

## **BYFLEET BOWLS CLUB: CONSTITUTION & RULES**

### **1. Title**

1.1 The Club shall be called Byfleet Bowls Club, hereafter to be referred to as "the Club" and shall be affiliated to Bowls England, the Surrey County Bowling Association and the Surrey County Women's Bowling Association or their successors and to other Bowling Associations as the Management Committee shall decide.

### **2. Object**

2.1 To foster and promote the sport of lawn bowls at all levels, giving opportunities for recreation and competition.

### **3. Membership**

3.1 Membership of the Club shall be open to any person who completes a membership application form and pays the relevant subscription /joining fee as determined by the Club and is approved by the Club Captain and relevant gender Captain. Annual subscriptions must be paid by the date specified by the Management Committee. The number of Members in all the membership classes shall be restricted to numbers set by the Management Committee

3.2 Membership classes shall be as follows:

**Full Members** shall be playing members over the age of 18.

**Associate Members** shall be playing members between 18 and 25 who are in full or part time education or of any age who the Management Committee shall deem Associate members.

**Junior Members** shall be playing members under the age of 18.

**Social Members** shall not be bowling members of the Club and shall be limited to such numbers as the Management Committee shall decide in the best interests of the Club.

**Life Members** may be recommended by the Bowling Committee or Management Committee for the approval of the members at the Annual General Meeting. Clause 3.1 shall not apply to Life Members.

3.3 Where age is referred to in 3.2 this shall be as on 1st May.

3.4 Only Full, Associate and Life Members shall be entitled to vote at Annual and Special General Meetings.

3.5 The rights and privileges of a member shall not be transferable.

3.6 All playing members are obligated to follow the Conventions as detailed in Appendix 2.

3.7 Prospective new members shall be proposed by a member and seconded by another. The membership form should be placed on the notice board for at least 6 days prior to an interview with the Relevant gender Captain and one other Playing Committee member. The officers at the interview will explain the objects and policy of the Club and ascertain the prospective member's attitude and intentions as a member. The Officers will take note of any objections received from members and will tell the prospective member and the Playing Committee secretary whether the application is approved or not. The Secretary will confirm the decision in writing.

3.8 A member shall cease to be a member if he/she resigns by giving one month's notice in writing; or if he/she is requested to resign by a resolution of the Management Committee; or if his/her annual subscription remains unpaid by the due date.

### **4. Officers**

4.1 The Officers of the Club shall be, of either gender:- President, Vice President, Club Captain, Secretary, Treasurer, Facilities Manager, Catering Manager and Social Secretary.

### **5. Election of Officers**

5.1 All Officers, Members of sub-committees and delegates to outside organisations shall be elected at the Annual General Meeting of the Club, from, and by, all members entitled to vote.

5.2 All Officers shall be elected for a period of one year, with the exception of the Secretary and Treasurer who shall be elected for a period of three years. Retiring Officers may be re-elected to the same office or another office in the following year.

5.3 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date.

5.4 Only lady members will be entitled to elect the Lady Captains and only men entitled to elect the Mens Captains.

### **6. Management Committee**

6.1 The affairs of the Club shall be controlled by a Management Committee comprising the Officers elected from, and by, the Annual General Meeting. The Management Committee shall meet not less than four times per year.

6.2. The duties of the Management Committee shall be:-

6.2.1 To control the affairs of the Club on behalf of the Members.

6.2.2 To keep accurate accounts of the finances of the Club through the Treasurer and to recommend subscription rates and other fees to the Annual General Meeting. The Accounts shall be available for reasonable inspection by Members and should be examined by the appointed accounts examiners before

every Annual General Meeting. The Club shall maintain bank accounts as required. Any monies drawn against Club funds should be authorised by the Treasurer and one other of two other appointed members of the Management Committee.

6.2.3. To co-opt additional members of the Committee as the Committee feels necessary. Co-opted members shall be entitled to vote.

6.2.4. To make decisions on the basis of a simple majority vote, subject to a quorum of 4 members being present. If a member holds more than 1 post, he/she shall only be entitled to 1 vote. In the case of equal votes, the President shall be entitled to a second and casting vote.

6.2.5 To appoint other Committees as necessary to fulfil the Club's business by defining their Terms of Reference and receiving regular reports (See Appendix 1).

6.2.6 To review annually and update as necessary the Convention (Appendix 2).

6.2.7 To appoint a Safeguarding Officer.

## 7. General meetings

7.1 The Annual General Meeting shall be held not later than the end of October each year. Twenty one clear days written notice of the Annual General Meeting shall be given to Members. Members must advise the Secretary in writing of any business to be considered at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 14 days before the meeting by circulating a copy of the notice to every member at their home address and posting it on the Notice Board.

7.2 The business of the Annual General Meeting shall be to:-

7.2.1. Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

7.2.2. Receive the examined accounts for the year from the Treasurer.

7.2.3. Decide the subscription rates and other fees for the forthcoming year.

7.2.4. Receive the annual report from the Secretary.

7.2.5. Elect accounts examiners.

7.2.6. Elect the Officers, Committee Members and Delegates of the Club.

7.2.7. Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

7.3 Special General Meetings may be convened by the Management Committee or on receipt by the Secretary of a request in writing from not less than 20% of the Members of the Club entitled to vote. At least 21 days notice of the meeting shall be given.

7.5 At all General Meetings the Chair will be taken by the President or Vice President or, in their absence, by a deputy appointed by the Members attending the meeting.

7.6 Decisions made at a General Meeting shall be by a simple majority of votes cast by those members attending the meeting and entitled to vote. In the event of equal votes, the President shall be entitled to a second and casting vote.

7.7 A quorum for a General Meeting shall be 40% of the membership of the Club entitled to vote.

## 8. Alterations to the Rules

8.1 Any proposed alterations to the Club's Constitution and Rules may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.

## 9. Indemnity Clause

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 all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever reasonably incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties, save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

## 10. Dissolution

10.1 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 to be held not less than one month thereafter to discuss and vote on the resolution.

10.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present entitled to vote the 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.

10.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to some other voluntary organisation having similar objectives.

## 11. Committees

11.1 The committees appointed in accordance with clause 6.2.5 above shall include but not be limited to:-  
Playing Committee consisting of Club Captain, Ladies Captain, Mens Captain, Fixture Secretary, Competition Secretary, Secretary to the sub-Committee, Vice Captains one of each gender.  
Facilities and Catering Committee consisting of the Facilities Manager, Catering Manager and others as required.  
Bar Committee consisting of Bar Manager, the Treasurer and others as required.  
Social Committee consisting of Social Secretary, Treasurer and others as required.

11.2 The sub-committees of the Playing Committee appointed in accordance with clause 6.2.5 above shall include but not be limited to :-

Competition sub-Committee consisting of Competition Secretary, Club Captain and Assistant Competition Secretary.  
Selection sub-Committee consisting of Club Captain, Ladies Captain, Mens Captain. The Vice Captains can be consulted as necessary or stand in for the Ladies or Mens Captains in their absence.  
Fixtures sub-Committee consisting of the Fixtures Secretary and the Assistant Fixtures Secretary.

11.3 In the event of anybody being unable to attend a specific meeting then a deputy can be asked to attend.

## 12. Trustees

12.1 There shall be Three Trustees of the Club, elected for life or until notice of resignation in writing is received.

12.2 The Trustees shall be playing or life members of Byfleet Bowls Club with a minimum of three years membership, but shall relinquish office if they become bankrupt or of unsound mind.

12.3 All casual vacancies arising among the Trustees of the Club will be filled by the Management Committee.

12.4 The Trustees of the Club shall not, without the sanction of a General Meeting of the Club, demise, underlet, exchange, sell or otherwise dispose of all or any parts of the lands, buildings, tenements or hereditaments of the Club, provided nevertheless, that no mortgagee or other person advancing money to the Club shall be concerned to see that any money is advanced to him or her is wanted for any purpose of the Club, or that no more than is wanted is raised or borrowed.

12.5 All properties of the Club shall be vested in the Trustees, representing and acting for the members. No personal liability shall be attached to any Trustee except for such funds of the Club as may actually be received by him or her.

12.6 The Trustees shall be entitled to attend all Committee meetings of the Bowls Club but shall not be entitled to vote unless he/she is an elected member of that committee.

## 13. Discipline

13.1 Any disciplinary matters will be dealt with in accordance with Bowls England Regulation No.9 -Disciplinary Regulations.

## 14. Opening Hours

The Club opening times are from 12.00 to 23.00 hours weekdays and from 10.00 to 23.00 week-ends.

14.1 The bar may be opened for the sale of excisable liquor during the permitted hours as defined by the Licensing Authority.

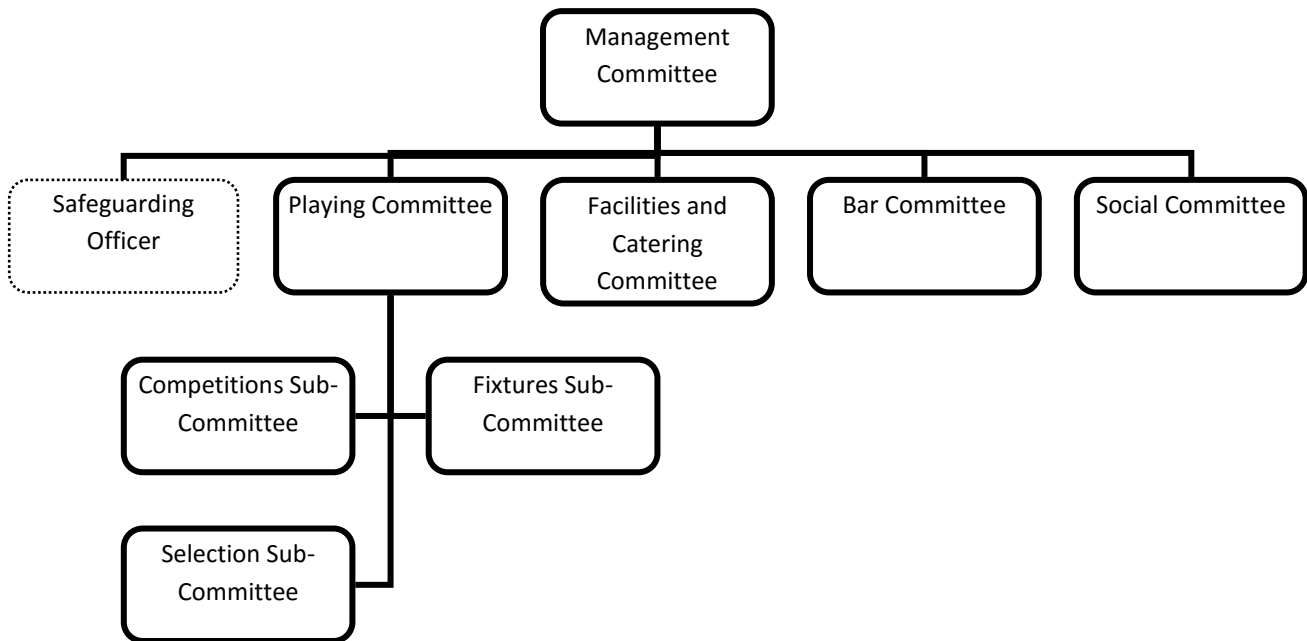
14.2 A member of the Club may take a guest into the bar. The guest may not pay for any intoxicating or alcoholic refreshments.

14.3 A record of the names of members of visiting clubs shall be recorded on the score cards and, providing they are over 18 years of age such visitors may purchase intoxicating liquor for consumption on the Club premises.

## 15. Dress

All members shall be correctly dressed when using the green as detailed in Appendix 2.

## Appendix 1: Committee Structure



### Management Committee

**Membership:** President, Vice President, Treasurer, Secretary, Club Captain, Facilities Manager, , Catering Manager, Social Secretary. Trustees can attend any Committees or sub- Committees at their discretion in order to exercise their duties.

#### **Terms of Reference:**

- Manage all aspects of club's affairs according to club constitution including:
  - Keep financial accounts and agree expenditure
  - Manage all disciplinary matters
  - Manage all aspects pertaining to the lease and other legal matters
  - Maintain a register of members
  - Seek new members through publicity or other means
- Receive and act upon reports from Playing, Facilities, Bar and Social Committees and issue instructions
- Appoint other committees as and when required
- Appoint Bar Manager
- Meet monthly during the season and at other times as required

### Playing Committee

**Membership:** Club Captain, Ladies Captain, Mens Captain, Ladies Vice Captain, Mens Vice Captain, Competition Secretary, Fixtures Secretary, Committee Secretary

#### **Terms of Reference:**

- Manage all club's playing affairs including:
  - Agree fixture list
  - Agree participation in leagues and external competitions and appoint single points of contact
  - Receive and act upon reports from sub-committees
  - Liaise with affiliated bodies and league associations and respond to their demands
  - Resolve any issues associated with playing bowls
- Request funds from the Treasurer necessary to undertake their business
- Report to Management Committee through Club Captain and act upon requests from General Committee
- Receive and act upon reports from sub-Committees and issue instructions
- Appoint other sub-committees as and when required
- Meet monthly during the season and at other times as required

**Facilities and Catering Committee****Membership:** Facilities Manager, Catering Manager plus others as and when required.**Terms of Reference:**

- Manage all operational matters of pavilion and green and surrounds including:
  - Manage all external contractors
  - Maintain and repair facilities as required
  - Manage working party and mowing team
  - Arrange appointment of a Green Steward for each week of the playing season and decide on rules for booking rinks
  - Propose improvements to green or pavilion
  - Ensure that the facilities comply with all relevant legislation
  - Ensure that the facilities are adequately secured
- Appoint other members of Committee if required
- Manage all aspects of catering, liaising with other Committees, particularly Social Committee when required.
- Request funds from the Treasurer necessary to undertake their business
- Report to Management Committee through Facilities Manager and act upon requests from General Committee
- Meet as and when required

**Bar Committee****Membership:** Treasurer, Bar Manager plus others as and when required.**Terms of Reference:**

- Manage all matters appropriate to operation of bar, including:
  - Liaise and appoint all external suppliers
  - Ensure stock is at appropriate levels
  - Manage volunteer bar staff
  - Propose improvements to bar facilities
  - Ensure compliance with all requirements of the bar license
- Keep accounts
- Appoint other members of Committee if required
- Report to Management Committee through Treasurer and act upon requests from General Committee
- Meet as and when required

**Social Committee****Membership:** Social Secretary, Treasurer plus others as and when required.**Terms of Reference:**

- Manage social programme including:
  - annual presentation dinner and dance
  - Opening and closing parties
  - Winter social events
- Manage all non-playing aspects of club nights throughout season
- Request funds from the Treasurer necessary to undertake their business
- Collect income from events and send account to the Treasurer
- Appoint other members of Committee if required
- Report to Management Committee through Social Secretary and act upon requests from General Committee
- Meet as and when required

**Sub-Committees of Playing Committee**• **Competition****Membership:** Competition Secretary Assistant Competition Secretary, Club Captain**Terms of Reference:**

- Manage all aspects of the club's internal competitions
- Resolve any disputes that may arise
- Report to Playing Committee through Competition Secretary and act upon requests

• **Fixtures****Membership:** Fixtures Secretary, Assistant Fixtures Secretary**Terms of Reference:**

- Agree all midweek and weekend fixtures with opposition clubs
- Arrange production of Fixture card
- Report to Playing Committee through Fixtures Secretary and act upon requests

- **Selection**

**Membership:** Club Captain, Ladies Captain, Mens Captains plus Vice Captains, if required.

**Terms of Reference:**

- Select all midweek and weekend teams
- Select all representative teams
- Publish selections at least 4 days before date of event
- Report to Playing Committee through Club Captain and act upon requests
- Meet regularly throughout playing season

**Job Descriptions of Elected Officers**

**President**

- Manage all aspects of Management Committee including
  - chairing meetings
  - representing Club at external events when invited

**Vice President**

- Deputise for President, if required
- Undertake any duties appropriate as specified by President
- Offer advice to President as appropriate

**Secretary**

- Administer affairs of Management Committee including
  - dealing with all correspondence
  - liaising with Playing Committee Secretary as and when required
  - ensuring that the club's web site is maintained
  - arranging committee meetings , including AGMs and preparing agendas
  - taking minutes
  - undertaking other duties as decided by President

**Treasurer**

- Manage all financial affairs of club, including:
  - keeping accounts and preparing balance sheet
  - paying invoices and expense claims
  - banking income
  - collecting subscriptions from members and issuing membership cards
  - reporting to Management Committee and AGM

**Club Captain**

- Manage all aspects of Playing Committee, including
  - chairing meetings
  - chairing selection sub-committee
  - being member of Competitions sub-committee
  - resolving any issues that might arise, in consultation with relevant parties
  - reporting activities to Management Committee
  - nominating deputy to temporarily undertake duties, if required

**Playing Committee Secretary**

- Administer affairs of Playing Committee including
  - dealing with all correspondence
  - liaising with affiliated bodies
  - arranging committee meetings and agendas
  - taking minutes
  - undertaking other duties as decided by Club Captain

**Facilities Manager**

- Manage all aspects of Facilities and Catering Committee, including
  - appointing members of committee as required
  - seeking members of working party and mowing team as required

**Catering Manager**

- Manage all aspects of Catering Committee, including
  - Preparing tea and cleaning rotas
  - appointing members of committee as required
  - seeking members to assist on club nights, social and other special occasions when catering is required.

**Bar Manager**

- Undertake all operational matters appropriate to bar, including:
  - chairing Bar Committee
  - liaising with all external suppliers
  - ensuring stock is at appropriate levels
  - managing volunteer bar staff
  - proposing improvements to bar facilities
  - ensuring compliance with all requirements of the bar license

**Social Secretary**

- Manage all aspects of Social Committee, including
  - chairing meetings
  - reporting activities to Management Committee

**Captains (one for each Gender)**

- Manage all aspects of playing bowls for gender
- Liaise with other Captain as required
- Act as deputy for Club Captain, if requested

**Vice Captains (one for each Gender)**

- Deputise for Captain, if required
- Undertake any duties appropriate as specified by Captain
- Offer advice to Captains as appropriate

**Fixture Secretary**

- Arrange fixtures for the coming season, including
  - ensuring that all arrangements are confirmed and verify date, time, venue , format and dress
- Organize preparation and printing of fixture cards
- Prepare rink book and selection sheets for all fixtures on the fixture card
- Report to the Playing Committee as and when required and act upon instructions
- Delegate any duties to Assistant Fixture Secretary

**Assistant Fixture Secretary**

- Deputise for Fixture Secretary on Playing Committee, if required
- Undertake any duties appropriate as specified by Fixture Secretary
- Offer advice to Fixture Secretary as appropriate

**Competition Secretary**

- Manage all aspects of Competition Committee, including
  - chairing meetings
  - reporting activities to Playing Committee

**Assistant Competition Secretary**

- Deputise for Competition Secretary on Playing Committee, if required
- Undertake any duties appropriate as specified by Competition Secretary
- Offer advice to Competition Secretary as appropriate

## Appendix 2: Conventions

These notes have been produced hopefully to explain to new members how the Club works and also to remind existing members of the same facts and possibly one or two things that they have not come across so far. If there are matters which you feel could be included in the next revision please let a Committee member know. The information is not meant to duplicate information already posted on one of the several notice boards but may point you to the appropriate board for fuller information. All members should check the notice boards and pigeon holes regularly.

### Matches

The Club play matches at week-ends usually in a mixed format. Since 2009 nine of these games are League games. The West Surrey League is 3 Mens rinks and the Sapphire League is 3 triples with any combination of players. The West Surrey and Sapphire games are against the same Club on the same day. For further information see the League rules which are on the notice board in the corridor. There are six or so mid-week evening games mostly with a mixed format. In the afternoons games are usually either on Tuesday, Wednesday or Thursday with most of these being separate Ladies or Mens matches. To play in any of the games mentioned above enter your name on the sheets provided.

Once the selection has been made the sheets are posted in the window next to the entrance door. You should tick your name so that the Captain is aware that you know you have been selected adding D if you are travelling direct to an away game. There is a match fee for playing in a match. This is payable even if you do not stay for the meal home or away. We know that it is not always possible to stay for the meal but this should be regarded as the exception rather than the norm. It is customary to offer your opponent a drink after the game to go with the meal.

### Match Meals

At week-ends and mid-week evening matches the Club provides a meal and, except in evening games, a midway cup of tea for all players and visitors. These meals are prepared and served by Club members. It is an obligation for all members to put their name on the rota for at least one game a season, more if our membership declines. Members providing the meal will be reimbursed on the day for the cost of the ingredients purchased. The cost should be close to the rate per rink set by the General Committee.

Afternoon Mens games usually only have tea and biscuits but again members need to put his name on the list to make the tea. All Ladies playing in the afternoon home games provide food for all players on their rink or triple, marking what they will provide on the play sheet thus avoiding a glut of cakes and no sandwiches or vice versa. Tea has also to be made. The play sheet will also note the duty allocated to each rink i.e washing up, setting out rink equipment etc.

When seated for meals it is customary and courteous not to start eating before those on the Captains table. Similarly, although help in clearing the table is welcome, this should not start until everybody on the table has finished eating.

### Notices

Members should read the notice boards regularly and check your pigeon hole as well. We try to keep everyone up to date but this does rely on members reading the information provided. There are also various notices of a more permanent nature around the Club. Kitchen hygiene, use of the urn, Fire notices and Security all fall in this category for your attention.

### Competitions

Members can enter competitions run by the various bodies to which the club is affiliated. Bowls England for National Competitions, the Surrey County Bowling Association, Surrey County Womens' Bowling Association, North West Surrey Bowling Association and West Surrey Bowling Association. Entries for these competitions need to be made either during the closed season or at the beginning of the season depending on the Association involved - see your Secretary for more information.

In addition to the Saturday Leagues already mentioned the Club has teams in the North West Surrey Leagues- Ladies Monday League, Thursday Mixed League and Mens Friday single rink and double rink. All these Leagues are played in the evening. The Ladies also play in the Surrey Advertiser League.

Ladies and Men enter various area competitions during the season such as Top Club, Review Cup, Heathfield Cup. In these competitions teams are selected by the selection committee.

In addition to these external competitions the Club runs internal competitions in various formats e.g. singles, pairs, 2 wood, 3 wood, 4321 (known as the Tickel for the Men). These competitions are separate for the Ladies and Men with the exception of the Grace Nash, Challenge Cup, Dickie Pullen, Open Triples and Mixed Pairs. For more details of each competition see the Competition Rules displayed in the corridor. Make sure you will be available for Finals Day before entering competitions.

Entry for the internal competitions is made by completion of the entry form accompanying the annual subscription notice issued in early April with a closing date in early May. However in the case of the Drawn Mixed Triples and



Dickie Pullen entries are invited during the season by notices on the boards. These competitions are played off in one day except for the final which is played, along with the finals of the other internal competitions on Finals week end. In our Club Competitions the first named player on the draw sheet (displayed in the corridor) is the challenger. The challenger is responsible for obtaining a marker and booking a rink on the day and at a time agreed with their opponent(s). In play each game starts with the opponent or marker tossing a coin with the challenger calling. The winner of the toss has the option of placing the mat and casting the jack or asking their opponent to do so.

### **Rink Booking**

To book a rink use the rink books which are kept in the corridor. There are separate books for the Afternoons (games finishing before 6.00pm) and Evening and Week-Ends. In these books rinks booked for Club matches and Leagues take preference over individual competitions. Bookings cannot be made in both books to allow a game to span both the Afternoon and Evening sessions except in very special circumstances. The order of preference for the various competitions is noted in the front of the rink books. If a game is changed the original booking should be removed so that others know that the rink is free. A rink cannot be booked for a roll up.

For outside competitions members can select which rink they would prefer to play on. In the event of the same rink being booked by different members' preference is given in the order noted on the rink books. Rinks cannot be selected for Club Competitions. Rinks are drawn by the Green Steward who sets out the rinks. Play should always take place on the rink allocated except by agreement with a member of the Facilities and Catering Committee. A member cannot play on the rink on which he is due to play a competition later on the same day.

### **Club Night**

Tuesday night is Club Night when members can roll up. Club Instructors are usually on hand to help members when requested and introduce novice bowlers to the game. Competitions cannot be played on Club Night with the exception of those Surrey Competitions which are played on fixed days.

### **Dress Code**

Members should be correctly dressed whenever they are on the green. The correct dress for matches is noted in the fixture card and on the Selection Sheet as either "Whites" or "Greys". As a general rule afternoon matches are played in Whites for Ladies, Greys for Men. Everybody wears whites for the weekend matches while in evening games including League games Greys are worn (except the Parish Day game). Club Competitions are played in Greys with the Finals in Whites. Outside competitions are in Grey except for the Final rounds but you should refer to the Selection Sheet or rules governing the particular competition for confirmation. Members must wear Greys for roll up and on Club Night.

Whites for Ladies mean white tailored skirt, or trousers with plain white blouse or shirt above the waist. Jumpers must be white or Blue Club waistcoats or cardigans can be worn. For men white trousers with white above the waist or Club coloured shirts. White shirts should have collars and Club ties if worn may be removed at the invitation of the Home Captain. In matches it is desirable that all team members wear white shirts or Club shirts not a mixture of both. Some competitions require all team members to wear the same. Greys mean grey tailored skirt or trousers for Ladies with white above the waist. For men grey tailored trousers with white above the waist as noted above or Club coloured shirts. Shorts may be worn provided they are tailored white or grey with white socks and shoes. It should be noted that not all Clubs permit wearing of shorts on their green. When attending for matches it is preferred that members should wear club blazers. Shoes for everybody must be white, grey or brown and **must** be flat-soled (heel-less). Wet weather gear should be white but Club blue waterproof jackets or fleeces are acceptable. When playing for the Club all members must have club stickers on their bowls

### **Club Equipment**

Club equipment should be returned to its correct place after use. Currently 2m sticks, scoreboards, jacks, red and white bowl and jack indicators, mats and rink markers are kept in the garage. Bowls gatherers are kept in the garage. Key for the side door of the Garage is kept in a secure place. Club bowls should be returned to the location from which they were borrowed. Club equipment must not be removed from the premises unless this is agreed by a Committee member.

### **Public Booking**

Under the terms of our lease the Club is required to allow the public use of one rink when the Club is open. This applies even if a match is in progress. We are allowed to close the green completely on ten occasions during the season. These closure dates are noted on the Mens notice board. Any member who is approached by a member or members of the public for permission to play should allocate a rink for play, collect the appropriate fee as stated on the notice board, provide them with bowls, jack and mats as necessary and ensure that they have appropriate footwear. Note flat soled trainers could be used but not sandals. The member should ensure that all the equipment is returned and should not leave the building until the public have left. The fee collected should be placed in the Treasurers box in the corridor with a note explaining what the money is for.

## Security

It is important that the building and gate are properly locked when vacated. This responsibility rests with every member and it is erroneous to assume that nothing will happen if the building is left unlocked. When the building is open make sure that you have a key if you are likely to be last out. After locking the main door pull the handle to ensure that the panic bar is securely engaged. Don't leave the padlock on the gate when you open it, bring it in to the pavilion. When leaving fit the padlock ensuring that the numbers are spun so that the code is not apparent. Arrangements are made for locking up in the evening and after matches including after away week-end games. However if you find the building unlocked when you believe it should not be so contact a committee member so that the situation can be rectified. If a stranger enters the building challenge them, don't assume they have a legitimate reason for being there. If you are in the pavilion by yourself it is sensible to lock the door from the inside. A key for the pavilion is available for a returnable deposit. Note the directions regarding the key for the electric control box displayed on the entrance door and adjacent to the box.

## Help

There are many ways that members can help in the day to day activities of the Club. On match days the rinks have to be dressed e.g. mats put out, 2m sticks etc and put away after play. The rink markers need to be brought in if no play is taking place later. Locker rooms should be kept tidy - lockers are available - see the Playing Committee Secretary. Cleaning is another obligation on Club members. Usually three names are on the rota each week during the playing season. It is not necessary to attend every day but the pavilion should be presentable prior to all matches. Cleaning should not be carried out when matches and lettings are in progress or in a manner that would disturb players. The flower beds are maintained by members and regular working parties attend to the numerous tasks which arise throughout the year. The list of matters which members execute for the Club is too long to itemise here but all help is gratefully received.

## Child Protection

The Club encourages children to participate in the game of bowls. When dealing with children we will always put their welfare first and ensure that they are treated fairly, with respect and dignity. We recognise the needs and abilities of each child and avoid too much training or competition. We must gain the agreement of the child before any physical contact. We will ensure that the child is not alone with an adult and that when travelling to away matches, there is at least one male and female chaperone. We will not tolerate any acts of aggression within the club and will ensure that adults behave responsibly and set an example to our child members. The club has an appointed Child Protection Officer and if you are in doubt about any matters relating to child protection then you should consult him/her.

## Laws of the Sport

It is not proposed that the Laws of the Sport are repeated here, however one or two reminders may not go amiss. The minimum jack length is 23 metres. This does not just mean that the jack has only to pass the side markers - the position of the mat is relevant. The side markers are 25 metres from the rear ditch so if the jack is up to the side markers the mat must be at minimum position i.e. 2 metres from the ditch. If the jack has to be measured make sure it is centred before measuring. Players should not play on the same rink on the same day that they will be using the rink for competition. It is permissible for a bowl to enter an adjoining rink provided that it will return to its original rink. Markers should not offer comment on any bowl played and should stand still to one side and behind the head while players are bowling. Bowls or jack should not be moved until the score for the end has been agreed.

## On the Green

The green cannot be used before 12 noon on weekdays or 10a.m. at week-ends except by special arrangement with the Facilities Manager. The green should not be used in unsuitable conditions or in a manner which could lead to damage of the green. Mobile phones should not be used on the Green. Remember when playing you no longer have possession of the rink once your bowl has come to rest. The 3 or lead in a pairs game can measure any disputed shot. This duty can be assigned to another team member but the opposing skip should be advised. If an Umpire has been called onto the rink to measure a shot the players should leave the green.

Do not sit on the bank or stand in the ditch. When stepping on or off the green step sideways and ensure you are not stepping on or off a mat, towel or any other moveable equipment. At the end of the last game of the day on a rink bring in markers, mats, jack, sticks or any other equipment. If animal deterrent devices are in use make sure they are positioned on the green at close of play.

## Smoking

No smoking is allowed in the building. Outside, smokers should use the bins provided and everyone should encourage visiting smokers to do the same.