PLYMOUTH LIFE CENTRE
INDOOR BOWLS CLUB

Previously known as Plymouth Indoor Bowls Club Founded 1969

CONSTITUTION

Updated following AGM ~~17th April 2024~~ 29th April 2025

signed Chairperson……~~2024~~ 2025 ~~*Brian Adams*~~ *Bill Grantham*

signed Secretary……~~2024~~ 2025 *Sandie Roberts*

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Note on the references used throughout this document:

Please note, throughout this document, references are in the following format: (Letter-Number) such that the letter refers to the Section, C for Constitution and B for By-laws and Rules. The number then refers to the appropriate sub-section.

For example: C-6.2 refers to the Executive Committee Role statement in the constitution and B-3.10 refers to the section on the Membership Secretary in the By-Laws.

TITLE, AIMS AND OBJECTIVES

1 Title

The Club shall be called Plymouth Life Centre Indoor Bowls Club, hereafter to be referred to as the "Club".

2 Affiliation

The Club shall be affiliated to the English Indoor Bowling Association Ltd (EIBA), Devon County Indoor Bowls Association (DCIBA) & Devon County Ladies Indoor Bowls Association (DCLIBA)

3 Aims and Objectives

1. The Club aims to foster and promote the sport of flat green bowls at all levels, providing opportunities for recreation and competition for Plymouth and the surrounding area.
2. The objects of the Club are to promote, foster and safeguard the game of Flat Green Indoor Bowls for the men and women members of the Club as laid down by the World Indoor Bowls Council (WIBC) and the English Indoor Bowling Association Ltd (EIBA)
3. In conjunction with the Leisure Management Operator appointed to manage the Plymouth Life Centre, deliver a bowls programme in accordance with a Bowls Development Plan.
4. To ensure that objectives of the Club align to the Bowls Development Plan.
5. In conjunction with the Leisure Management Operator, promote the sport of Indoor Bowling within the Plymouth Life Centre, as one of the leading bowls centres in the South-West and strive for the bowls venue to become a beacon of bowls delivery best practice.
6. Take responsibility to ensure the long-term sustainability of indoor bowls; by engaging young people within the sport of bowling and ensuring that there are sufficient qualified coaches and officials to promote the game.

4 Membership

1. Membership Categories include:
   - Honorary Life Members
   - Full Members
   - Junior Members (under age eighteen (18), see C-4A)
   - Disabled members
2. Membership shall be open to any person, regardless of age, ability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, religion or belief, sex and sexual orientation or ability (refer to the Equality Statement C-5) who completes a membership application form and pays the relevant subscription/joining fee.
3. Application for membership should be made to the Membership Secretary (B-3.10)
4. Full membership requires membership of the Plymouth Life Centre (Plymouth Active Leisure).
   a. This is a separate membership with its own terms and conditions,

   AND Plymouth Life Centre Indoor Bowls Club.
5. Being a full member, you will be entitled to play in any club matches.
6. Membership of the Club shall be annual, with the payment of fees being initially on successful application, then in September of each subsequent year.
7. Honorary Life Membership may be bestowed on a member who has rendered outstanding service to the Club. Nominations for Honorary Life Membership will be considered initially by the Management Committee then passed to the Executive Committee for ratification. Successful nominations will be reported to the next Annual General Meeting.
8. Alterations to the Subscription / Joining fee will be determined by the management committee, ratified by the executive and presented to the Club at the AGM.
9. A resignation from Membership should be advised in writing to the Secretary. Non-payment of required fees and subscriptions by the due date (C-4.8) will be construed as resignation. Any member so excluded will then need to re-apply for membership.

4A Junior Members

1. A Junior member is a person under 18 of age on 1st September of the relevant year.
2. A Junior may participate in competitive Club matches and/or friendlies from the age of twelve (12)

3. Below the age of twelve, a junior member will only be allowed to participate in any competitive league matches and friendlies after they have, in the opinion of the Club Coaches, demonstrated:
   - Adequate knowledge of the laws of flat green bowls
   - Understands the etiquette of the game
   - Has the ability to cast a legal jack
   - Is able to use both back-hand and fore-hand delivery of woods, properly and legally

5 Equality Statement

We strongly believe in being fair to everyone who belongs to the Club or has any contact with the Club. Our constitution makes our beliefs and values clear, and you are expected to keep to those while you are a member of the Club. This equality statement is expanded within the PLCIBC Equality Policy.

1. The main thing you need to know is that as part of the Plymouth Life Centre Indoor Bowls Club you should respect the rights, dignity and worth of every person and treat everyone equally. These are the characteristics identified in the Equality Act 2010: age, ability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, ethnicity, religion or belief, sex and sexual orientation or social economic status. Less favourable treatment on the basis of any of these contravenes the Equality Act.
2. The Club will actively encourage people with a disability to fully integrate into leagues, competitions and general Club activities, whilst recognising that some bowlers may choose to participate in activities promoted by the disabled bowls section(s) of the Club.
3. Ensure that all members have the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
4. Promote positive challenge to any discriminatory behaviour.
5. Take any incidence of discriminatory behaviour seriously and act according to the Clubs disciplinary procedures.

6 Control (of the Club)

The management of the Club shall be vested in the Executive Committee and the Management Committee who shall be full members comprising the following Officers:

6.1 The Executive Committee

Shall consist of the following Officers:

Chairperson~~,~~ Secretary, Treasurer, ~~Club Captain and Fixtures Secretary~~ and , Match Secretary, Communication, Advertising and Fundraising Secretary.

6.2 Executive Committee Role

1. To oversee the strategic direction and management of the Club, and to liaise with the Leisure Management Operator.
2. To strive to increase membership, and provide our members with best practice, and a place of excellence, and to drive forward the Bowls Development Plan.
3. To appoint Acting Officers, mid-season and/or as required. This determination shall be binding unless and until set aside by a resolution at an annual general meeting or special general meeting..
4. To investigate all breaches of the Code of Conduct (C-15), allegations of misconduct, or misbehaviour and report their findings to the relevant sub-Committee, as per Appendix 2).
5. To appoint a Disciplinary Panel (sub-Committee) and if necessary, a Disciplinary Appeals Panel (sub- Committee), as per Appendix 2).
6. To appoint a Grievance Panel (sub-Committee) and if necessary, a Grievance Appeals Panel (sub- Committee), as per Appendix 1).
7. Two members of the Executive Committee (Chair/ secretary / communications / other officer as delegated) will be the point of contact between the Bowls Club and Leisure Management Operator.
8. The Executive Committee must meet no fewer than four (4) times a year, although it is expected they will meet every ~~four~~ six weeks.
9. Provide a report to the AGM on the current status of the Club.

6.3 The Management Committee:

Shall consist of the Officers of the Executive Committee and the following Officers:

President, Club Vice-Captain, ~~Match Secretary,~~ Membership Secretary, Disabled Representative, ~~Visually Impaired Representative,~~ League Secretary, Ladies Leagues Secretary, Coaching Co-Ordinator, and Summer League Representative, Safeguarding Secretary, Assistant Safeguarding representative, ~~Club Captain and Fixtures Secretary~~ Friendlies and touring team secretary.

The ~~Visually Impaired Officer~~ Summer League representative and the Assistant Safeguarding Officer only need to attend meetings attend as required.

6.4 Management Committee Role

The duties of the Management Committee shall be:

1. To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be examined by the Independent Auditors / Accountants (B-3.17) before every Annual General Meeting.
2. To co-opt additional members on to the Committee as and when necessary. Co-opted members shall not be entitled to vote.
3. To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chair shall be entitled to a second and casting vote.
4. To form Sub-Committees as necessary to fulfil the Club's business. Decisions required as a result of the sub-committee's work will be made by the committee
5. To implement Club policies and manage the day to day running of the Club. The aforementioned tasks shall link to the delivery outcomes of the Bowls Development Plan.
6. The Management Committee shall meet at agreed intervals and not less than four times per year.
7. The Club shall maintain a bank current account. Any cheques should be signed by any two (2) of the following officers, The Treasurer, the Chair or Secretary.

6.5 Quorum

1. An Executive Committee Meeting must have at least three of the five Executive Officers in attendance to be considered quorate.
2. A Management Committee Meeting must have at least two Executive Officers and Two-thirds of the Management Committee entitled to attend and vote to be considered quorate.

7 Resignation by an Executive Committee Member or Management Committee Member

1. A committee member may resign from their position during their term of office. This must be done in by writing to the Secretary
2. A verbal resignation from a committee member may be mutually agreed by either the committee and that member. A cooling-off period of fourteen (14) days, during which time the member who has resigned may apply in writing to the Secretary for reinstatement. Such actions will be considered by the relevant committee.
3. There is an expectation that a hand-over meeting will take place between the member who resigned and the newly elected officer or temporary officer.
4. The member will be non-executive member until the AGM after a period of one year following their resignation. Until this time period has elapsed, they will not be permitted to stand for office at any intervening AGM and will not be able to sit on the Executive Committee or Management Committee as a voting Member. However, they may apply to be a Selector and may be co-opted if the Executive Committee or Management Committee deems it appropriate.

8 Leave of absence by an Executive Committee Member or Management Committee Member

1. A committee member may take a “leave of absence” should there be any extenuating circumstances (i.e., illness, bereavement etc..) and will not be required to resign from their committee position.
2. A Letter (this includes email) requesting the “leave of absence” should be given to the Secretary as soon as possible after the need becomes apparent. If a letter is impractical the committee member may make a verbal request directly to the Chair. A temporary replacement for the position vacated may be co-opted or otherwise appointed for the duration of the leave at the discretion of the remaining committee.
3. After 60 days of leave, the committee reserves the right to extend the leave, to suspend the member or take other appropriate action as required. A meeting with the member should be convened, if possible, where they will decide how to proceed. If the member cannot attend this meeting the committee will make the decision based on their knowledge of the situation.
4. The member may cancel the leave and resume their duties at any time within their leave of absence by giving notice of their return to the Secretary or the Chair.

9 Election of Officers

1. All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members.
2. All Officers are elected for a period of one year but may be re-elected to the same office or another office the following year.

10 Annual General Meetings

The Annual General Meeting (AGM) should be held not later than the end of May each year.

1. Motions for consideration at the AGM should be submitted to the Secretary by the 1 of March preceding the AGM.
2. At least twenty-eight (28) clear days written notice shall be given to Members of the AGM by posting the notice on the Club Notice Board.
3. The Secretary shall give notice of the agenda and any supporting paperwork for the meeting to Members not less than fourteen (14) days before the meeting.

10A The business of the AGM shall be to:

1. Confirm the minutes of the previous Annual General Meeting and any Special General Meetings held since the last AGM.
2. Receive the Annual Report from the Chair and the Secretary on behalf of the Executive Committee.
3. Receive the audited accounts for the year from the Treasurer and report.
4. Elect two (2) Independent Auditors (as per B-3.17)
5. Elect the Executive Committee Officers and Management Committee Members of the Club.
6. Agree rates of Expenses as outlined by C-12.
7. Receive any report and transact any matters arising from the minutes of the previous AGM
8. Transact such other business received in writing by the Secretary from Members prior to the meeting and included on the agenda.
9. The Club will advertise on the Club notice board, website and newsletter the nomination procedure for the election of Officers, Committee Members and Selectors. Role Profiles for each position or job to be undertaken by the post holder will also be displayed.
10. Posts up for election will be published on the Club noticeboard at least 28 days before the AGM. Any Nominations should be proposed and seconded on the nomination sheets provided. Nominations will be closed, and the sheets will be removed 14 days before the AGM.
11. The Officers of the Club shall be appointed at the AGM, and by a ballot of those Members present at the AGM shall be required if two or more candidates stand for the same position.

12. Each Member shall be entitled to one vote in each ballot for either a vacant position within the Club or a Formal Proposition.
13. Decisions made at an Annual and/or Special General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. Excepting for a motion for Dissolution (C-20).
14. In the event of equal votes, the Chair shall be entitled to a second and additional casting vote.
15. No motion shall be rescinded at the meeting at which it is carried.
16. A quorum for an AGM shall be a minimum ~~15%~~ 10% of Club Membership as defined under C-4.

Draft minutes of the AGM shall be available for review within a calendar month of the AGM but confirmed at the next AGM.

11 Special General Meetings

1. Special General Meetings (SGM) have exactly the same powers as an AGM and must meet the same requirements, excepting the minimum period for notice of meeting.
2. Special General Meetings must have a specific purpose. No Business other than that specified in the Notice of Meeting shall be undertaken at the meeting.
3. Special General Meetings may be called via a request in writing to the Secretary, by any of the following: -
4. The Chairperson;
5. 60% of Management Committee; or
6. 10% of the Club membership

    a. The Secretary should acknowledge receipt of the request calling for an SGM and give a minimum of 14 days' notice of such a meeting.

7. The decision on whether an SGM will proceed rests solely with the Executive Committee. Trivial and/or frivolous issues will not be considered appropriate to call such a meeting. If suitable the requester should be advised as to a more suitable course of action (for example the Grievance or Complaint procedure, C-14).
8. A quorum for Special General Meetings shall be the same as for the AGM.

12 Expenses

1. Members of the Executive and Management Committees may claim reasonable expenses as set out in the Expenses policy for committee members which is reviewed regularly..
2. Financial support for members representing the Club at away matches is provided for according to the policy which is reviewed annually.

13 Alterations to the Constitution

Any proposed alterations to the Club's Constitution 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.

14 Grievance or Complaint procedure

1. A complaint or grievance will be addressed in writing to the Secretary. The Secretary will inform the Executive Committee (C-6.2 part 6). The Executive Committee will decide upon a course of action. Any appointed Grievance sub-Committee will meet and investigate the issue(s) in question.
2. The complaint or grievance will be subject to the procedures and guidelines set out in Appendix 1.

15 Code of Conduct for Members

1. Any member that joins the Plymouth Life Centre Indoor Bowls Club is deemed to accept the 'Clubs' code of conduct.
2. It is the responsibility of all Members to read the Code of Conduct and be fully conversant with its contents.

3. A breach of the Code of conduct will be considered a Disciplinary matter.
4. The Code of Conduct will cover the behaviour and conduct of every member whether before, during or after any Club events.
5. Members should respect other members of the Club and opponents.
6. Members should keep to agreed timings for training and Club Competitions
7. Members should recognise the contributions made by Coaches, and Officials who are usually volunteers, they are to be respected and publicly accept their decisions.
8. Members should be aware of the Dress Code (B-8)
9. Members should be aware that smoking, e-smoking, vaping, and the misuse of drugs whilst on Club premises is strictly forbidden. Members who want to smoke or vape must do so according to the Leisure Management Operator rules. Currently these are outside the building, shutting doors behind you.
10. Members should switch mobiles off or to silent mode whilst in the Bowls Hall
11. Changing of clothing (apart from shoes) in the Bowls Hall is not permitted
12. Inappropriate language or off the green will be considered as offensive and is not acceptable
13. Any actions which are considered liable to bring the Club and the game of bowls into disrepute.

16 Disciplinary

1. If a member who has been adjudged, and in the opinion of the Executive Committee, is subject to the disciplinary procedures as described in the attached Appendix 2, that Member may be:
    a. Requested to resign
    b. May be barred from holding any Club Office for a period of up to and no more than three years
    c. Be subject to any other disciplinary action deemed appropriate at that time.
2. Expulsion from membership shall be exercised by the Executive Committee for any conduct which is considered to be Gross Misconduct (See C-6.2 & Appendix 2).
3. In appropriate cases, The Subject may be suspended from participating in Club activities pending disciplinary investigation. Such suspension would last only as long as reasonably required to allow for conducting the investigation and would not necessarily constitute disciplinary action. A guide to determine reasonable is fourteen (14) days but this is a guide only.
4. A Member may be suspended from participating in Club activities pending adjudication by the Executive Committee on any matter arising in connection with that members conduct within the Code. Such suspension would be considered disciplinary and would last only as long as reasonably required to allow for the Executive Committee to carry out the adjudication. A guide to determine reasonable is fourteen (14) days but this is a guide only.
5. Anyone seen or reported to the Executive Committee for contravention of a By-law is liable to receive a fourteen (14) day suspension and any further transgression will result in their membership being revoked.
6. Any form of misbehaviour and/or misconduct which may bring discredit to the Club will be subject to disciplinary action.

17 Safeguarding: Children and Vulnerable Adults

1. The Club and its Members by virtue of its Membership of its National Governing Body, agrees to comply with the Safeguarding Policy of English Indoor Bowling Association Ltd (EIBA).
2. The Club Safeguarding Officer is the lead contact for all members in the event of any child protection concerns.
3. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Law and the Club's relevant Safeguarding Policy and procedures.
4. The relevant notices and procedures will be displayed prominently on one of the Club Notice Boards.

18 Alcohol and Substance Misuse

1. The Club will not tolerate any member being incapacitated through the use of Alcohol or Illegal drugs whilst on Club premises (or whilst representing the Club); it shall be deemed Gross Misconduct.
2. Possession of illegal Substances will be considered Gross Misconduct and will also be reported to the relevant authorities.
3. Anti-Doping

The Club and its Members by virtue of its Membership of its National Governing Body, agrees to comply with the Anti-Doping Policy of English Indoor Bowling Association Ltd (EIBA).

19 Matters not provided for

By-laws, Policies & Rules

- The Executive Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the wellbeing of the Club. Such by-laws, repeals and amendments shall have effect until set aside by the Executive Committee.

Anything else

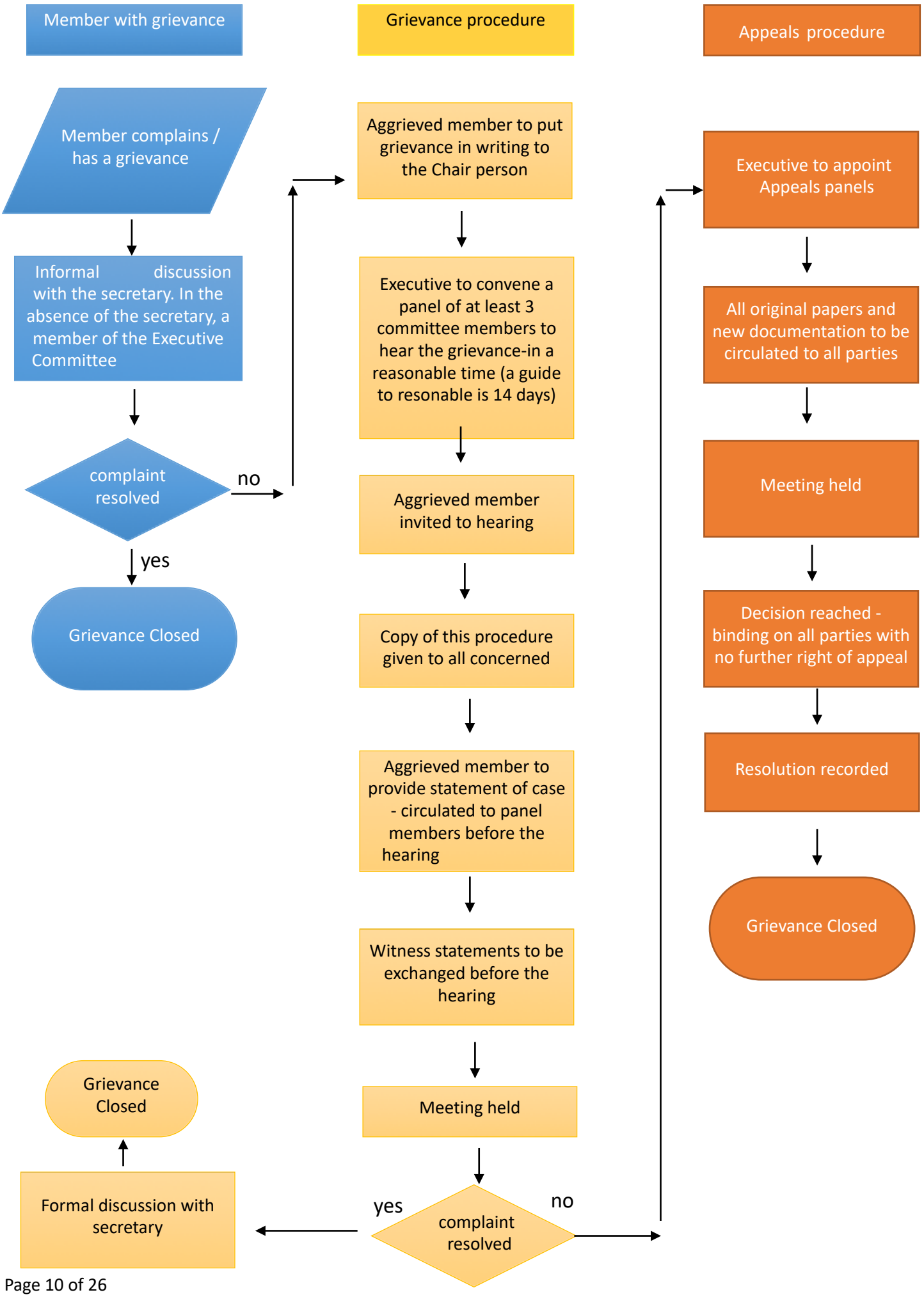
If any matter arises which in the opinion of the Executive Committee is not provided for in this Constitution, then the matter may be resolved by the Executive Committee in a manner it deems appropriate. This determination shall be binding unless and until set aside by a resolution at a general meeting. Such determination shall not be considered part of the Constitution until ratified by a resolution at a general meeting.

20 Dissolution

1. A motion to dissolve the Club shall take place at an AGM or SGM called for that purpose. The decision to dissolve shall require a majority of a least two-thirds of those present and entitled to vote and voting shall be required. A paper vote shall be used if the meeting so decides.

2. If the Club is wound up, whether voluntarily or otherwise, the liquidator shall, with any sanction required by the Act vest the whole of the assets of the Club in a members Club whose objects are the same or as near thereto as those of the Club, or a Charity nominated by the Club.

APPENDIX 1 - GRIEVANCE PROCEDURE



APPENDIX 2 - DISCIPLINARY PROCEDURE

The policy is subject to alteration at the sole discretion of the Club without notice. A Member might receive only a final written warning before Membership is withdrawn for any performance/conduct matter not deemed to be serious.

1 Misconduct

If, after investigation, it is confirmed that a member has committed an offence, the normal consequences would be disciplinary action (See Below).

2 Gross Misconduct

The usual penalty for gross misconduct is summary Expulsion from the Membership, which means that a member could be dismissed from the Club without notice. The following offences would usually result in expulsion (the list is not exhaustive):

1. Theft or misappropriation of property.
2. Fraud or deliberate falsification of documents.
3. Fighting or assault on another person.
4. Conduct which seriously undermines the trust between the individual and the Club.
5. Conduct bringing the Club into disrepute.
6. Deliberate damage to Club property.
7. Bullying or harassment.
8. Being unfit through alcohol or illegal drugs.
9. Possession of illegal Substances.
10. Unauthorised possession on Club premises of alcohol or illegal drugs.
11. Gross insubordination (i.e., refusing a reasonable request made by an authorised person).
12. Other serious failure to comply with Club rules and procedures.
13. Serious disregard of health and safety procedures.
14. Serious breaches of confidentiality.
15. Serious misuse of Club property or facilities
16. Breach of any professional governing body's standards; regulations or procedures.
17. Any other act of such gravity as to be inconsistent with continued membership
18. Some other substantial reason.

3 Disciplinary Procedure

As Per the Constitution, Sections C-6.2 and C-16.

1. For purposes of brevity, the Member being disciplined will be referred to as the “Subject”.
2. The Club would carry out an investigation into any potential disciplinary matter, including an initial, informal meeting with the Subject before proceeding to any disciplinary hearing. The investigatory stage will be for the collation of evidence for use at the disciplinary hearing.
3. Only the Executive Committee or their Appointed Representative has the authority to issue written warnings, withdraw the Subjects Membership or determine some other sanction. To facilitate this the Executive will appoint a sub-committee to investigate and recommend a course of action.
4. The Disciplinary sub-committee, hereafter referred to as “The Panel” should be no less than three people (not including an independent observer). The members of the Panel should have no direct connection to the subject where this is not possible; the Club may ask an Independent Adviser to conduct/hear any of the meetings as appropriate.
5. The Panel shall be appointed by the Executive Committee. The Panel will conduct the disciplinary hearing and in due course make a recommendation to the Executive Committee.
6. The Subject will be given a written invitation to attend a disciplinary hearing. The written invitation should:
    a. Give reasonable notice of the date and time of the hearing. A guide to reasonable is fourteen (14`) days but this is a guide only.
    b. Contain sufficient information about the allegations, including any written evidence such as witness statements.
    c. Inform the Subject that they may be accompanied at the disciplinary hearing by a fellow colleague or an accredited representative.

7. The disciplinary hearing can be rearranged, if reasonably necessary, to accommodate the Subject or their companion's availability or to allow time for preparation (a guide to determine reasonable would be a period of 7 days).
8. The Panel Chair may also have another member or the Club's Independent Adviser present at the disciplinary hearing to conduct or act as note-taker.
9. At the disciplinary hearing:
    a. The Subject would be given an opportunity to ask questions, present evidence and where practicable and reasonable, to call relevant witnesses.
    b. The Subjects companion may speak on their behalf but may not answer questions which are put directly to the Subject.
    c. The Panel Chair may adjourn the disciplinary hearing at any point to consider the decision, to conduct further investigations or as may otherwise be reasonably necessary.
10. After due consideration, the Panel will recommend a course of action to the Executive Committee. If disciplinary action is to be taken, the Subject will be issued a written statement which:
    a. Details the disciplinary action to be taken.
    b. Specifies the conduct or performance or attendance in question.
    c. Informs the Subject (unless the disciplinary action is withdrawal of Membership) that if the disciplinary action does not achieve the desired result within a specified time period, further disciplinary action would follow which may be a further warning or in some cases may result in withdrawal of Membership.
    d. Informs the subject of the right of appeal and to whom the appeal should be sent.
11. A record of the disciplinary Action will be kept in the Club records.

4 Suspension Pending Disciplinary Investigation

In appropriate cases, The Subject may be suspended from participating in Club activities pending disciplinary investigation. Such suspension would last only as long as reasonably required to allow for conducting the investigation and would not necessarily constitute disciplinary action. A guide to determine reasonable is fourteen (14) days.

5 Stages of Disciplinary Action

5.1 Informal Counselling

In the event of a minor act of misconduct or misbehaviour, the subject will have the matter brought to their attention, offering any guidance which may assist them to conform to required standards of the Club Code of Conduct.

5.2 Stage 1: Written Warning

If the offence is serious, if there is no improvement in standards, or if another offence occurs, a written warning should be given. This would be in writing and set out the nature of the misconduct and the change in behaviour required and the right of appeal. The warning would also inform the Subject that a final written warning may be considered if there is no improvement.

A record of the warning will be kept on file for a period of 12 months, after which time it should be disregarded (The Club reserves the right to waive this stage).

5.3 Stage 2: Final Written Warning

If the offence is sufficiently serious, or if there is further misconduct during the currency of a prior warning, a final written warning may be given.

This would give details of the complaint, the improvement required and the time scale. It would also warn that failure to improve may lead to expulsion (or some other action short of expulsion) and would refer to the right of appeal. A record of the warning would be kept on file for a period of 12 months (from the issue of the Final Warning) after which time it would be disregarded.

5.4 Stage 3: Expulsion or Other Sanction

If there is still further misconduct or failure to improve the final step in the procedure may be expulsion or some other action short of expulsion.

Dismissal decisions can only be taken by the Executive Committee, and the Subject will be provided in writing;

the reasons for expulsion; the date on which Membership would terminate; and of the right of appeal.

The Membership Secretary will also be informed of the decision so that they can take any appropriate action.

If a sanction short of expulsion is imposed, the Subject will receive details of the complaint and be warned that expulsion could result if there is no satisfactory improvement. They will be advised of their right of appeal. A record of the Disciplinary Action will be kept on file for a period of 12 months after which time it should be disregarded.

6 Disciplinary Appeals

The subject may appeal against the decision of any formal disciplinary action. Reasons for appeal may include (but are not limited to):

1. The Subject was not guilty and can bring new evidence which previously was not considered
2. Disciplinary action was too severe
3. Correct procedure was not followed.

Any appeal must be in writing and lodged with the person as specified in the disciplinary letter within seven days of receiving the letter detailing the Disciplinary Action taken.

7 Appeals Procedure:

1. The Member will be given a written invitation to attend a hearing
2. The written invitation will:
   - Give reasonable notice of the date and time of the hearing.
   - Inform the Member that a representative may accompany them at the hearing.
3. An Appeals sub-committee, hereafter referred to as “The Appeal Panel”, shall be appointed by the Executive Committee. The Appeal Panel will conduct the Appeal hearing and in due course make a recommendation to the Executive Committee.
4. The Appeal Panel should be no less than three people (not including an independent observer). The members of the Appeal Panel should have no direct connection to the subject and must not have been involved in the Disciplinary Process under review. Where this is not possible, the Club may ask an Independent Adviser to conduct/hear any of the meetings as appropriate. The Appeal Panel may have an Independent Observer/Adviser at the hearing as witness/note taker.
5. At the appeal hearing:
   - The Member would be given an opportunity to state their case before the Appeals Committee makes any decision.
   - The Members companion may speak on their behalf but may not answer questions which are put directly to the Member.
   - The Chair of the Appeals Committee may adjourn the hearing at any point to consider the decision, to conduct further investigations or as may otherwise be reasonably necessary.
6. The final decision may not be communicated on the day of the appeal hearing. This would allow for the Appeal Panel to consider the outcome and if appropriate follow up with additional enquiries.
7. The outcome of the appeal, including the recommendation of the Appeal Panel, will be communicated to the Executive Committee who will be expected to ratify the recommendation. This will form the final decision.
8. The final decision would be communicated to the Member in writing as soon as reasonably practicable.
9. The outcome of the appeal would be final, and no further appeal may be made.
10. A record of the Appeal will be appended to the record of the related Disciplinary Action both will be kept on file for a period of 12 months from the date of the appeal after which time it should be disregarded.

PLYMOUTH LIFE CENTRE
INDOOR BOWLS CLUB

Previously known as *Plymouth Indoor Bowls Club*

Founded 1969

BY-LAWS & RULES

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A Note on the references used throughout this document:

Please note, throughout this document, references are in the following format: (Letter-Number) such that the letter refers to the Section, C for Constitution and B for By-laws and Rules. The number then refers to the appropriate sub-section.

For example: C-6.2 refers to the Executive Committee Role statement in the constitution and B-3.10 refers to the section on the Membership Secretary in the By-Laws.

BY-LAWS

1 Management of Indoor By-Laws and Rules

1. The Executive Committee shall introduce By-laws for the control of Club play and matters incidental thereto.
2. Breach of a By-law will be regarded as a breach of a Rule and will be dealt with accordingly under the Constitution paragraphs C-16 (Disciplinary)
3. The Executive Committee shall carry out alterations and/or additions to the By-laws, as and when required. (Reference C-19, Matters not provided for).

2 Subscriptions and Fees

1. As laid down by Plymouth Active Leisure in conjunction with Plymouth Life Centre Indoor Bowls Club.
2. If a member has allowed their membership payments to lapse (see C- 4.5), then the Member cannot enter into any competition or League Matches without first bringing their subscriptions up to date.
3. Green Fees must be paid before playing.
4. All players registered to play for a team in the Evening League, Mixed League, and Men's triples Leagues, Ladies select fours, and Ladies triples Leagues & internal Summer Leagues will pay a fee of £1 for each competition they are registered to play. This may be removed or reinstated as finances demand from time to time.
5. ~~The Management Committee may as respect any particular member, or members, make provision for payments of Annual subscriptions, or waive or reduce all dues.~~

3 Job Descriptions

3.1 President:

1. Non-Executive, Honorary Position.
2. Member of the Management Committee
3. Shall, in company with the Chair and or Secretary, meet and greet any visiting dignitaries as and when required. This may also be applied to County Matches, Nationals, involving any two, other than our own, visiting teams .

3.2 Chair (member of the Executive Committee):

1. Will preside as Chair at General meetings of the Club.
2. To act as the Club spokesman when dealing with outside matters.
3. Will oversee the delivery of the Bowls Development Plan.
4. Will oversee the Health and Safety requirements within the guidelines and procedures of the Leisure Management Operator.
5. One of two, appointed Club officers who will lead interface partnership working with the Leisure Management Operator, and other ad-hoc meetings requested by either party.

3.3 Safeguarding ~~and Policy~~ Secretary

1. Lead on all aspects of Safeguarding, ensuring a record is kept of all training and that a central record is kept of all certificates for training, DBS and insurance, as required by the Governing body, including renewal dates.
2. Ensure that the required policies and procedures are in place and that they have been shared with members
3. Liaise with the Leisure Management Operator, the secretary and/or chairperson, matters of policy and procedure.
4. Oversee the development, review and updating of Safeguarding policies for the club.
5. Act as Vice-chair, as agreed by the Executive committee and ratified by the Management Committee in the absence of the Chairperson. This role may be shared.

3.4 Safeguarding Assistant Secretary

1. To carry out such duties as may be allocated from time to time by the Safeguarding Secretary
2. To act in the absence of the Safeguarding Secretary.
3. This position only requires attendance at Management meetings in the absence of the Safeguarding Officer, or at other times deemed necessary.

3.5 ~~Club Captain and Fixtures~~ Friendlies and Touring Team Secretary

1. Shall carry out the selection duties for the friendly matches and Touring team matches.
2. Shall officiate at friendly matches when appropriate and share the duties at Mixed Friendly Matches.
3. Shall arrange collection of rink fees from visiting teams.
4. Shall arrange and delegate a representative in their absence.
5. Act as Vice-chair, as agreed by the Executive committee and ratified by the Management Committee in the absence of the Chairperson. This role may be shared.
6. To be responsible for the arrangement of club fixtures including Friendlies and touring team matches by liaising with all committee members responsible for booking the bowls rink.
7. ~~To liaise as necessary with the National and County Association's and other Club Representatives in regard to Fixtures, as may from time to time be set down by them~~

3.6 Secretary (member of the Executive Committee):

1. To be responsible for the day-to-day Administration of the Club.
2. To attend meetings of the Club to issue Agendas and Notices and prepare minutes of the proceedings of such meetings and to take administrative action arising there from, subject to any necessary Report being re-submitted for Committee Approval.
3. Advise the chair person and committees on matters relating to the constitution, policy and procedures.
4. Ensure the Annual Cycle of events, activities and requirements to run the Club are addressed at the appropriate meeting.
5. Produce (where appropriate), send and store letters, policy and procedure documents on behalf of the Chairperson and Committee members.
6. To accompany, when possible, one of the Club Delegates to the County Indoor Executive Meetings.
7. One of two, appointed Club officers who will lead interface partnership working with the Leisure Management Operator and Authority through the Bowls Project Board, and other ad-hoc meetings requested by either party.
8. Act as Vice-chair, as agreed by the Executive committee and ratified by the Management Committee in the absence of the Chairperson. This role may be shared.

3.7 Treasurer (member of the Executive Committee):

1. To be responsible for the Finances of the Club.
2. To prepare, with the Chairperson and/ or secretary, an annual budget plan to show members how their membership fees are intended to be used.
3. To submit independently Audited Accounts to the AGM in April each year.
4. To provide a written statement on the financial position of the Club to each meeting of the Management Committee.
5. To be responsible for the payment of the relevant expenses in advance of the fixtures taking place in all County and National fixtures in conjunction with the selectors.
6. To supply the required payments (in advance) of rink fees when we are the visitors in away friendly fixtures.
7. Act as Vice-chair, as agreed by the Executive committee and ratified by the Management Committee in the absence of the Chairperson This role may be shared.

3.8 Communications, Advertising and Fundraising Secretary (member of the Executive Committee):

1. Ensure the club is widely advertised
2. Ensure the website and any social platforms are regularly updated with weekly bulletins.
3. To upload information provided by other members of the committee as required.
4. To organize, delegating tasks as required, an annual open day, charity day and any social events for the club
5. To provide a written report to the management committee
6. To accompany, when possible, one of the Club Delegates to the County Indoor Executive Meetings.
7. To investigate and secure, where possible, advertising income for the Club.
8. Act as Vice-chair, as agreed by the Executive committee and ratified by the Management Committee in the absence of the Chairperson This role may be shared.

3.9 ~~Club Vice-Captain~~ Vice Friendlies and Touring Team Secretary

1. Shall carry out the duties of the ~~Club Captain~~ Friendlies and Touring Team Secretary in his / her absence.
2. Shall officiate at friendly and touring team matches when required and share the duties at the Mixed Friendly Matches.

3.10 Match Secretary (Member of Executive Committee)

1. Will be responsible for all matters concerning County and National Competitions.
2. To be responsible for the arrangements for the Club Bookings and Allocation of Club Rinks.
3. Liaise with the ~~Club Captain and Fixtures~~ appropriate secretary for rink bookings.
4. Act as Vice-chair, as agreed by the Executive committee and ratified by the Management Committee in the absence of the Chairperson This role may be shared.

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3.11 Membership Secretary

1. To be responsible for all aspects of Club Membership.
2. Vetting new membership and renewal forms.
3. Processing the revocation of a disciplined Members membership
4. Collection of fees, by BACS and cheques only, for transmission to the Club Treasurer.
5. Maintaining an up-to-date record of registered players.
6. To be responsible for the management, control and allocation of personal lockers in the bowls hall.
7. Ensure that bowls membership targets are set on an annual basis and that the recording of the bowls membership data can be made available to the Leisure Management Operator.
8. The information shall be held electronically for a minimum of three years. The membership data, shall include, the Postcode, gender, age groups, disabled or able-bodied bowler.

3.12 Ladies Secretary:

1. With the assistance of the Ladies Assistant Secretary, Ladies League Secretary and Club Competition Secretary, to be responsible for the administration of the Ladies Section including the arrangement of ladies' fixtures, competitions and mixed/ladies friendlies.
2. To arrange the Committee Meetings, pre-season and end of season meetings of the Ladies Section and to report on the Ladies Activities to the AGM of the Plymouth Life Centre Indoor Bowls Club.
3. Provide regular updates to the Communications Officer.

3.13 Ladies League Secretary:

1. To maintain up to date tables of the league results for each of the divisions on a weekly basis
2. To be responsible for all matters relating to the Ladies League, including the preparation of weekly fixtures, results sheets and current League tables.
3. To ensure team members are registered with that team and the appropriate registration fee is paid.
4. To provide regular updates of the ladies' leagues to the communications officer.

3.14 Ladies Assistant Secretary:

To carry out such duties as may be allocated from time to time by the Ladies Secretary and to act in her absence.

3.15 Disabled Section Representative:

1. To be responsible for liaison between the Management Committee, and the Disabled Section, ensuring that disabled bowling opportunities are delivered in accordance with the bowls development plan.
2. To provide regular updates to the communication officer.

~~3.16 Visually Impaired Section Representative:~~

1. ~~To look after the interests of the Visually Impaired Section ensuring that disabled bowling opportunities are delivered in accordance with the bowls development plan.~~
2. ~~To provide regular updates to the communication officer.~~

3. ~~This position only requires attendance at Management meetings when the Officer has something significant to contribute, or at other times deemed necessary by the Chairperson or Secretary.~~

3.17 Coaching Co-Ordinator:

1. To be responsible for liaison between the Management and Executive Committees, and the Club coaches, with regards to all aspects of coaching indoor bowls. Ensure all coaching activities are delivered in accordance with the Bowls Development Plan.
2. To provide regular updates to the communication officer.

3.18 Independent Auditors:

Should not be related to any Officer or member who has any involvement in administrating the Club Finances and should be totally impartial. Being a member of the club does not prohibit them from being an Independent Auditor as long as they declare their connection and sign a declaration of impartiality.

3.19 Evening League Secretary:

1. To maintain up to date tables of Evening League results for each of the Divisions on a weekly basis.
2. To be responsible for all matters connected with the Evening League, including the preparation of weekly team fixtures, result sheets and current league tables.
3. To ensure team members are registered with that team and the appropriate registration fee is paid.

3.20 Mixed League Secretary:

1. To maintain up to date tables of Mixed League results for each of the Divisions on a weekly basis.
2. To be responsible for all matters relating to the Mixed League, including the preparation of weekly team fixtures, result sheets and current league tables.
3. To ensure team members are registered with that team and the appropriate registration fee is paid.

3.21 Men's Leagues and Mixed League Secretary:

1. To maintain up to date tables of all League results for each of the Divisions on a weekly basis.
2. To be responsible for all matters relating to the men's and mixed Leagues, including the preparation of weekly team fixtures, result sheets and current league tables.
3. To ensure team members are registered with that team and the appropriate registration fee is paid.
4. To provide regular updates to the communication officer about each league and division.

3.22 Summer Leagues Secretary

1. To represent the interests of members who play during the summer months.
2. To maintain up to date tables of all League results for each of the Divisions on a weekly basis
3. To be responsible for all matters relating to the men's and mixed Leagues, including the preparation of weekly team fixtures, result sheets and current league tables.
4. To keep the management committee informed of all summer bowling activities.
5. To provide regular updates to the communication officer.

4 Laws of the Sport of Indoor Bowls

1. The WIBC (World Indoor Bowls Council) Laws of the Sport of Indoor Bowls as adopted by the EIBA shall apply to the Club in all forms of the Sport.
2. Local League and Club Competitions. Shall be played to the Laws of the Sport of Indoor Bowls with Plymouth Life Centre Indoor Bowls Club variations (4.3).
3. Plymouth Life Centre Indoor Bowls Club reserves the right to vary the conditions of play in accordance with: - Law 63B of the WIBC Laws of the Sport of Indoor bowls.

5 Visitors

1. The Club in conjunction with the Plymouth Life Centre welcomes non-members to play on the Green.
2. No playing visitor can enter into any competition or League Matches without first belonging to both: -
   - Plymouth Life Centre and the Plymouth Life Centre Indoor Bowls Club

6 Pre-Season Meeting of Members

These meetings shall be held at least Fourteen (14) days before the start of the Winter Season (normally September, after the close of the outdoor season) to consider the forthcoming season's arrangements. At least Fourteen (14) days' notice of the meeting will be given.

7 Friendly Matches

1. The Club Captain and Vice-Captain will select Men's matches.
2. The Club Captain, Club vice-Captain, and the Ladies Secretary will select the mixed matches.
3. The Ladies Secretary and Ladies Assistant Secretary will select Ladies matches.

8 Dress Code

1. Players, Umpires and Markers or any other persons shall wear smooth flat-bottomed shoes (no heels) of approved colours.
2. Black or Grey skirts or trousers for ladies, black or grey trousers for men, also Bowls England shorts in black or grey can be worn with white above the waist, (except where coloured shirts which have been approved by the committee may be worn as a Team). White skirts/trousers/Bowls England shorts shall be worn when members are requested to do so.
3. For casual Club play sensible casual dress will be allowed, no ripped jeans or tight shorts will be allowed.
4. Club shirts should be worn in all competitive representative matches. The Club shirts may also be worn in internal league and Club friendlies in combination with white tops for those who do not have Club shirts.
5. Changing of clothing in the Bowls Hall is strictly prohibited (excluding shoes).

9 Playing Sessions

1. Playing sessions shall be for a period of two (2) hours duration unless otherwise stated.
2. Play will commence at the times programmed daily, except in special circumstances.
3. An end will be deemed to have started when the Jack is legally delivered (i.e., with Mat placed and foot on Mat) and no end will commence within Eight (8) minutes of the end of the session.
4. Club Rink reservation sheets and an electronic system will be available for casual play by members and invited visitors, subject to National or County Competition requirements.
5. In all matches it is the responsibility of the SKIPS to ensure that:
   - each player has paid the requisite fee
   - Applicable Byelaws and Rules are adhered to
6. Mobile phones must be switched off or be on silent before entering the Bowls Hall but may be used to make outgoing calls **when OFF the rink.**

10 Selection Committees

1. In accordance with the procedure described in C-10.2 the Selection Committees of: Three (3) men shall be nominated for each of the men's committees, and
2. Three (3) ladies, shall be nominated for the ladies selection committee
3. Each selection committee will be responsible for the selection of representative teams as listed below, with the exception of the Egham Trophy which will consist of two (2) ladies and one (1) man.
   - County League 'A' team, Denny Cup, Wessex League. County Trophy and County Top Club matches
   - Egham Trophy, Mixed Top Club
   - County League 'B' Team, Charles Parrot.
   - Over 60's County Trophy Team, Over 60's National Double Rinks team/s.
   - Yetton Trophy, Foxlands, Mason Trophy, Lane Trophy and Vivienne Trophy.
4. No member may serve on more than one Selection Committee during the season. With the exemption of the
5. Egham Trophy and summer inter-Club competitions.
6. In the event of a selector's unavailability, a member may be co-opted onto a selection Committee, subject to rule B-above.
7. Summer League Selectors, three (3) in number, may be of any gender.
8. All selections for any representative team to be made from the list of players offering themselves for selection.
9. Job Description Selector.
10. The duties of a selector are to ensure each match representing the Club is selected with the intention of putting the best team available forward for said match and should be done without grace or favour.

11 External Competitions

1. National Competitions.
   - All Competitions to be played in accordance with existing National rules applying at the time.
2. Singles, Pairs. Triples and Fours.
   - Entries for these competitions shall be as laid down by the EIBA National Championship Rules.
3. County Competitions:
   - All Competitions to be played in accordance with existing County rules applying at the time.
4. Singles, Pairs, Triples and Fours. Entries for these competitions shall be as laid down by the EIBA and County Competition Rules.

12 Club Competitions

1. Trial ends are permitted from the Semi-Final onwards.
2. Times of sessions for early rounds shall be decided by the Management Committee and shall be strictly adhered to. Semi-Finals and Finals will be played in accordance with EIBA National Championship Rules.
3. Where a time limit applies:
   - Upon a jack being knocked out of play one (1) shot will be awarded to the opposing team or player.
4. No visits to the Head will be permitted.
5. Results of early rounds of competitions not finished by the end of the allocated session shall be determined by the recorded scores on the Cards at the end of the session. Should the result be a tie, an extra end or ends should be played to achieve a winning result.
6. Teams or players arriving later than fifteen (15) minutes after the appointed start time shall be disqualified.
7. Up to fifteen (15) minutes late the team or player shall be penalized five (5) shots.
8. In respect of Club Singles competition, entries are limited to members who are eligible for County and
9. National competitions with the Plymouth Indoor Bowls Club.
10. All Finals will be played on Finals Day except where someone is in more than Three Finals on that day, the
11. Management Committee will then decide as to the playing arrangements.

13 Evening League

1. The League will comprise Divisions of approximately the same number of Teams and the number of Divisions will be determined by the Management Committee
2. The number of teams relegated each season shall be determined by the Management Committee.
3. Teams shall consist of at least six (6) playing members who shall be named to the League Secretary and will be known as the registered members of the Team. Registered players may transfer from one team to another during the playing season by letter sent by the Member or Members concerned to the
4. Evening League Secretary, but shall not play for their new team until seven (7) days have elapsed since the transfers were lodged.
5. Each Team shall appoint one of its members as Team Leader for the fulfilment of his / hers team fixtures. The Leader need not necessarily be a Teams Skip but it would facilitate all matters
6. connected with fixtures if they could be contacted by telephone.
7. Trial ends shall NOT be played.
8. Ends will be played with skips and 3's up at the head.
9. No visits will be made to the Head by the Skips after leaving the head to bowl their woods.
10. Sessions can start when the Rink is free and both Teams are on the green ready to play, no bell is necessary to start and a full game of 18 Ends will be played.
11. An end is deemed to have started when the Jack is Legally Delivered (See B-9.3)
12. When the Jack leaves the rink causing a dead end the Jack will be placed on the Tee and play will continue. In the event of the Tee being covered by a bowl then it is placed as near as possible behind the Tee. (AGM 2017). When a Jack is delivered out of play, the opposing Skip shall place the Jack but his team will not play first.

13. Four (4) points will be awarded for a win and Two (2) points for a tie. Accumulated points will determine the Teams League positions, in the event of equal points the shot difference will then be used, if that results in equality, then most shots scored will determine the positions.
14. Playing order for Teams with only Three Players: If a Team can only field three players, then the Lead and the second shall play Three (3) bowls each and 25% will be deducted from the Team's Final Score.
15. Teams who persistently fail to field Four (4) players or fail to fulfil their fixtures will be noted by The Management Committee with a view to considering their replacement by any Team on the waiting list.
16. Skips are responsible for the correctness of the Teams Scorecard, including Team Name, Players Names, Date, Rink Number and the Final Score. The winning Skip will take both cards at the end of the game and agree with the losing Skip the result of the match. It is the responsibility of the winning Team to enter the result on the Result Sheet and put both cards (unfolded) into the box.
17. Matches conceded prior to the arranged playing date will be awarded to the non-offending Team as a Ten (10) shot win.
18. Offences for which one (1) point will be deducted from the offending Teams total.
    1. Late scorecards (later than 10pm on Friday of the current week).
    2. Result not entered on the Result Sheet.
19. When a Team arrives up to Fifteen (15) minutes late, Five (5) shots will be added to their Opponents score.
20. When a player is late for a match He/She may join in at any time and play in any position.A 25% score reduction will apply, for the ends prior to the late player joining the match.
21. Over Fifteen (15) late for the due start time of 6pm or non-arrival on the due date and the match will be forfeited by the offending Team and awarded as a Ten (10) shot win and in addition Two (2) points will be Teams shall play all matches on dates and times given in the Fixture list. Only the
22. Management Committee (League Secretary) shall have the have the right to arrange or agree a re-arrangement of fixtures to accommodate unforeseen circumstances.
23. Should both Teams fail to appear for a fixture promptly on the due date the match will be deemed to have been played with no score and consequently no points for either Team, in addition both Teams will be deducted Two (2) points.
24. Substitutes: Unless registered with the competing Team, substitutes are not permitted.

14 Mixed League

1. The Mixed League shall comply with the Evening League Rules except where subjected to the Variations and Additions detailed below.
2. Variations:
   - Every effort shall be made to ensure that the actual team playing shall consist of two (2) Ladies and two (2) men, but there must be at least one of each gender playing. Where a full team of four (4) includes either only one (1) Lady or one (1) man the following rule shall apply: Irrespective of the result of the match one (1) point shall be deducted from the offending team.
3. A team may play with three (3) players as long as the mixed gender rule is maintained. In which event Evening League Rule B-13.11 shall be applied.
4. Where a team cannot field three (3) or four (4) players they may bring in one reserve from the reserve list on the mixed league board. Players already registered in a mixed league team may not act as a reserve. A player will be allowed to play three (3) times for a team but then must register for that team, to be able to play for them again that season.
5. Teams who persistently fail to field Four (4) players or fail to fulfil their fixtures will be noted by The Management Committee with a view to considering their replacement by any Team on the waiting list.
6. Skips are responsible for the correctness of the Teams Scorecard, including Team Name, Players Names, Date, Rink Number and the Final Score. The winning Skip will take both cards at the end of the game and agree with the losing Skip the result of the match. It is the responsibility of the winning Team to enter the result on the Result Sheet and put both cards (unfolded) into the box.
7. Matches conceded prior to the arranged playing date will be awarded to the non-offending Team as a Ten (10) shot win.
8. Offences for which one (1) point will be deducted from the offending Teams total.
9. Late scorecards (later than 10pm on Friday of the current week).

10. Result not entered on the Result Sheet.
11. When a Team arrives up to Fifteen (15) minutes late, Five (5) shots will be added to their Opponents score.
12. When a player is late for a match He/She may join in at any time and play in any position.A 25% score reduction will apply, for the ends prior to the late player joining the match.
13. Over Fifteen (15) late for the due start time of 6pm or non-arrival on the due date and the match will be forfeited by the offending Team and awarded as a Ten (10) shot win and in addition Two (2) points will be Teams shall play all matches on dates and times given in the Fixture list.
14. Only the Management Committee (League Secretary) shall have the right to arrange or agree a re-arrangement of fixtures to accommodate unforeseen circumstances.
15. Should both Teams fail to appear for a fixture promptly on the due date the match will be deemed to have been played with no score and consequently no points for either Team, in addition both Teams will be deducted Two (2) points.
16. Substitutes: Unless registered with the competing Team, substitutes are not permitted.

15 Ladies League

1. The Ladies select fours, and Ladies select triples, shall comply with the Evening League rules except where subjected to the variations detailed below.
2. The team shall consist of at least six (6) players in the select fours and at least five players (5) in the select triples. Players shall be named to the Ladies League Secretary and will be known as the team.
3. Four (4) points will be awarded for a win and two (2) point for a draw. Accumulated points will determine the team's league position. In the event of equal points, better shot difference will determine the league positions.
4. Sessions shall be of two (2) hours duration, or eighteen (18) ends for triples matches only, or whichever occurs first. No end shall commence within eight (8) minutes of the close of the session.
5. Reserves will be allowed and will be taken from a list provided on the notice board. No player may be used, if registered with another team. Only one (1) reserve may be used for any one match. If a reserve is used three (3) times by a team in anyone (1) season, then that reserve must become a member of that team, to play further games for that team.
6. Should a reserve be taken into any team permanently; the team leader must inform the Ladies league Secretary.
7. Teams shall play all matches on dates and times given in the fixture list. Only the Ladies Committee (League Secretary) shall have the right to re-arrange a fixture to accommodate unforeseen circumstances. The skips of the two (2) teams shall agree a date. firstly by checking the date and time is available by looking in the rink diary. They will then inform the league secretary who shall confirm the date after booking it with ~~Tania~~ the Life Centre.
8. Playing order for Teams with only Three Players: If a Team can only field three players, then the Lead and the second shall play Three (3) bowls each and 25% will be deducted from the Team's Final Score.
9. If one player fails to appear in a Triples match, then the match can be played with a pair using four bowls but losing a quarter of the final score. Teams who play short more than 3 times in a season will be deducted a point for each of those games
10. Teams who persistently fail to field Four (4) players or fail to fulfil their fixtures will be noted by The Management Committee with a view to considering their replacement by any Team on the waiting list.
11. Skips are responsible for the correctness of the Teams Scorecard, including Team Name, Players Names, Date, Rink Number, "rearranged from" date (if appropriate) and the Final Score. The winning Skip will take both cards at the end of the game and agree with the losing Skip the result of the match. It is the responsibility of the winning Team to enter the result on the Result Sheet and put both cards (unfolded) into the box. If a score has to be changed for any reason, please explain on the scorecard.
12. The winning team will send a photo of the two signed scorecards to the Ladies Secretary using the dedicated Scores WhatsApp group. If the winning team cannot complete the task then the losing team will send the photo of the two signed scorecards to the Ladies secretary using the dedicated Scores WhatsApp group. If no one is able to carry out the task both scorecards will be placed next the box, "to be photographed". Another player may send that photo and then place the cards in the completed scorecards box.
13. Matches conceded prior to the arranged playing date will be awarded to the non-offending Team as a Ten (10) shot win.
14. Offences for which one (1) point will be deducted from the offending Teams total.
    1. Late scorecards (later than 10pm on Friday of the current week).
    2. Result not entered on the Result Sheet.When a player is late for a match He/She may join in at any time and play in any position.A 25% score reduction will apply, for the ends prior to the late player joining the match.

15. When a Team arrives up to Fifteen (15) minutes late, Five (5) shots will be added to their Opponents score.
16. When a player is late for a match she may join in at any time and play in any position. A 25% score reduction will apply, for the ends prior to the late player joining the match.
17. Over Fifteen (15) late for the due start time of 6pm or non-arrival on the due date and the match will be forfeited by the offending Team and awarded as a Ten (10) shot win and in addition Two (2) points will be Teams shall play all matches on dates and times given in the Fixture list. Only the
18. Should both Teams fail to appear for a fixture promptly on the due date the match will be deemed to have been played with no score and consequently no points for either Team, in addition both Teams will be deducted Two (2) points.
19. Substitutes: Unless registered with the competing Team, substitutes are not permitted.
20. A Ladies Team that includes a player not a member of the Plymouth Life Centre Indoor Bowls Club (PLCIBC) will forfeit all the games that the non-player has played in.
21. A Ladies Team that includes a non-registered player but who is a member of PLCIBC will forfeit ten (10) shots for each game the non-registered player played

16 Men's Triples League

1. The Men's Triples shall comply with the Evening League rules except where subjected to the variations detailed below.
2. Players shall be named to the Triples League Secretary and will be known as the team.
3. Four (4) points will be awarded for a win and two (2) point for a draw. Accumulated points will determine the team's league position. In the event of equal points, better shot difference will determine the league positions.
4. Sessions shall be of two (2) hours duration, or eighteen (18) ends or whichever occurs first. No end shall commence within eight (8) minutes of the close of the session.
5. If one player fails to appear then the match can be played with a pair using four bowls but losing a quarter of the final score.
6. Teams who persistently fail to field Three (3) players or fail to fulfil their fixtures will be noted by The Management Committee with a view to considering their replacement by any Team on the waiting list.
7. Skips are responsible for the correctness of the Teams Scorecard, including Team Name, Players Names, Date, Rink Number and the Final Score. The winning Skip will take both cards at the end of the game and agree with the losing Skip the result of the match. It is the responsibility of the winning Team to enter the result on the Result Sheet and put both cards (unfolded) into the box.
8. Matches conceded prior to the arranged playing date will be awarded to the non-offending Team as a Ten (10) shot win.
9. Offences for which one (1) point will be deducted from the offending Teams total.
10. Late scorecards (later than 10pm on Friday of the current week).
11. Result not entered on the Result Sheet.
12. When a Team arrives up to Fifteen (15) minutes late, Five (5) shots will be added to their Opponents score.
13. When a player is late for a match He/She may join in at any time and play in any position. A 25% score reduction will apply, for the ends prior to the late player joining the match.
14. Over Fifteen (15) late for the due start time of 6pm or non-arrival on the due date and the match will be forfeited by the offending Team and awarded as a Ten (10) shot win and in addition Two (2) points will be Teams shall play all matches on dates and times given in the Fixture list.
15. Only the Management Committee (League Secretary) shall have the right to arrange or agree a re-arrangement of fixtures to accommodate unforeseen circumstances.
16. Should both Teams fail to appear for a fixture promptly on the due date the match will be deemed to have been played with no score and consequently no points for either Team, in addition both Teams will be deducted Two (2) points.

Substitutes: Unless registered with the competing Team, substitutes are not permitted.

17 Triples League teams playing short.

1. Where team plays with 2 players the following will apply
2. The 2 players will play with 4 woods each
3. The 3 players will play with 3 woods each
4. The team with 3 players will play the first & last wood on every end.
5. If the with 2 players win an end, they will deliver the jack.
6. A penalty of 25% of the score will apply against the team playing short.
7. If both teams play with 2 players, they will play 3 woods each and no deduction of score will be applied.

18 Wednesday Pairs

1. The format will be 2 x 7 End Sets, with a tie break of 3 Ends if required. 4 wood pairs to World Bowls Tour rules. Toss for the jack at the start. If you give the jack away for the start of the 1st Set you must start with the jack in the 2nd Set, you cannot give the jack away at any time during the two sets.
2. If the match goes to a Tie Break then you must toss for the jack at this point. If you win the toss you may decide to keep the jack or give it away. Whoever casts the jack on the 1st end of the Tie Break, your opponent will then cast it on the 2nd end of the tie break, regardless of who wins the end. If a 3rd end is needed it goes back to the person who cast the jack on the 1st end of the Tie Break to deliver it.
3. If a player delivers the jack improperly, the opposing player will then place the mat and re-deliver the jack. If he then delivers it improperly the jack is placed on the tee and the 1st player can put the jack wherever he chooses.
4. There will be **NO DEAD ENDS** …… If the jack goes dead it will be re-spotted to a SPOT 1.5 metres from the centre line and 2 metres from the ditch on the side that it leaves the rink.
5. In the tie break you are just paying to win each end, so only one shot needs to go down on the scorecard, it will be the first team to win 2 tie break ends that will win the game.

19 Summer League, Pairs and Triples

1. The above competitions will take place during the close season for our Club and the rules will be in accordance with those applicable to the winter leagues. The Pairs will be played to world bowls pairs rules.
2. Changes to the rules may be effected by the Summer Representative and conveyed to the Management Committee.
3. Membership and all other conditions are as detailed for the Winter Season.
4. Objections: Protests and disputes shall be referred to the Management Committee to adjudicate. Members will appreciate that it is impossible for the Management Committee to ensure that the League rules are always observed and can only deal with the non-observance for those cases referred to it for adjudication.

SUMMER TRIPLES RULES.

1. The Summer Triples League, shall comply with the Evening League rules except where subjected to the 16.2 Players shall be named to the Summer Triples League Organiser and will be known as the team.
2. Four (4) points will be awarded for a win and two (2) points for a draw. Accumulated points will determine the team's league position. In the event of equal points, better shot difference will determine the league positions.
3. Sessions shall be of two (2) hours duration, or eighteen (18) ends or whichever occurs first. No end shall commence within eight (8) minutes of the close of the session.
4. If one player to appear then the match can be played with a pair using four bowls but losing a quarter of their final score.
5. Triples League teams playing short.
6. Where a team plays with 2 players the following will apply.
    - 1) The 2 players will play with 4 woods each.
    - 2) The 3 players will play with 3 woods each.
    - 3)The team with 3 players will play the first and last wood on every end.
    - 4) If the team with 2 players win an end, they will deliver the jack.
    - 5) A penalty of 25% of the score will apply against the team playing short.
    - 6) If both teams play with 2 players, they will play 3 woods each and no deduction of score.
7. Dead End. When the Jack leaves the Rink causing a dead end, the Jack is placed on the Tee and play continues, in the event of the Tee being covered by a bowl then it is placed as near as possible behind the Tee. (AGM 2017).

SUMMER PAIRS RULES.

1. Matches will be played on Mondays, Wednesdays and Fridays with a 1-30pm start time on the rinks designated on your fixture sheet. If it is not possible to play the match on the day and time shown you can rearrange it with your opponents ensuring there is rink space.
2. Rearranged games should then be rebooked by giving details of what you want changed with the new date, time and Rink.
3. Matches should if possible be played in the week shown on the fixture sheet, allowances will be made for rearrangements and holidays. ALL rearranged fixtures should ideally be played within **three (3) weeks** of them being cancelled. All matches must be played. If matches are not played, no points will be awarded to either side regardless of the reason.
4. If there are two divisions of pairs, two teams relegated from the 1st Division and two promoted from the 2nd Division at the end of each season.
5. The format will be 2 x 7 End Sets, with a tie break of 3 Ends if required.
6. 4 wood pairs to World Bowls Tour rules.
7. Toss for the jack at the start.
8. If you give the jack away for the start of the 1st Set you must start with the jack in the 2nd Set, you cannot give the jack away at any time during the two sets.
9. If a player delivers the jack improperly, the opposing player will then place the mat and re-deliver the jack. If the delivery is improper, the jack is placed on the tee and the 1st player can put the mat wherever he chooses.
10. If the match goes to a Tie Break then you must toss for the jack at this point.
11. If you win the toss you may decide to keep the jack or give it away.
12. Whoever casts the jack on the 1st end of the Tie Break, your opponent will then cast it on the 2nd end of the tie break, regardless of who wins the end.
13. If a 3rd end is needed it goes back to the person who cast the jack on the 1st end of the Tie Break to deliver it.
14. In the Tie Break you are just playing to win each end, so only 1 shot needs to go down on the scorecard, it will be the first team to win 2 tie break ends that will win the match.
15. Visits to the head will be allowed under the following circumstances :-
    1. Skips will be permitted to head on one occasion
16. Please use the special scorecards that are available in the container marked Summer Pairs Competition
17. Only 1 card needs to be used to agree the score and then signed by both teams.
18. Please put the BOWLERS NAMES and the TEAM NAME on the Scorecard.
19. Other than filling in the points totals, please leave the other boxes blank.
20. Reserves are permitted, but only ONE reserve per Team per game.
21. Cards to be posted into the Summer Pairs box that will be situated by the Summer Pairs Notice Board in the bowls hall.
22. Put the score on the master sheet that will be on the notice board, this score will reflect the points won by each team during the match, i.e. 4 – 2, 5 – 1 or 6 – 0. (These are the only three possible scores).
23. Scoring will be as follows:
    1. 2 points for each set won,
    2. 2 bonus points if both sets won
    3. This is a total of 6 points per match.
    4. 1 point each will be awarded for a drawn set and 2 points for a Tie Break win. (i.e. if you win the 1st set and lose the 2nd set but win the tie break you will receive 2 points for each set won and 2 points for winning the tie break, your opponents will get 2 points for the set that they won).
    5. If you win the 1st set and draw the 2nd set then you will receive 2 points for the 1st set won, 1 point for the drawn set and since you will not need to play the tie break, 2 points for the outright win. This will give you 5 points.
    6. If you draw both sets then 1 point will be awarded to each team for each set and 2 points to the team that wins the Tie Break
24. There will be no dead ends.
25. If the jack goes dead it will be re-spotted to a SPOT 1.5 metres from the centre line and 2 metres from the ditch on the side that it leaves the rink.
26. If there is a TIED END, the end will be counted as a played end with no score recorded for each team, except in the tie break when it will be played again if the score finishes one end each.

27. The winners of the League will be decided as follows:-
    (a) The team with the most points.

(b) If points are equal, team winning most sets will win.
(c) If points and sets won are equal, team with most ends won (not including tie breaks ends) will win.
(d) If points, sets won, ends won are equal, highest total of shots (not including tie break ends) will win.
(e) If points, sets won, ends won, total shots equal, team that won game or games between them will win.
(f) If it is still not decided a play off between the teams will then take place.

The decision of the Organiser will be final in all matters, if the matter involves the Organiser an Independent Arbiter will then be consulted.

28. If a player needs to the leave the rink, they may do so with the skips permission for a maximum of 10 minutes. If, after that time, the player is unable to continue play, the game will be stopped and replayed at an agreed new date and time. Keep the score card and write on it the time the game stopped (including the allowed 10 minutes) and include the reason for the break in play. When restarting the game put the date and time next to the start for the continuation of the game.

20 Objections

Protests and disputes shall be referred to the Management Committee to adjudicate. Members will appreciate that it is impossible for the Management Committee to ensure that the League rules are always observed and can only deal with the non-observance for those cases referred to it for adjudication