

# CREDITON BOWLING CLUB

## Constitution and Rules. *(Currently Under Review)*

**1. Title.** The club shall be called the Crediton Bowling Club. (Hereafter referred to as the club).

**2. Objects.** The club's purpose being to provide and foster the game of bowls and any other sporting and social activities for the benefit of the club and its members.

Membership is open to persons of any Age, Sex or Ethnic origin.

**3. Membership.** There shall be four classes of membership available. These are:

- (a) Full member
- (b) Life member
- (c) Junior member
- (d) Social member

All members 18 years of age and over shall be life members, full members or social members. Members under 18 years of age shall be called junior members. Each candidate for membership must be proposed by a full member and seconded by another full member, both of whom should satisfy himself or herself as to the suitability of the proposed person. An application form as provided by the club must be completed by the proposed member and signed by the proposer and seconder.

The name and address of every candidate, together with the names of the proposer and seconder must be displayed on the club notice board for at least four clear days.

The committee shall after the expiration of the required four clear days consider the application and give notice of the election of the new member in the minutes of the next meeting which will be displayed on the club notice board.

The Club Committee may refuse membership or remove it, only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members. If consideration of removal of membership is as a result of a disciplinary issue, the procedure to be adopted shall be that as set out at point 19 of this Constitution.

Every member of the club shall from time to time communicate to the secretary his address. Such address shall be inserted in the register of members. All notices sent by post to such address shall be deemed to have been duly delivered on the day following the date of posting.

A person once approved by the committee will become a member as soon as payment of the annual subscription (and joining fee where appropriate) has been made to the club.

Part Year Subscriptions for Full Members : Joining after 1<sup>st</sup> July 70% of Annual Subscription,

Joining after 1<sup>st</sup> August 50% of Annual Subscription, Joining after 1<sup>st</sup> September 30% of Annual Subscription with the Committee having discretionary powers in rounding up or down actual amounts. (A joining fee where applicable will still be paid in full.)

All categories of Membership, as a qualification of membership, shall adopt and follow:

- (a) The Safeguarding and Bowls Policy and Guidelines (or any subsequent policy) as approved by Bowls England;
- (b) The procedures set out in Bowls England Regulation 9 when dealing with any disciplinary/misconduct issues. *inserted 2019*

**3a. Temporary Membership** All visitors to the club premises and green, having signed the visitors book, will become temporary members for that day.

**4. Subscriptions.** Payment of the annual subscription for existing members is due on the opening day of each season and when paid entitles the member to the privileges of the club.

No one is entitled to play on the green in any club match, club competition or any other competition as a member of Crediton Bowling Club until such time as they have paid their subscription.

At the first club meeting in June the committee will identify any members who have not paid their subscription and will contact them. Any member not paying their subscription within 7 days of being reminded will be deleted from the list of club members without further reminder.

**5. Life Members.** Where in the opinion of the committee the contribution to the club of a member is so outstanding and meritorious the committee shall have the right to propose the election of that person to the category of life membership. If approved at the annual general meeting of the club the person concerned shall become a life member of the club.

Life members so elected will not be required to pay an annual subscription for so long as they remain members of the club.

**6. Officers.** The officers of the club shall be as follows:

Non Executive Officer -	Club President
Executive Officers -	Chairperson
	Honorary Secretary
	Honorary Treasurer
	Bar Secretary
	Competition Secretary
	Fixture Secretary
	Premises Manager
	Grounds Person
	Ladies Secretary
	Ladies Captain
	Men's Captain
	Safeguarding and Vulnerable Persons Officer

Non Voting Officers entitled to attend the General Committee Meetings-

Men's Vice Captain  
Ladies Vice Captain

**7. Election of Officers.** All officers shall be elected at the annual general meeting of the club, from and by, the full members of the club present and voting at that meeting.

The President of the club shall be elected for a term of office of not more than three years duration after which time he/she shall stand down. All other officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

The committee shall have the power to appoint committee officers with full voting rights, if a replacement is required mid-term.

**8. General Committee.** The affairs of the club shall be controlled by a general committee comprising of Chairperson, Honorary Secretary, Honorary Treasurer, Ladies Secretary, Men's Captain, Ladies Captain, Fixture Secretary, Competition Secretary, Bar Secretary, Premises Manager, Grounds Person & Safeguarding and Vulnerable Persons Officer, and up to three other full members elected from, and by, the full members of the club at the Annual General Meeting. The general committee shall meet at agreed intervals and not less than six times per year, the quorum for general committee meetings shall be a minimum of 6 members. The nominated representative from Social Committee, who will be full club members, will report as required.

The duties of the general committee shall be:

1. To control the affairs of the club on behalf of the members.
2. To keep accurate accounts of the finances of the club through the treasurer. These shall be available for reasonable inspection by members and should be audited before every annual general meeting. The club shall maintain a current bank account and the following officers shall be authorised to sign club cheques: two from the chairperson, treasurer and secretary.
3. To co-opt additional members to the committee as the committee feels this is necessary. Co-opted members shall not be entitled to a vote on the committee.
4. To make decisions on the basis of a simple majority vote. In the case of equal votes, the chairperson shall be entitled to an additional casting vote.
5. To appoint representatives to other bowling bodies as appropriate.

**9. Competition Secretary.** The competition secretary will be responsible for arranging all club competitions but will have the power to delegate, to others, who will remain answerable to the Competition Secretary.

**10. Sub Committees.** Sub Committees will be responsible and accountable to the main committee whose jurisdiction in all matters shall be able to override any decisions of any sub committee and furthermore any sub committee must have the approval of the main committee before committing the club to any matter involving expenditure of the clubs funds.

At the general meeting the full members present and voting will elect and appoint a greens committee consisting of not less than 3 members, a bar committee consisting of not less than three members and a Social & Catering Committee consisting of not less than three full members.

**11. Bar Committee.** The bar secretary will automatically be a member of the bar committee whose duties will be to ensure the orderly running of the club bar and compliance with licensing laws. The Treasurer is automatically a member of this sub committee.

**12. Greens Committee.** The duties of the greens committee will be to provide a suitable playing surface and to this end they will organise for any necessary work to be carried out by themselves, other club members or volunteers. The greens committee will also consult with anyone else that the committee of the club may see fit to appoint to give advice on the production and maintenance of a suitable playing surface. The grounds person on the General

Committee will represent the views of the greens committee.

**13. Social Committee.** This committee will be responsible for organising social events throughout the year together with the food required at various club functions. A full member of this committee will report to the general committee as required.

**14. Men's Section.**

The men's section will elect a selection committee of three to deal with selection of the National Two Fours, National Top Club, County Top Club, County Trophy and Foxlands competitions. The General Committee will appoint team managers and assistant managers to administer and select any men's over 60's teams.

**15. Ladies Section.** The ladies section will elect a selection committee comprising of the Captain, Vice Captain and 3 others to deal with Ladies selection. The ladies section will also nominate a Ladies Secretary for appointment at the club AGM.

**16. Mixed Club Matches.**

Mixed club matches will be selected by the Ladies and Men's captains, or in their absence by the club Vice Captains. These matches will not include competitive Tony Alcock Trophy or Exeter & District League games.

The General Committee will appoint team managers and assistant team managers to administer and select any mixed leagues and competitions including the Tony Alcock Trophy and Exeter & District League teams.

**17. Safeguarding and Vulnerable Persons Officer**

The Safeguarding and Vulnerable Persons Officer will be required to stay up to date with the legislative requirements in respect of the protection of children and vulnerable persons. The committee will ensure that all appropriate recommendations are implemented.

**18. General Meetings.**

The Annual General Meeting of the club shall be held in the month of November each year. 28 clear days written notice shall be given by circulating a copy of the notice of the annual general meeting to every full member, life member and junior member at their home address and by posting the notice on the club notice board. Members must advise the secretary in writing of any business to be moved at the annual general meeting at least 21 days before a meeting.

The business of the Annual General Meeting shall be to:

1. Confirm the minutes of the previous annual general meeting and any general meetings held since the last annual general meeting.
2. Receive the audited accounts for the year from the treasurer and review and agree club subscription rates following recommendations from the general committee.  
(The financial year of the club will run for 12 months ending on 30 September each year.)
3. Receive the annual report of the committee from the secretary.
4. Elect an independent auditor.
5. Elect the officers of the club and other General Committee members.
6. Transact any other business received in writing by the secretary from members at least 21 days prior at the meeting and included on the agenda.

The general committee may convene special general meetings on receipt by the secretary of a request in writing from not less than 20 full members of the club.

Nomination of candidates for election of officers and members of the general committee and any sub committees shall be made in writing to the secretary at least 14 days in advance of the annual general meeting date. Nominees must be full members and Nominations can only be made by full members and must be seconded by another full member.

At all the general meetings, the chair will be taken by the Club Chairperson or in the Chairpersons absence, by a deputy appointed by the General Committee or, failing that, by full members attending the meeting.

Decisions made at a general meeting shall (except where the Club Constitution is to be amended) be by a simple majority of votes from those full members attended the meeting. In the event of equal votes, the chairperson shall be entitled to an additional casting vote.

A quorum for a general meeting shall be 20 full members and officers of the club including one from the Chairperson, Secretary and Treasurer.

Each full member of the club shall be entitled to one vote at general meetings proxy voting shall not be allowed.

### **19. Conduct of Members.**

- 1 Under-taking by members to comply with rules
  - (a) Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.
- 2 Disciplinary action against members
  - (a) All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct)
  - (b) Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.
- 3 Complaints
  - (a) Complaints of any nature shall be addressed in writing to the [Honorary] Secretary.

**20. Liability.** Each member of the club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of any and all funds available to the club, which may be lawfully so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of the club or arising there from, or incurred in good faith in the purported discharge of such duties, save in the case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

**21. Visitors.** The General Committee shall have the right to admit, as a visiting member, players from other clubs taking part in matches, games or competitions, together with officials and others immediately connected with the visiting teams who shall be deemed Honorary Members for the day.

Visitors and Honorary Members may purchase liquor for consumption on the premises only.

**22. Guests.** Guests introduced to the Club Pavilion shall be accompanied by the member introducing them who shall enter the name and address of the guest in the Visitors Book.

Intoxicating Liquor may be supplied to bone fide guests of members for consumption on the

premises only. No member shall introduce more than six guests on any one occasion and no guest may visit the club as a guest more than six times in any calendar year.

**23. Club Opening Times.** The Club Pavilion shall be opened and closed at such times, as the General Committee shall, from time to time, determine.

**24. Intoxicating Liquor.** The supply of intoxicating liquor in the club premises shall be permitted within the club opening hours and within the hours fixed by the General Committee and shall be in accordance with the club license and shall be supplied to members or bone fide guests within the provisions of the Licensing Acts and other relevant Acts. Permitted hours will also be within the hours from time to time set by the General Committee and approved by the Licensing Authority.

**25. Auditor.** An independent person shall be elected as an auditor at the Annual General Meeting. That person shall audit the Annual Statement of Accounts and Balance Sheet and shall certify them before they are printed.

**26. Alterations to the Constitution.** Any proposed alterations to the club Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alterations or amendment must be proposed by a full member of the club and seconded by another full member. Such alterations shall be passed if supported by not less than two-thirds of those full members present and voting at the meeting, assuming that a quorum has been achieved.

The clubs General committee shall have the power to alter the clubs Constitution at any time with such alteration being binding on the club until the next Annual or Special general meeting of the club.

**27. Dissolution.** If at any general meeting of the club, a resolution be passed calling for the dissolution of the club, the secretary shall immediately convene a special general meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.

If at that special general meeting, the resolution is carried by at least two-thirds of the full members present and voting at the meeting, the general committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the club and discharge all debts and liabilities of the club.

After discharging all debts and liabilities of the club, the remaining assets shall not be paid or distributed amongst the full members of the club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the club.

## Guidelines For Members *(to be updated)*

### **MANAGEMENT**

The Club has a Management Committee responsible for the overall organisation of the Club.

### **DRESS**

The correct dress for marking is club shirt above the waist and relevant dress below. For all matches the correct dress will be specified on the team sheet, i.e. whites or approved coloured dress. For casual play or the Umbrella evening smart casual dress is acceptable.

The correct dress for markers during club Competition days and for finals of any internal club competition will be club shirts and whites below the waist.

### **CONDUCT**

The club expects its members to be courteous, especially to visitors. The club will often be judged by its attitude to others.

The use of mobile phones by players is banned within the boundaries of the green. On the green the "duty of players" is set out in the "Laws of the Game" a copy of which can be obtained from bowls shops. Whilst involvement in the game is a necessary ingredient for enjoyment, players must not interfere with the appointed duties of those on the rink unless invited to do so.

There is no place for disagreement on the green. If a matter is in dispute your Skip should resolve it. At the conclusion of each end do your part by helping to kick the bowls back to behind the mat position, do not leave it to the others.

At the conclusion of the game, assist in returning mats, scoreboards, etc, to the clubhouse or store.

During casual play, do not allow members to "sit out" for lack of an invitation to join in, particularly if all rinks are in use. Special attention should be paid where new members are concerned.

Compliment your opponent's good shots. Never applaud "lucky" shots – accept them graciously.

Stand behind the mat or behind the head when it is not your turn to play. Always stand still when a player is about to bowl. Do not distract.

When a bowl comes to rest possession of the rink passes to your opponent. Never bowl your bowl until the previous bowl has come to rest.

Concentrate and be ready to bowl when it is your turn.

Always pay your Skip respect in waiting for his decision. Do not bowl, (or deliver the jack) until your Skip has indicated what he wants you to do.

Keep to your own rink. Do not wander around and distract other bowlers. When changing ends walk closely to the centre of the rink to avoid distracting players on the next rink.

Respect the surface of the green at all times. Do not drop your bowls on the green or stand on the edge of the green.

Respect the decision of the Umpire, move away from the head while the umpire is measuring.

### **USE OF THE GREEN**

Priority for use of the green is given to meeting fixtures set out in the fixture programme and to rinks booked for competition play.

A synopsis of fixtures and competitions is kept in the rink reservation book.

As a general rule the green is available for use after 10.30am daily. The greens committee may vary the hours for use of the green at their discretion.

Care of the green is very important and a bad delivery will often cause damage. Smoking - The club policy is that there will be no smoking on the green.

### **MATCHES**

Availability sheets for friendly matches are posted in the club and any members wishing to make

themselves available for selection is entitled to do so.

Selected teams will normally be posted in the club several days before the match.

All selected players should tick their name to acknowledge selection.

All players should ensure that they turn up in good time. If a situation beyond their control should make it impossible for a selected player to play they should notify the respective Captain without delay.

From time to time, because of special circumstances, matches may be reduced in rinks or from rinks to triples, should this occur members should recognise the problem that the Captain will face in asking players to stand down, and should cooperate to the full.

There are no availability sheets for League and County Trophy matches. Selection for these will be a matter for the judgement of the selection committee.

Please ensure that the entertainment of visitors is not left to your Captain and a few others. Please continue to mingle for a reasonable period at least.

### **BEGINNERS**

Anyone new to the game or wishing to obtain advice may do so by contacting a Club Instructor. If in doubt please contact the Club Secretary.

At the discretion of the coaches, it is expected that any new member will have three sessions of coaching and that new members of the club must be signed off by the coach before being allowed to play on the green by themselves.

### **COMPETITION RULES**

Rules for club competitions are displayed on the club notice boards in the respective changing rooms and within the Club Constitution. It is important for the benefit of all members that these are observed.

**DOGS** Only guide dogs are permitted on club premises.

### **DUTIES OF PLAYERS IN A RINK**

A rink, is a group of four players against four, each bowling two bowls. Their positions in order of playing are Lead, Second, Third and Skip.

The Lead is responsible for helping to kick woods back, and when it is his/her teams turn placing the mat, delivering the jack and for delivering the first woods.

The Second player is responsible for helping to kick woods back, and delivering the next two woods.

The Third player delivers the third set of woods, is responsible for directing the Skip when he is bowling, chalking any of the Skips woods which touch the jack and for agreeing the result of each end with his opposite number including measuring where necessary.

The Skip delivers the final woods for his team and is in control of his team. Duties include directing the positioning of the mat, the length of the jack, marking touching woods, directing which hand he requires his players to bowl on and offering general advice and encouragement to his players. The Skip is also responsible for resolving any disputes or queries with his opposing Skip.

### **DUTIES OF PLAYERS IN A TRIPLE**

A triple is a group of three players against three each using three bowls. The duties of the lead are as in a rink. The two, or middle player will have the same duties as a third player in a rink. The duties of the Skip are the same as in a rink in addition to which the Skip will normally take responsibility for filling out the scorecard.

### **COMMENTS OR SUGGESTIONS**

Any member wishing to make a comment or suggestion for consideration by the committee should put it in writing and forward it to the Club Secretary

