



## *Buckfastleigh Bowling Club*

### **RULES**

(Adopted at the Executive Committee Meeting on 9th January 2020)  
(Amended at the Executive Committee Meeting on 25<sup>th</sup> September 2020)  
(Amended at the Executive Committee Meeting on 9<sup>th</sup> December 2020)

#### **1. Duties of Officers**

##### **1.1 President**

The President will:

- Chair the Annual General Meeting.
- Be an ambassador for the Club representing the Executive Committee to Club Members and the public.
- If they wish, attend any meeting of the Executive Committee, although they do not have a vote.
- Be appointed by the Executive Committee.

##### **1.2 Chairman**

The Chairman will:

- Chair the Executive Committee meetings; ensure opportunities for all committee members to participate fully in meetings; have a casting vote in the event of a tie.
- Be present, if possible, and assist with the running of all club competitions and present prizes with the help of the Secretary.
- Be a signatory on the Club's bank account.
- Have the power to oversee all day to day aspects of running the Club with the help of the Secretary.
- Have the overriding vote in any disputes regarding Club business.
- Be present, if possible, at all social functions relating to the Club including the annual presentation of trophies and prizes.

##### **1.3 Vice Chairman**

The Vice Chairman will:

- Deputise in all matters for the Chairman in their absence.
- Be a signatory on the Club's bank account.

## **1.4 Secretary**

The Secretary will:

- Be the contact for all other Clubs and league officials.
- Prepare the agenda for meetings of the Executive, General and Special meetings of the Club.
- Record minutes of the Executive, General and Special meetings of the Club.
- Oversee the timely performance of actions as agreed in meetings.
- Keep the Club's notice boards up to date
- Prepare a notice of election for officers of the Club and will display the notice on the Club's notice boards. Such notice, shall, in the Clubhouse, include space for the nomination of officers.
- Maintain a database of all Club Members.
- Submit the names of Club Officers, following their election, to Bowls Devon.
- Submit and maintain player affiliations to Bowls Devon.
- Submit player registrations to the MDL, South Devon Over 55's, Ladies PDL and Ladies SDLBL leagues.
- File incoming and outgoing correspondence.
- Communicate with Members and outside bodies as required to maintain awareness and facilitate Club activities.
- Hold the Clubs legal documentation including the liquor licence and insurance policies.
- Present correspondence received to the Executive Committee for consideration and action.
- Place magazines, periodicals, pamphlets and other handouts in a visible location in the Clubhouse where members may collect a copy.
- Be a signatory on the Club's bank account.

## **1.5 Treasurer**

The Treasurer will:

- Receive all fees and monies due the Club and deposit the same to the credit of the Club in an accredited financial institution, as directed by the Executive Committee.
- Make such payments as are authorised by the Executive Committee.
- Maintain an account of receipts and expenditures.
- Make all books and vouchers available for-inspection by the Executive Committee.
- Present a Treasurer's report at each Executive and General meeting.
- Ensure that the accounts are formally audited prior to the Annual General Meeting.
- Prepare an Annual Budget as soon as feasible after the Annual General Meeting.
- Be a signatory on the Club's bank account.

## **1.6 Club Captain**

The Club Captain will:

- Have overall responsibility for all matters relating to the playing of bowls.
- Liaise with Team Captains, Green Manager, Club Coach and the Fixture Secretaries for seeing that the policies agreed by the Executive Committee are adhered to by the aforementioned.
- Ensure that League and Club Rules are adhered to.
- Arbitrate in the event of disputes.
- Be the main focal point of the Club in bringing any problems to the attention of the Executive Committee.
- Make decisions to restrict play and have the authority to enforce such restrictions upon all Members, and upon guests and members of the public.
- Be responsible for selecting the teams to play in Friendlies.
- Be the Team Captain the Club in all Friendly Matches.
- In the case of a male Club Captain, become the Men's A Team Captain. In the case of a female Club Captain, she will become the Ladies Captain.

## **1.7 Green Manager**

The Green Manager will:

- Be responsible for coordinating the activities necessary to manage the green and ditches.
- Present a Green report at each Executive and General meeting.

## **1.8 Men's Representative**

The Men's Representative will:

- Represent the Male membership of the Club at Executive Committee meetings.

## **1.9 Ladies Representative**

The Ladies Representative will:

- Represent the female membership of the Club at Executive Committee meetings.

## **1.10 Ladies Captain**

The Ladies Captain will:

- Be responsible for selecting the Ladies teams to play in the Ladies leagues.
- In the absence-of the Club Captain, make decisions to restrict play and have the authority to enforce such restrictions in respect of Ladies matches.

### **1.11 Men's A Team Captain**

The Men's A Team Captain will:

- Be responsible for selecting the A Team for MDL matches, Top Club and Foxlands trophies.
- Provide a rota from the A Team members to supply teas and bar duties for A Team home matches.
- In the absence-of the Club Captain, make decisions to restrict play and have the authority to enforce such restrictions in respect of A Team matches.

### **1.12 Men's B Team Captain**

The Men's B Team Captain will:

- Be responsible for selecting the B Team for MDL matches.
- Provide a rota from the B Team members to supply teas and bar duties for B Team home matches.
- In the absence-of the Club Captain, make decisions to restrict play and have the authority to enforce such restrictions in respect of B Team matches.

### **1.13 Men's X Team Captain**

The Men's X Team Captain will:

- Be responsible, in consultation with the Y Team Captain and the Men's A Team Captain, for selecting from the Male membership those players who will play for the X team in the South Devon Over 55's league.
- Be responsible for selecting the X Team for Over 55's matches.
- In the absence-of the Club Captain, make decisions to restrict play and have the authority to enforce such restrictions in respect of X Team matches.

### **1.14 Men's Y Team Captain**

The Men's Y Team Captain will:

- Be responsible, in consultation with the X Team Captain and the Men's A Team Captain, for selecting from the Male membership those players who will play for the Y team in the South Devon Over 55's league.
- Be responsible for selecting the Y Team for Over 55's matches.
- In the absence-of the Club Captain, make decisions and display notices etc. to restrict play and have the authority to enforce such restrictions in respect of Y Team matches.

### **1.15 Men's Fixture Secretary**

The Men's Fixture Secretary will:

- Arrange, in consultation with the Ladies Fixture Secretary with regard to home matches, all the Men's MDL (A&B Teams) and Over 55's (X&Y Teams) matches.
- Arrange, in consultation with the Ladies Fixture Secretary with regard to home matches, all Mixed Friendly matches, including County and touring teams.

### **1.16 Ladies Fixture Secretary**

The Ladies Fixture Secretary will:

- Arrange, in consultation with the Men's Fixture Secretary with regard to home matches, all the Ladies league matches.

### **1.17 Competitions Secretary**

The Competitions Secretary will:

- Make arrangements for all Club competitions including but not limited to arranging the 'draw'; adjudicating over disputes; posting results; and making arrangements for trophies and trophy presentations.

### **1.18 Bar Manager**

The Bar Manager will:

- Be responsible for ensuring that the bar is sufficiently stocked at all times.

### **1.19 Press Officer**

The Press Officer will:

- Be responsible for producing copy to the local press of all results of Club matches.
- From time to time provide promotional material to the local press.

### **1.20 Safeguarding Officer**

The Safeguarding Officer will:

- Keep up to date with any relevant legislation concerning Safeguarding issues and ensure that the Club's Safeguarding Policies are updated where necessary.

- Take all complaints, allegations or suspicions of abuse against Vulnerable Adults or Children seriously and pass that information to the Bowls England Designated Safeguarding Officer and inform the appropriate Club Officers where relevant.

### **1.21 Auditor**

The Auditor will:

- Audit the accounts of the Club at year end before the Annual General Meeting of the Club.

## **2. Dress and Etiquette**

- 2.1 Anyone wishing to play bowls on the Green must wear footwear with plain bottoms (no heel or tread).
- 2.2 Dress for afternoon matches shall be whites.
- 2.3 Dress for evening matches, club competitions shall be white above the waist and grey below.
- 2.4 Smart casuals and shorts of an acceptable length may be worn for roll ups and Club nights.
- 2.5 The wearing of shorts is not permitted unless the Team Captain grants permission for the duration of a specific match. Shorts must bear the Bowls England logo.
- 2.6 All rainwear must be white.
- 2.7 Whites and blazers should be worn on open days.
- 2.8 The use of mobile phones is not allowed during any match.
- 2.9 Members must at all times be respectful to other Members.
- 2.10 Smoking, including Vaping, is not allowed anywhere on Club premises.

## **3. Woods**

- 3.1 Whenever a member plays for a Club team, they must have Club stickers on their woods.

## **4. Competitions**

- 4.1 The Competitions Secretary shall make arrangements for the following competitions each year, for both Men and Ladies:

- 4.1.1 Four wood singles.
- 4.1.2 Two wood singles.
- 4.1.3 Four wood handicap singles.

4.2 In addition, the following competitions shall be arranged and be open to all Members:

- 4.2.1 Four wood pairs.
- 4.2.2 Novices four wood singles.
- 4.2.3 Over 55's four wood singles.

4.3 The entrance fees and value of prizes for each competition will be decided by the Executive Committee. The Cups and Trophies will be presented at the Club's Family Day or at the Annual Dinner. The Cups are perpetual and shall be returned before the following year's presentations.

## **5. Use of Facilities**

- 5.1 The Green may be used by Members (other than Social Members) at any time between the fourth Saturday in April and the Saturday nearest to 30 September between the hours of 10.00am and dusk unless the Green has been declared unfit for play.
- 5.2 The Green Manager or Members delegated by the Executive Committee shall have the power to close the Green when any one of them considers it unfit for play. Notice to this effect shall be posted in the Clubhouse.
- 5.3 Members of the public may play bowls on the Green upon payment of the appropriate hourly fee.