

# CONSTITUTION OF THE AUSTRALIAN TENPIN BOWLING SENIORS ORGANISATION, TASMANIAN DIVISION.

Amended version AGM 5th December '98  
Amended for Incorporation 6<sup>th</sup> December '03  
Amended on 2<sup>nd</sup> December 2006  
Amended on 6th December '08  
Amended on 20<sup>th</sup> November '10

Amended for Incorporation 13<sup>th</sup> March '01  
Amended on 4<sup>th</sup> December '04  
Amended on 1st December '07  
Amended on 5th December '09  
Amended on 19<sup>th</sup> November '11

## **Article One.**

### **Name.**

This organization will be known as the Australian Tenpin Bowling Seniors Organisation, Tasmanian Division. (Herein known as ATBSO, Tas. Inc.

## **Article Two**

### **Purpose.**

- 1 It will be the purpose of this organization to promote and foster the sport of tenpin bowling at a competitive level amongst bowlers aged 45 years and over.
- 2 This organisation will select, by a "Roll-off Tournament", all state teams as required to represent the ATBSO, Tas. Division, at the Australian Seniors Week Tournament at a selected venue each year. This Challenge will involve all States & Territories and all bowlers 45 years & over at the date of first ball being bowled in "The Australian Seniors Week". It will also select Masters Champions, who will also represent Tasmania at the same time and venue as the "Australian Seniors Week" and their age group will be as required for team players.

## **Article Three**

### **Meetings & Annual General Meeting**

#### **Annual General Meeting**

- 1 The Annual General Meeting of this Organisation will be held within four weeks of the end of the financial year.
- 2 The Board shall notify all members, by way of a memo being placed on the notice board at each bowling Centre in Tasmania, 21 days prior to the AGM and all financial members by mail with the date of AGM being held. Nomination forms for all Board of Directors positions will be distributed at the same time that the notice of the AGM is given. (See Attachment 2) The forms will be available to all full financial members of the ATBSO, Tas, and must be returned to the Secretary, a minimum of seven (7) days before the AGM. Nominations can be called for from the floor for any position where a Nomination Form has not been received. If there are no nominations received from the floor and a nomination has been put forward for a person who is unable to be present at the meeting and they have been unable to submit a nomination form by the required time then their nomination will be accepted subject to confirmation of their acceptance to the position by the President and his / her written Nomination. If more than one Nomination is received for a position, then a secret ballot will be held.
- 3 All Nomination forms to be sent to the Secretary (as per attachment 2). All envelopes to be marked "Nomination Form." If no nominations are received for any position, then Nominations can be called from the floor.

This "Constitution" will supersede all previous Constitutions used before this date. 20<sup>th</sup> November 2010

- 4 The eligibility for Nomination and election to the Board of Directors of any person, who has previously served as a member of the Board of Directors of the ATBSO, Tas. and has been removed from office for any reason, shall be at the discretion of the current Board of Directors of the ATBSO, Tas, Division.
- 5 Election of officers and directors may be held as the final agenda item at each AGM.
- 6 Only "Full" members will be able to vote at any meeting and any member un-financial shall forfeit his / her right to vote at such meetings.
- 7 Notices of motion will be sent to the Secretary seven (7) days prior to the AGM. Notice of Motion forms, will be issued in the same way and at the same time as Nomination forms and must comply with the same time restraints for lodgement with the Secretary. (see Attachment 3)

### **Board of Directors**

The Board of Directors will meet at such times & places as decided by the Board. Members of the Board of Directors will be given reasonable notice of each meeting. (Depending on availability of Board Members)

### **Extra-Ordinary General Meeting**

An Extra-ordinary meeting of all members of the Organisation will be called by the President on receipt of a written request by eight (8) members of the organization. Such written request for a meeting must set out the reasons for requesting an Extra-ordinary Meeting. Such meeting must be held within four weeks of receipt of such request. All members of the Organisation must be given at least three (3) weeks notification of such a meeting.

### **Voting by Proxy**

Voting by Proxy, or by mail, in any form will not be allowed at the Annual General Meeting, extra-ordinary meeting, or any meeting held by the Organisation. Only votes cast by members present at those meetings will be allowed.

### **Quorum.**

A Quorum for all Board of Directors meetings will be seven (7), and at a general meeting it will be twelve (12).

## **Article Four**

### **Organization and Government.**

The control of the ATBSO, Tasmania. will be vested in the Board of directors.

- 1 The Board of Directors of the ATBSO, Tasmania, shall consist of a President, Two (2) Vice Presidents, Secretary, Treasurer, **Four plus** committee members, and one (1), Two (2) or three (3) area representatives, (representing any Area deemed necessary to assist with the running of the ATBSO, Tas. body.) A Tournament Director will also be elected, to run all club Tournaments etc, & will automatically become a member of the Board of Directors if not already one.
- 2 The President, Vice Presidents, Secretary and Treasurer, shall be the Executive & Trustees of the ATBSO, Tasmania.
- 3 The positions of President & Secretary will each be for two years, with the positions having alternating election years.

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## **Article Five.**

### **Duties of the Board.**

#### **The President**

The President will be the Chief Executive Officer of the ATBSO, Tas. performing all duties usually pertaining to that office, including specifically .....

- 1 He / She will preside at all meetings of the Organisation and all Board Meetings.
- 2 He / She will see to the enforcement of all the objects, provisions, and purposes of the Organisation.
- 3 He / She will sign to confirm all ATBSO, Tas. minutes of meetings.
- 4 He / She will make a monthly check to verify the correctness of the balance of the Organisations accounts and sign the monthly Bank statement.
- 5 He / She will be the chairman of committees, or shall nominate one to take his / her position if the Vice Presidents are unavailable.
- 6 He / She may appoint any committees deemed necessary unless otherwise provided for.

#### **The Vice Presidents.**

- 1 In the absence of the President, the Senior Vice President will perform all of the duties of the President, and will also, on request of the President, assist him / her in the performance of the Presidents duties, or perform such duties as the President may request.

#### **The Secretary.**

The Secretary will perform those duties assigned by the President and the Board of Directors.

- 1 He / She will keep for the permanent record an account of proceedings of all meetings of the Organisation and the Board of Directors, for a term consistent with Corporation Rules.
- 2 He / She will conduct all correspondence of the Organisation, as requested.
- 3 He / She will keep an accurate list of all financial members of the ATBSO, Tas., including name, address, phone number and TBAL Accreditation number.
- 4 He / She will keep a copy of all Tournament Entries & Results as supplied by the Tournament Director, for a period of two (2) years.
- 5 He / She will also hold the "Master Copy" of the ATBSO, Tas. Constitution & Bylaws signed by the President & Secretary.

#### **The Treasurer**

The Treasurer will .....

- 1 He / She will receive, record and report all dues, fees, Monies or properties donated or paid to this organization..
- 2 He / She will table all current books, accounts and bank statements at every meeting of the Board of Directors, for their verification by the Board of Directors. All monies received will be banked, in the account of the Organization within five (5) working days of their receipt.
- 3 The Treasurer shall supply to the Board of Directors of the ATBSO, Tasmania, a financial report at each meeting, together with a balance sheet.
- 4 The Board of Directors can appoint a person or persons in each area to assist the Treasurer with banking in that area. This person will, within 48 hours of banking such monies, contact the treasurer and give an account of such monies banked and allocation details. They will also add their initials to the bank slip for identification purposes.
- 5 The Treasurer will run two cheque accounts in the name of the Australian Tenpin Bowling Seniors Organisation, Tasmanian Division. These cheque accounts will be used for all club-running expenses during the year. Monies banked on behalf of members, that is in a "Trust Account" will be banked in one of the accounts, but the treasurer will still keep individual records for each member. These accounts will have three (3) members of the "Executive Committee" register their signatures with our

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bank, with any two of three able to sign cheques etc. No two members of any one family will be able to lodge their signatures with the bank.

- 6 The Treasurer will close all financial books on the 30<sup>th</sup> September each year to allow for Auditing purposes.
- 7 Any financial member of the ATBSO, Tas. shall have the right to inspect the books of the Organisation in the presence of the Board of Directors' available Executives.
- 8 He / She will supply to the Secretary a complete & updated list of all financial members. This will include Name, address, telephone number & TBA number.  
NB. The ATBSO, Tas financial year will be from October 1<sup>st</sup>, to September 30<sup>th</sup> in the following year. (Members must be financial to vote at any meeting of the ATBSO, Tasmania.)
- 9 At the end of the Tasmanian Financial Year, any money remaining in the Club cheque account, that has been raised by fund-raising, will remain in the account to start the next financial year.

### **Public Officer**

- 1 The Executive Committee of the ATBSO (Inc) of Tas. will appoint a full member of the organisation and will hold office at the Executive's pleasure or until he/she vacates the position or moves their permanent residence from Tasmania.
- 2 The Public Officer will in accordance with the Associated Incorporation Act.
  - i. Keep a register of the members of the organisation.
  - ii. Notify the Registrar of Incorporated Associations in Tas. of the rules of the organisation and any changes made in them from time to time.
  - iii. Sign or receive any notices to be served by the organization or served upon the organisation.
  - iv. Provide the Registrar of Incorporated Associations in Tas. with a balance sheet of the organisation's assets and liabilities within the prescribed time limit each financial year.
  - v. Notify the Registrar of Incorporated Associations in Tas. of appointments to any position on the Board of Directors, and when an office becomes vacant, and any change of address of any member of the Board of Directors.
  - vi. Notify the Registrar of Incorporated Associations in Tas. of his or her appointment as the Public Officer, and of any change of his or her address.

### **Board of Directors.**

The Board of Directors will carry out the purpose and objectives of this Organisation by transacting its business and enforcing its rules and regulations under the direction of, and with the approval of, the Annual General Meeting.

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## **Article 6**

### **Audit**

- 1 The books, accounts and records of this organization shall be subject to audit. The AGM shall appoint auditors. Members of the Board of Directors may not stand for appointment as auditors.
- 2 At least once a year, and at other times as requested by the members, they shall examine the books, accounts and records of the organization and shall certify whether in their opinion the Treasurer's financial statements and report are properly drawn up and exhibit a true and correct view of the state of affairs of ATBSO (Inc) of Tas., according to the best of their information and explanations given to them and shown by the books, accounts and records of ATBSO (Inc) of Tas.
- 3 In the event of the Treasurer ceasing to hold office an immediate audit of the books of ATBSO (Inc) of Tas. shall be made.

## **Article Seven**

### **Elections, Terms, Vacancies and Removals.**

- 1 The Board will consist of the executive committee members, committee members and area delegates elected at the AGM.
- 2 To be eligible for election to the Board of Directors, the nominee must be a financial member of the Organisation. The Board will consist of a President, Two Vice Presidents, Secretary, Treasurer, Four (4) committee members and one (1) two (2), or three (3) area representatives, (representing any Bowling Centre not covered by our Board of Directors). A Tournament Director will also be elected to run all Club Tournaments etc. and will automatically become a member of the Board of Directors, if not already one. Only "Full" members will be able to vote at any meeting and any member un-financial shall forfeit his / her right to vote at such meetings.
- 3 Newly elected officers and Directors shall commence their duties immediately following their election.
- 4 The positions of President & Secretary will each be for two years, with the positions having alternating election years.
- 5 If a vacancy occurs in any position of the Board of Directors, this vacancy will be filled in the following manner. ....
  - i) The President ..... The vacancy will be filled by one of the Vice Presidents chosen by the remaining Board Members.
  - ii) The Vice President ..... The vacancy will be filled, by a member of the Board of Directors.
  - iii) The Secretary or Treasurer ....The vacancy will be filled by a person elected by the Board of DirectorsAll such vacancies will be filled for the remainder of the existing term of office.
- 6 Elected Board members, not including nominated "Area Delegates" must attend at least two thirds (2/3) of all Board meetings, otherwise they will be replaced.
- 7 If a member of the Board of Directors is accused, in writing, of failing in the proper course of his / her duties by any financial member of the ATBSO, Tas., the Board of Directors will conduct an investigatory meeting within two weeks of the receipt of the accusation. If, after hearing from both the accused and the accuser at that meeting, the accusation is seen by a two-thirds majority of the Board of Directors to be sustained, then the Board Members position will be automatically declared vacant. If the accused refuses to attend any such meeting, then the meeting will go ahead in his / her absence.

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## **Article Eight**

### **Membership.**

- 1 Membership will be open to all bowlers aged 45 years and over, at the commencement of the State Team Elimination's and who are current TBA Members. The Board of Directors of this Organisation will have the right to refuse Membership to any applicant for membership without being bound to give any reason for such refusal, provided that the Board of Directors will not capriciously refuse any such application. Any person refused membership has the right of appeal to the Board of Directors of this Organisation.
- 2 There will be a second division of the organization, that being for bowlers 40 years and over. This Division will be for Associate members and these bowlers will be able to participate in all club activities and functions. They will however not be able to participate in "State Representation" trials or represent Tasmania in the Masters.
- 3 At an Annual General Meeting (AGM) members may confer Life Membership on any member or former member who has rendered exceptional service to the organization. Notice of Motion must be included in the notice of the Life Membership AGM. Life Members shall not be required to pay the annual membership fee but shall retain all rights of a full Member.

## **Article Nine**

**Fees** Annual Membership fees will be collected each year for the season commencing on October 1st and ending on September 30th. Fees will be as set by the members from time to time at the Annual General Meeting (AGM) and will be listed in the Bylaws.

## **Article Ten**

### **Tournament Director**

- 1 The appointed Tournament director has sole discretionary powers over all Tournaments. The Tournament Director is answerable to the Executive of the ATBSO, Tas. Board of Directors for his / her actions.
- 2 The Tournament Director is on duty during entire time of all Tournaments, unless he / she has appointed and alternate Tournament Director for his / her absence. The alternate Tournament Director will have the same powers of the Official Tournament Director, but he / she will still be under the direction of the Tournament Director.
- 3 The Tournament Director's decision in any matters arising out of the Tournament under his / her jurisdiction shall be deemed final and no correspondence shall be entered into other than that which is called for under the Tenpin Bowling Association, Rules & Regulations. It shall be compulsory for the Tournament Director to place before the Executive of the Board of Directors of the ATBSO, Tas. preferably in writing, any problems which arise or arose from any Tournament. This must be done within 24 hours. Should the Tournament Director be unsure of his / her standing he / she shall consult the Executive of the ATBSO, TAS

## **Article Eleven**

### **Fundraising**

Fundraising will be done by Club Members each year, with the funds raised going to,

- i. Run the Tasmanian Organization.
- ii. Contribute to the Tasmanian representative teams and managers, plus four Masters Winners to represent Tasmania in "Seniors Week", National Challenge.

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## **Article Twelve**

### **Changes to the Constitution**

- 1 This Organisation may make changes to this Constitution at an Annual General Meeting or at an Extra-Ordinary General Meeting of members called for this purpose provided that the Secretary receives in writing any proposed changes to the Constitution at least fourteen (14) days prior to the meeting.
- 2 The Constitution of the ATBSO of Tas. (Inc.) must not conflict with the rules and regulations of the ATBSO Inc.
- 3 Changes to the Constitution will require a two-thirds majority vote of members present at the meeting.

## **Article Thirteen**

### **Changes to the “By-Laws” or “Tournament Rules & Regulations”**

- 1 “The Tasmanian Board of Directors, may adopt, alter or remove by-laws as it deems necessary at any Board of Directors Meeting held by ATBSO Tas. (Inc). It may also alter or add to the “Tournament Rules & Regulations” at a similar meeting as long as there is a majority vote of 2/3 of those present voting for the change.
- 2 The “By-Laws” of the ATBSO of Tas. (Inc.) must not conflict with the rules and regulations of the ATBSO.

## **Article Fourteen**

### **Dissolution**

If the ATBSO, TAS, ceases to exist, then all debts will be paid and all remaining monies in the ATBSO, Tas. accounts will be held in trust by the Tasmanian Tenpin Bowling Association, Board of Directors for two (2) years. If the ATBSO, Tas. still ceases to reform, then the money held in trust, reverts to the property of the Tasmanian Tenpin Bowling Association for the use of the Tasmanian “Youth Development Squad”, to be used at their discretion.

Note: This Constitution replaces all existing Constitutions & By-laws as at 13<sup>th</sup> March 2001. No rules of this organisation will contravene the National ATBSO, Constitution or Tournament Rules.

**Approved at the Executive Meeting of the ATBSO, Tas. Division on ...13<sup>th</sup> March 2001.....**

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**Accepted and amended at the AGM Sat Nov 2010.....**

President; ..... Secretary; .....

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By-laws of the Australian Tenpin Bowling Seniors Organization, Tasmania.

- 1 The annual membership fee for the ATBSO Tas. Will be **\$25.00**. This will consist of **\$20** for the running of the ATBSO, Tas. And an annual fee of \$7.00 for the ATBSO National Body, to cover administration costs. Also we will have an Associate membership fee of **\$20.00** per associate member.

This bylaw was changed and adopted at the AGM on Saturday December 5<sup>th</sup> 2009

President ..... Secretary .....

- 2 Each year there will be a fee payable by all Bowlers and Officials making the ATBSO, Tas. State team. The amount of this fee will be determined each year by the Board of Directors of the ATBSO, Tas. and will be related to over costs & the amount of fundraising done.  
Adopted; 7th December 1996

President ..... Secretary .....

- 3 A bowler intending to bowl in the ATBSO, Tas. State team must bowl in the ATBSO, Tas. Championships, with an “All Events” entry, plus two other Tasmanian ATBSO Tournaments in the same year, as a prerequisite for selection

Adopted; 6th December 2008

President ..... Secretary .....

- 4 Any member (Bowler or Official) of the ATBSO, Tas. State Team, will not participate in the ATBSO Challenge and any other Challenge Team, in the same year, when both Championships are bowled in the same area and within five days of each other. The bowler or official may bowl in both elimination roll-offs, but will then decide which team he or she will represent. **This bylaw will only come into force when Water De Veer, Daryl Holt or whatever Teams Challenge is bowled before the ATBSO Seniors Week.**

President ..... Secretary .....

- 5 A bowler making a “State Challenge Team” will be liable for his / her total cost of their trip, including airfares, accommodation, bowling etc. The full cost will be decided on by the Board of Directors, after a full BUDGET has been finalized by the Treasurer. Any level of fundraising done by the bowler will also be taken from this amount. If no fundraising done by the bowler then he / she is responsible for the full amount.

Adopted; 6th December 2008

President ..... Secretary .....

# **Australian Tenpin Bowling Seniors Organisation**

Tasmania (Inc.)

## **Nomination Form.**

I wish to submit my name for a position on the ATBSO, Tasmania, Board of Directors. By doing this I realize that I will be expected to be fully involved with fundraising activities & to attend all possible ATBSO meetings as duly organized.

I also realize that I must be hold a current TBA sanction number and that I am a financial member of the ATBSO, Tas. for the **2011 . – 2012** year. Finally I agree that if I miss three meetings, then my position will become vacant and I will be replaced.

Name, .....

Address, .....

.....PC, .....

Phone; (H) ..... (M) .....

Email No. (URGENT PLEASE) .....

Association. ....

Position standing for, (1) .....

(2) .....

Signed .....

Seconder .....

Date , .....

Please return to Secretary,

.....  
.....  
.....

***To be sent to Secretary seven (7) days before AGM.***

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**Australian Tenpin Bowling Seniors  
Organisation  
Tasmania (Inc).**

Notice of Motion

I, .....,  
being a current financial member of the ATBSO of Tas. (Inc.) propose the following motion at the next Annual General Meeting.

**Motion:**

**Reasons for Motion:**

Proposed by : .....,      Seconded by : .....,

Date : .....,      Date : .....,

Proposer and Seconder, must be financial members.

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# **Australian Tenpin Bowling Seniors Organisation**

Tasmania Inc.

## **Membership Application Form**

The main aim of this organisation is to conduct Social Activities and Tournaments throughout the year, for Members and Associate Members and to conduct trials for the selection of a Men's and a Women's team to participate in the Annual Interstate Teams Challenge and Masters Tournament organised by **The Australian Tenpin Bowling Seniors Organisation National Incorporated (ATSBO (N) Inc.)**

Eligibility: Bowlers who have been issued with a current Tenpin Bowling Australia Limited (TBA) membership card and are over the age of 40 years.

Membership Types: **Full Membership - \$25.00 per annum** (aged 45 years and over)  
**Associate Membership - \$20.00 per annum** (aged 40 to 45 years)

**Note:** *Associate Members will not be eligible to enter the State Teams Elimination trials or the Masters Events or vote at any ATBSO Tas. meetings.*

**This form must be completed and returned with the \$25 fee.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No: \_(H)\_\_\_\_\_ (W) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**I agree to be bound by the rules of ATBSO of Tas. (Inc) for the duration of my membership.**

TBA Membership Number: \_\_\_\_\_

**FULL** or  **ASSOCIATE** (Membership Applied For) Please circle.

***I have also read the "Code of Ethics as attached (Attachment 4 Page 11b) and agree to abide by this code.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Current League: \_\_\_\_\_ Centre: \_\_\_\_\_

Current League: \_\_\_\_\_ Centre: \_\_\_\_\_

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1. Respect the rights, dignity and worth of every human being.	• Within the context of the activity, treat everyone equally regardless of race, gender, disability, sexual orientation, age or religion.
2. Respect the Organisation and the Sport.	• Do not slander the Committee, its Directors, employees or volunteers. • Maintain confidentiality when required. This refers to Board meetings, committee meetings, NSO Office, Tournament Rooms and any areas where the business discussed requires confidentiality. • Refrain from comments on electronic mediums that do not enhance the Company or the Sport. This refers to Egroups, chat-lines etc. This also includes bad language and sexual comments by members.
3. Uphold the Policies and Rules of the ATBSO (N) Inc.	• Staff, Consultants, Officials and bowlers are expected to be familiar with the Policies and Rules of ATBSO (N) Inc. Scratch and Restricted Challenge • All documents are available on the Web Site, <a href="http://www.atbso.org">www.atbso.org</a>
4. Provide a pleasant and safe sporting environment.	• ATBSO (N) Inc. is committed to having a loyal group of volunteers who provide a sporting environment in which the principles contained in the Code of Ethics are respected and promoted.
5. Refrain from any form of personal abuse towards officials, staff, consultants, volunteers, bowlers and spectators.	• This includes verbal, physical and emotional abuse.
6. Refrain from any form of harassment towards officials, staff, consultants, volunteers, bowlers and spectators.	• This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability.

**ATBSO (N) Inc & ATBSO Tas. (Inc) Code of Ethics**

The offender will be given an official verbal warning.  
A YELLOW CARD will be shown.  
A RED CARD will be shown.

First Infraction.  
Second Infraction  
Third Infraction

**All warnings last for 12 months.**

**PROCEDURE AND PENALTIES**

- i) **For a Competitor:** Disqualification for the remainder of the Tournament or that session of League Bowling and a possible suspension from future competitions. The Tournament Committee which includes the Tournament Director and the State Executive Committee must convene at a convenient time within 72 hours of the RED CARD being shown to discuss the need for further action to be taken.
- ii) **For an Office Bearer:** Immediate removal from the position held. The Organisational Body that the officer is associated with must convene a hearing as soon as possible following the infraction to investigate the infraction and discuss the need for further action to be taken.
- iii) **For a Team Official (Coach, Manager etc):** Immediate removal from the position held. The Organisational Body that the officer is associated with must convene a hearing as soon as possible following the infraction to investigate the infraction and discuss the need for further action to be taken.
- iv) **For a Registered Bowler not involved in the event:** The Association/Registered bowling centre that the person is Registered with will be advised of the infraction and they must convene a hearing as soon as possible following that advice to investigate the infraction and discuss the need for further action to be taken.
- v) **For a non Bowler not involved in the event:** Centre Management and/or Tournament Officials should ask the offenders to leave the location. If the person refuses, put the matter into the hands of the Police and ask them to remove the offender.

In each of the clauses shown above, a detailed report must be submitted to the ATBSO (Tas.) Inc. Chairman and Committee. The Committee reserves the right to carry out its own investigation and impose any penalty deemed necessary in addition to any Centre or Association penalties imposed.

Any person contravening this Policy will be subject to action being taken at the time of the infraction:

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