

MARINA BOWLING CLUB SANDY LANE DAWLISH



Club Rules/Bylaws & Responsibilities

Version 2.1

Approved AGM 16th November 2024

MARINA BOWLING CLUB Sandy Lane Dawlish

1. Constitution

- 1.1** The Club is governed by its Constitution which takes precedence to any local Club Rules/Bylaws.
- 1.2** These rules set out the regular management of the club and may not conflict with the Constitution.
- 1.3** Social Members shall be required to pay Visitors green fees if they wish to bowl.

Colours

- 1.4** The Club colours shall be Navy & Light Blue, Grey and Gold; the badge shall be the Black Swan facing left as viewed. Subject to written approval from Bowls Devon.

2 Officers and Committees Officers

- 2.1** The Club shall be under the patronage of a President and shall be elected at the Annual General Meeting. The President shall not serve for more than two years consecutively. The President shall chair the Annual General Meeting.
- 2.2** The management of the Club shall be in the hands of the Committee comprising the elected Officers and one additional men and one additional ladies. All elected at the Annual General Meeting. The members of the Committee shall, at their first meeting, elect one of the Committee to be Chairman for the ensuing twelve months.
- 2.3** The Committee may appoint further posts of manager/representative for any external league teams, representative to Bowls Devon & Section 5, or other organisations requiring a presence.
- 2.4** The President, General Secretary and Chair of Management Committee are ex-officio members of all committees and sub-committees.
- 2.5** The Committee may authorise the Treasurer to repay members reasonable out of pocket expenses which the Committee has sanctioned. (see 4.3.2 Constitution)

Treasurer Responsibilities

- 2.6** The Treasurer shall keep such proper books of account as will enable him/her to present at each AGM of the Club an audited Statement of Accounts showing the financial position as at the previous 30th September. All monies due to, or held for, the Club shall be paid or remitted to the Treasurer direct, who shall without undue delay deposit the same in an account in the name of the Club to be approved by the Committee.
- 2.7** The Treasurer shall make such payments as are duly authorised, or have been sanctioned by the Committee. There are to be at least one other signatory in addition to the Treasurer & General Secretary appointed by the Committee with any one of them to sign. The Treasurer shall operate the account(s) and have internet/telephone banking.
- 2.8** The Treasurer will provide a summary of the club's finances to each meeting of the Committee.
- 2.9** The books of account shall be the property of the Club, and together with all Club funds and working papers in his possession, shall be transferred to his successor upon appointment. Should the Treasurer ship become vacant for any reason, all such property is to be surrendered to the person(s) as the Committee appoint.

Selection Committee

- 2.10** There shall be separate Selection Committees for men and ladies matches. Each shall consist of Captain, Vice-Captain and two additional members with a quorum of 3. The additional men shall be nominated and voted on at the AGM by the men members of the Club and the ladies by the lady members. Teams for mixed matches shall be selected by the men's and ladies' Captains and Vice- Captains collectively.
- 2.11** The Selection Committees have the power to co-opt the captains of individual teams to the selection process.

Competitions

- 2.12** Only Full, Junior and Life Members shall be allowed to play in Club competitions and entrance fees must be paid before an entrant plays the first round. Members who enter the Club competitions of another Club will not be eligible to enter the Marina Club competitions. The method of handicapping to be such as to suit their particular arrangements should be clearly displayed in the Clubhouse and to comply, if necessary, with the provisions of their respective County rulings.
- 2.13** The Men and Ladies Selection Committees, organise their respective Club Competitions, in conjunction with the Competitions Secretary, and shall be entitled to scratch any competitor who does not comply with the conditions (which shall be clearly displayed in the Club house and the Club website) governing them.

3. Annual General Meeting

Responsibilities/Authorities

- 3.1** In preparation for the Annual General Meeting (AGM) a notice of the AGM together with a list, seeking nominations of Officers, Committee Members and Delegates shall be displayed in the Club Pavilion at least 28 days before the end of the summer season. Nominees must indicate that they will be willing to serve if elected. If sufficient nominations (duly seconded) are not received by the date of the meeting, candidates may be proposed, seconded, and elected at the meeting if they are prepared to serve.
- 3.2** Proxy voting is not allowed at any club meeting but the absent members views may be expressed on his/her behalf.
- 3.3** The General Secretary must receive notices of motions for the AGM at least 14 days before the close of the season and such motions must be displayed on the Club notice board at least 7 days before the end of the season.
- 3.4** In addition to Section 6 Constitution (notice to members by post or email), any items of business including for an AGM or SGM may in addition be communicated to members by the Club Notice Board, Newsletter, website and closed membership social media.
- 3.5** The Committee, if required may elect a Vice President to carry out the duties of the President.
- 3.6** The Committee may nominate a member for Life Membership in recognition of exceptional services to the Club or other person for Honorary Membership. Such person, once elected at the AGM, shall be exempt from all future subscriptions.
- 3.7** These Rules may only be amended, or added to, at an AGM or a Special General Meeting (SGM) and notice of the proposed alteration or addition must be given to the General Secretary in accordance with Rule 3.3 above.

4. Membership Applications

- 4.1** Application for Membership shall be made on an Application form obtained from the Membership Secretary or via the Club Internet site and processed per Constitution 3.5.2
- 4.2** Temporary membership may be given to an applicant to use the Club's premises at such times as a steward is in attendance only. Unsupervised access to the green will only be permitted when sanctioned by a qualified coach or officer.
- 4.3** New members who have no or limited experience will be encouraged to avail themselves of coaching tuition (a small fee may be payable) to learn the Rules, Etiquette and nuances of the game of Lawn Bowls.

5. Duties & Responsibilities Members are expected to observe Green etiquette at all times in accordance with guidelines displayed in the Clubhouse.

5.2. To assist in the general running of the Club:-

Male Members. (Full but not Juniors) are required to carry out occasional stewardship duties unless prevented from doing so on health grounds. (There is a requirement in our lease to provide a steward each day to allow public access to the Green for playing.)

Female Members (Full but not Juniors) are required to provide refreshments when necessary. Any assistance from any other Club Members is also gratefully received. - Rotas & Guidelines will be produced and clearly displayed in the Club House, to enable the, smooth running of the above duties, including the Club Bar.

5.3. Members of the Club authorised to carry out duties on behalf of the Club shall be reimbursed for all reasonable expenses incurred on behalf of the Club, subject to approval of those expenses by the Committee.

6. Visitors & Guests

6.1. Members of visiting clubs or teams playing bona fide matches against the club, their officials and supporters, provided that such admission is limited to the day of the sports match or other event which may be the object of the visit may be entitled to use the club facilities and to purchase alcohol for consumption on the club premises only.

6.2. Every member shall be allowed to introduce guests to the club premises provided that:

- a) No member shall be allowed to have more than two guests on the club premises at the same time;
- b) No person shall be introduced into the club premises who shall have been expelled from membership, or whose conduct or presence in the club premises shall be considered to be objectionable or prejudicial to the interests of the club;
- c) The member introducing guests shall enter the name and address of each guest, together with their own name, in a book which shall be kept for that purpose on the club premises. Each guest must sign this book on arrival;
- d) Each guest shall be considered to be the guest of the member introducing them and shall be accompanied by such member at all times whilst on the club premises; The member introducing a guest shall be responsible for the guest's behaviour whilst on the club premises;
- e) Members are required to pay all expenses they incur on their behalf or their guests before they leave the club premises; and
- f) The same guest may not be introduced more than four times in any calendar year.

7. Club Hours and Bar Opening Times

7.1

- a) The club premises shall be open for such hours as the management committee shall from time to time determine;
- b) The permitted hours for the supply of intoxicating liquor will be posted on the Club notice board and the bar will be open at these hours or at such other hours as may be decided by the Committee subject to any restrictions imposed from time to time by the Licencing Authority;
- c) No extension to these permitted hours shall take place until authorised by the Licensing Authority.

8. Supply of Alcohol

8.1

- a) The purchase for the Club of excisable goods and the supply upon the Club premises shall be exclusively and solely under the control of the Committee, or of a special sub-committee appointed by the Committee.
- b) Intoxicating liquor may only be sold or consumption on the Club premises to persons over the age of eighteen who are entitled to the use of the Club premises in pursuance

of the Rules, Bylaws and Regulations for the time being in force. No Junior Member under the age of eighteen may purchase or attempt to purchase intoxicating liquor within the Club premises nor may a Junior Member under the legal age purchase or attempt to purchase tobacco or cigarettes within the Club premises.

- c) The Committee shall cause the Club to be opened (subject to the terms of the Clubs premises certificate) at convenient times (and such shall be prominently exhibited in the Club premises) or the sale of excisable goods to persons who are entitled to the use of the premises of the Club in pursuance of these rules (except Junior Members as aforesaid) PROVIDED THAT visitors' names and addresses and the name of their introducer shall have been entered in the Visitor's Book upon entry to the Club premises.
- d) No person shall take a commission, percentage or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the supply of such goods shall (after deduction of the costs of providing such goods for the benefit of the Club) be applied in the provision of additional amenities or the purchase of property to be held in trust for the benefit of the Club.
- e) Proper accounts of all purchases and receipts from excisable goods shall be kept and presented at the Annual General Meeting in each year and such information as the General Secretary or auditor may require shall be furnished to enable any statutory return or statement and the payment of excise or other duty or tax to be made.

Settlement of accounts

- f) A member shall settle any indebtedness for the refreshments or otherwise before leaving the Club premises unless paying by Internet Banking, or in accordance with any Bylaw relating to the settlement of such indebtedness.

9. Disciplinary & Grievance procedures Disciplinary procedure

9.1. All procedures must follow Section 3.6.2 of the Constitution.

10. Club Rules/Bylaws

10.1. The Club may adopt such Rules/Bylaws or Regulations as it considers appropriate for the good management of the Club and its facilities.

10.2. Any alteration of these Rules/Bylaws are subject to Constitution Section AGM 6.10.

11. Damage to Club property

11.1. A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Committee or by the General Secretary upon the instructions of the Committee

12. Officers Duties and Responsibilities

Pending full job descriptions becoming available from the General Secretary, the following apply:

All officers are required to attend the Committee meetings to report on their respective activities and if not able to attend, a written report to the General Secretary.

12.1. President

- To represent the Club on match days and other special occasions;
- To Chair the General Meetings (AGM, SGM);
- To have a casting vote in the event of equality; (Subject to Constitution Rule 4.1.5)
- Ex-Officio member of any committee or sub-committee.

12.2. Chair

- To chair the Management Committee;
- To have the casting vote in the event of equality;
- To foster, encourage and oversee of all the Clubs Elected Officers and other appointments of the Committee, to ensure the efficient management and running of the Club aiming for Club Mark standard;
- Ex-Officio member of any committee or sub-committee.

12.3. General Secretary

- To conduct and overview the administration of the Club and ensure the Club meets all of its administrative responsibilities to the Club, its members, Bowls England, Bowls Devon and other organisations to/for which the Club has responsibilities;
- Attend to the general correspondence of the Club;
- To keep custody of all Club documents and records;
- To keep full minutes of the Committee and any sub-committee;
- The responsible Officer as Licensee, Health & Safety, Safeguarding, GDPR, (through the GDPR Group) Equality and other statutory requirements including lease management and maintenance of Trustees and compliance requirements;
- To administer such insurance policy or policies as may be needed to fully protect the interests of the Club, its officials and its members;
- Manage and implement the annual business plan and agenda;
- Ex-Officio member of any committee or sub-committee;
- One of the financial account signatories;
- Give any reports as necessary during a committee meeting.
- A member of the Development Group.

12.4. Treasurer

- Responsible Officer for all moneys of the Club including any responsibilities delegated to others such as the Bar manager, Social Secretary and any others handling money;
- Comply with the Treasurers responsibilities as defined Rules 2;
- To collect all relevant monies from the Membership Secretary & Club members;
- To pay all approved bills/invoices;
- The efficient operation of the Clubs bank/financial institution account(s);
- Give any reports as necessary during a committee meeting.

12.5. Accounts Examiner (auditor)

- To have some book-keeping experience.
- To examine and confirm all books, vouchers, balances and records maintained by the Treasurer and confirm that the Financial Statement of Accounts as presented agrees therewith.
- To offer guidance/assistance on book-keeping and fiscal matters.

12.6. Match Secretary

- To arrange matches as relevant with other Clubs including tourist;
- Give any reports as necessary during a committee meeting.

12.7. Captains

- To lead, support and manage representative teams;
- To call and Chair the Selection Committee;
- Give any reports as necessary during a committee meeting.

12.8. Vice-Captains

- Support the Captain and to deputise and assist as requested.

12.9. Ladies & Mens Secretary

- To attend to the correspondence and business specifically associated with the male & female section elements of playing of the game;
- Liaising with respective County representatives relating to the playing of the game;
- Act as witness to the Membership Secretary when opening a member's locker in their absence;
- Give any reports as necessary during a committee meeting.

12.10. Membership Secretary

- To keep a register of Club members' contact details;
- To administer all membership applications and renewals including collection of fees;
- To pass all monies to the Treasurer without undue delay;

- On an occasion where it is necessary to access a member's locker, in their absence, this will be undertaken by the Membership Secretary with another club member as witness. Where possible this witness should be either the Mens or Ladies Secretary;
- Give any reports as necessary during a committee meeting;
- A member of the Development Group and Data Controller (GDPR).

12.11. Green Manager

- The care and management of the playing area (as greenkeeper) in liaison with our lease with Teignbridge District Council;
- To ensure the best possible playing surface is available for players;
- To determine if play should take place should any conditions indicate that the playing surface may become unfit, unsafe or likely to be damaged if used? The Greenkeepers decision is final;
- Impose any reasonable conditions for play such as rain mats and the like;
- To manage a team of volunteers to assist in his duties;
- To guide and instruct club stewards regarding care and use of the green;
- Arrange the service and up keep of machinery;
- Give any reports as necessary during a committee meeting.

12.12. Development & Youth Officer

- To recruit and retain members to the Club;
- Support and manage a team of qualified coaches and promote continuing training including for succession;
- Organise, run and support the Youth development programme in conjunction with local schools to support Junior Membership;
- Chair the Development Group meetings of coaches and volunteers with minutes and reporting to the Committee;
- Guide and implement best practice for NGB (Bowls England) development projects of Coach Bowls and Play Bowls initiatives.
- The Group to nominate who is the Club Coach;
- Maintain an inventory of all Junior bowls and equipment;
- Give any reports as necessary during a committee meeting.

12.13. Safeguarding Officer

- To guide and implement the Club's Safeguarding policy;
- To act as a point of contact for Junior Bowlers and vulnerable adults;
- To care for the welfare of the membership;
- To be a member of the Development Group team.

12.14. Competition Secretary

- To arrange internal competitions for Club members to participate in and manage the running thereof;
- To uphold and maintain the Rules of Competition;
- Give any reports as necessary during a committee meeting.

12.15. House Manager

- Appointed by nomination and vote at the AGM;
- Manage the day to day needs of Health and Hygiene regulations and maintain compliance with Local Authority Certification;
- Maintenance/cleanliness of kitchen/bar and of the pavilion in general, purchasing necessary materials, cleaning products, etc to support the roll in conjunction with the Treasurer's prior approval;
- Supervise compliance of all catering arrangements; and the individual duty rosters of members as published;
- Arrange and supervise the ladies tea rotas;

- Organise and manage support assistance as required;
- Give any reports as necessary during a committee meeting.

12.16. Social Secretary

- To organise social events for the enjoyment of members. (Start of Season Social, Annual Presentation Night, Quizzes, BBQ's and such activities)
- To manage volunteers to assist in any events;
- To account to the Treasurer for all monies handled (not net accounting);
- Give a report as necessary during a committee meeting.

12.17. Press/Publicity Officer

- To publicise the Club in local media, website and social media as relevant;
- Give any reports as necessary during a committee meeting.

12.18. Trustee

- See section 5 Constitution;
- All property of the Club, land, investments, TDC Lease are held in trust by the Trustees;
- Duties are defined in the Deed of Trust and Statutory Trustees Acts;
- The Clubs to maintain indemnities and insurance to protect Officers and Trustees whilst undertaking their authorised duties.

12.19. Elected Representative to Committee (1 female & 1 male)

- To represent the general membership and bring to committee any issues raised.
- To communicate committee matters/policy to members as raised with them.

12.20. Bar Manager

- Accountable to the House Manager for Health & Hygiene; and to the General Secretary for compliance with all licensing requirements.
- Manage the Club bar as determined by the Committee;
- Account for all monies, stock purchase and the like as the Treasurer requires;
- Organise and manage support assistance as required;
- All bar duties are to comply with the terms of our licence or the sale of alcohol and directly accountable to the General Secretary for such;
- Give any reports as necessary during a committee meeting

12.21. District/County Delegates

- To act as a liaison between the Club and other relevant associations.
- Report all relevant matters to Committee.

12.22. GDPR Group

- The statutory members responsible for delivery of GDPR matters to the management committee;
- The Membership Officer by position is a member and the Data Controller;
- At least one member should be familiar with the GDPR regulations.
- There shall be no less than 3 other appointments by management committee;
- The group will elect a chairman for the conduct of any business referred to the group;
- The group may co-opt membership where specific GDPR expertise is needed;
- To receive all GDPR complaints and recommend action to management committee.

Marina Bowling Club

Competition Rules

1. Entry lists will be displayed for all Club Competitions, along with a copy of the Club Competition Rules, on the Section noticeboards on both the Ladies and Mens. Entry lists will show closing date for entry, fees payable, confirmation of Finals dates, and indications of first round play-by dates. Finals dates are also shown in the published Fixtures List, and Finals must be played on these dates.
2. Members, who are aware that they will not be available for the Finals date for any competition, should not enter that competition. Members, who have entered any competition and subsequently find that they will not be available for the Finals date, should withdraw from the competition. If this should be from a pairs or triples competition and the pair/triple has not played a match, the Competition Secretary may arrange a substitution.
3. The Competition Secretary shall arrange for the draws to be made at the first available Selection Committee meeting after the closing date.
4. Draw sheets will be displayed as soon as possible after the draws have been made, along with handicap rankings. It will be each member's responsibility to check the draws to see whether and when they have to arrange games.
5. Draw sheets will show the dates by which each round of each competition shall be completed. Members shall make every effort to play their matches before the play-by date in order to minimise the chance of delay.
6. The first-named member on the draw sheet is known as the Challenger. The Challenger is responsible for arranging games up to the Finals. The Challenger shall give their Opponent **TWO** alternative dates and times to play the game. The Challenger will enter the agreed date for the game in the clubhouse diary and also arrange for a Marker for every singles match up to the Finals, for which Markers will be provided by the Selection Committee.
7. Any member failing to turn up to play in an agreed game is automatically disqualified from that competition.
8. If, in exceptional circumstances, a game cannot be played by the play-by date shown on the draw sheet for that round of the competition, this should be raised by the Challenger with the Competition Secretary as soon as it becomes apparent. An extension may be allowed at the discretion of the Competition Secretary, depending upon the circumstances. There will be a right of appeal against the Competition Secretary's decision at the next available meeting of the relevant Selection Committee.
9. Markers will maintain scorecards and scoreboards in singles games; skips in pairs and triples games. In singles games, scorecards should be signed by both players.
10. Scorecards should be placed in the scorecard box, and the winner's name entered on the draw sheet for the next round game.
11. If a player becomes unwell during a match and is unable to continue after ten minutes the match shall be resumed at a future date to be agreed between the players. If the unwell player cannot resume the match within the competition timeframe then he/she shall concede the match. This may be because they are still unwell or because the match was being played so close to the deadline that there is no time to rearrange.
12. If weather conditions disrupt a match, and there is disagreement between players about continuing or suspending play, then the decision will be the responsibility of the Steward of the day, provided the Steward is not playing in the match. If the match is being played during Finals weekend then the decision shall be made by the Responsible Person for the day.

13. Novice Shield

Open to members with up to 3 years outdoor bowling experience, who have not won a bowls competition; format 3 woods over 18 ends.

14. Number of ends or shots:

- a) Singles matches – first to reach 21 shots or handicap target if applicable, with the exception that ladies 3 wood competition shall be played over 18 ends.
- b) Mens Pairs matches – 18 ends.
- c) Ladies Pairs matches – 3 wood 18 ends,
- d) Mixed Pairs matches – 18 ends
- e) Triples matches – 18 ends.

15 Handicaps

- a) **Men:** 3 shots for each singles competition won during previous two years.
1 shot for each singles competition when runner up during previous two years.
6 shots for regular MDL player. 3 shots if played 3- 5 games.
Ladies: 3 shots for each singles competition won during previous two years.
1 shot for each singles competition when runner up during previous two years.
- b) There shall be a maximum handicap of 10.
- c) Application: Add handicap difference to 21 for higher ranked player.

16. Minimum entries

A minimum of 8 competitors will be accepted for any singles competition.

A minimum of 16 competitors will be accepted for any pair's competition.

A minimum of 8 teams will be accepted for any triples competition.

17. General principles regarding delaying matches

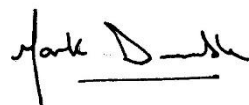
Ill health – unavoidable, but shall require some indication of likelihood of being able to play, and a decision shall be made at the earliest opportunity by the Competition Secretary.

Holidays – matches should be played before going on holiday. The only possible exception shall be where a previous round match has been delayed because of ill health.

Weather – unavoidable, but wherever possible a maximum delay of one week. If weather prevents a match being played, which then clashes with a holiday, circumstances shall be reviewed, with a possible exclusion if the match could have been played earlier.



Cherry Chapman - President



Mark Dumble- General Secretary

Approved 2024 AGM