, from using the Club noticeboard for the displaying of any notices for any purposes whatsoever.
- 20.3 Members and guests are prohibited from bringing onto the Club premises a petition of any kind which conflicts with the Club's Constitution.
- 20.4 No members or visitors shall distribute or circulate "How to Vote" tickets or literature within the Club.
- 20.5 Soliciting for and/or collecting moneys for charitable or other purposes, the sale of tickets in lotteries or raffles or for any function on the Club's premises will not be made without the prior approval by the General Manager.

**21 Reciprocal Membership Rights**

- 21.1 The board may enter into reciprocal arrangements with other clubs to permit their members becoming Temporary Members of the Club provided doing so would not cause the Club to breach any of the requirements of the Licensed Clubs Act.

**22 Complaints**

- 22.1 For complaints or disputes in respect to day-to-day matters, which involve club operations, members may contact the shift Supervisor and seek to report their complaint. At this point in time, the Supervisor shall make every attempt to resolve the member's grievance.
- 22.2 In no instance will a member reprimand or use abusive or aggressive behaviour or language towards an employee of the Club. Any complaint about an employee of the Club may be made to the General Manager.



- 22.3 A member may submit in writing the complaint to the Board of Directors.
- 22.4 The member may make an appointment (in person or by telephone) with the General Manager to discuss the concern. At which time the Manager will either act on the complaint or in turn advise the Board seeking a decision.

### **23 Employees of the Club**

- 23.1 Current Club employees or former Club employees must observe all relevant restrictions imposed by the Club under these By Laws.
- 23.2 An employee of the Club whose employment services have been suspended shall not be admitted to the Club until such suspension has been lifted OR as per discretion of the General Manager.
- 23.3 An employee who has been terminated by the Club shall not be eligible to be admitted to the Club as a Member or Temporary Member of the Club for a period of 12 months after termination.

### **24 Access to Staff only areas**

- 24.1 Areas designated for staff only must not be entered by members, guests including persons on sporting section committees or Governing Body of the Club Incorporated unless prior consent by the General Manager is issued.
- 24.2 Members must first be financial members of the Lara Sporting Club and be recorded in the Clubs database as being a member before being eligible to be a member of each section.

### **25 Food on Premises**

- 25.1 Members, guests, or affiliated persons are not to bring and/or consume food on the premises, unless it has been purchased or provided by the club, without the approval of the General Manager.

### **26 Life Member Criteria**

- 26.1 In accordance with the Constitution, **Rule 11. Life Members**, the following criteria must apply when nominating a Member for Life Membership:

The nominee must have achieved some or all the following:

1. Been an active Member of the Club for a minimum 15 consecutive years,
2. A Board Member, Section Chairperson, Secretary or Treasurer of the Club for an accumulated period of 10 years,
3. A Section Committee member for an accumulated period of 12 years
4. Given outstanding service to the Club for a minimum total period of 15 years. For example;
  - a. As a member of a sub-committee,
  - b. The Juniors as a coach, team manager, scorer, trainer, umpire,
  - c. The Club or Sections in a miscellaneous role or,





**Life Member Criteria cont'd**

- d. Played a minimum of 200 games
- 5. All service must be voluntary and without remuneration – Note: standard match payments are excluded
- 6. The Board and each Section will be permitted to nominate up to two (2) nominations for Life Membership each financial year

**27 E Board Policy**

- 27.1 The board will be referred to as the 'E Board'
- 27.2 The E Board will be the total responsibility of the LSC General Manager (GM)
- 27.3 The Section of the Season will have access to the E Board as required and approved by the GM
- 27.4 All other E Board usage and content of display will be the responsibility and at the discretion of the GM
- 27.5 There will be 2 levels of Users with the Primary Users reporting directly to the GM:
  - a. Level 1 - Primary Users
  - b. Level 2 - Secondary Users
- 27.6 The Secondary Users will report directly to the Primary Users except for specially prearranged occasions
- 27.8 A 'Document of Authority' identifying all the responsibilities of the Primary Users must be read and signed prior to them being eligible to take possession of the E Board laptop
- 27.9 The Primary User taking possession of the E Board laptop must sign a register prior to them taking possession
- 27.10 The Primary users will be only those who have had initial training from ESA – Future Primary Users must be fully trained by the GM prior to be appointed
- 27.11 The Primary Users will be selected by the GM and presented to the Board for endorsement
- 27.12 The Primary User will sign out the E Board laptop from the GM and be totally responsible for it whilst it is in their care – refer to GM's Document of Authority
- 27.13 The Primary Users are responsible for the content of information displayed on the E Board at all times whilst in their care
- 27.14 The Primary Users are responsible for the E Board laptop and its whereabouts until returned to the GM
- 27.15 The E Board laptop must never be left at the clubrooms overnight unless it is locked away securely in the Strongroom - If that is not possible, the E Board laptop must be taken home by the Primary User who it has been signed out to



### **E Board Policy cont'd**

- 27.16 The E Board laptop can never be in the possession of a Secondary User overnight
- 27.17 Sections requiring access to usage of the E Board, Cricket and Football, must submit nominations of Secondary Users for approval by the GM and Board
- 27.18 The Secondary Users are only responsible for displaying the programs prepared by the Primary Users

### **28 Criteria for Elite Photos**

The following is the criteria for photos of elite sportspeople who have represented the Lara Sporting Club and have achieved higher success and recognition at an elite level.

- 28.1 General:
  - a. Recognition is for Senior level competitions only
  - b. There can only be one photo per person. The exception is for a person who has achieved multiple awards at the elite level and must be approved by the Board
  - c. Changes to the Criteria must be approved by the LSC Board
- 28.2 Baseball:
  - a. Won a Geelong Baseball Association senior Best and Fairest
  - b. Represented GBA at state championships
  - c. Represented Baseball Victoria at national championships
  - d. Represented Australia at international championships
- 28.1 Cricket:
  - a. Won a Division 1 GCA Best and Fairest Medal (Jack Singh Medal)
  - b. Represented the GCA Division 1 team at State Country Championships
  - c. Played in the Cricket Victoria Premier Division
  - d. Represented Victoria in National Championships
  - e. Represented Australia at International championships
- 28.2 Football:
  - a. Won a Senior League Best and Fairest (GFL Mathieson Medal, GDFL Whitely Medal)
  - b. Represented AFL Vic at National Championships
  - c. Selected in the All Australian team from National Championships
  - d. Played AFL seniors
- 28.3 Netball:
  - a. Won a Senior Division 1 League Best and Fairest (GNL Medal)
  - b. Represented Netball Victoria at National Championships
  - c. Selected in the All Australian team from National Championships
  - d. Played in the National Netball League seniors (AFL competition)



**29 Lara Sporting Club Gym**

- 29.1 Persons using the gym for rehab purposes must adhere to their defined program set out by an authorised person
- 29.2 All participants under the age of 18 must be supervised by a responsible adult whilst using gym equipment
- 29.3 The adult supervising should have basic first aids qualifications
- 29.4 The adult supervising must have a 'working with children check'
- 29.5 Participants under the age of 18 will not be issued with a gym key, in-line with standing Club policy
- 29.6 The Lara Sporting Club takes no responsibility for any injuries that may be sustained by any individual whilst using the gym equipment

**Updated by the Board of Directors, 15 February 2023**