

RUGBY THORNFIELD OUTDOOR BOWLS CLUB

CLUB CONSTITUTION & RULES

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Section 1: Name and Objectives

- 1.1 The Club shall be known as Rugby Thornfield Outdoor Bowls Club hereinafter referred to as “the Club”.
- 1.2 This Constitution is the basis on which the Club is run. Any amendments to this Constitution can only be passed at the Club’s General Meeting. The rules of the Club are for the day-to-day running of the club, and can be amended and ratified by the Management Committee.
- 1.3 The Club shall be affiliated to Rugby Bowling Association (RBA), Bowls England, and Warwickshire County Bowls Association (WCBA) and Bowls England. It shall be a Community Amateur Sports Club (CASC).
- 1.4 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls, at all levels, providing opportunities for recreation and competition, in the Rugby area. As such it will seek to:
 - 1.4.1 Provide facilities for playing lawn bowls for recreation and other social and general activities.
 - 1.4.2 Provide refreshments where appropriate for Club members and visitors participating in lawn bowls and social activities.
 - 1.4.3 Provide and maintain a clubhouse at Bruce Williams Way, Rugby.

1.4.4 Promote a safe environment in which children and vulnerable adults, of all abilities can enjoy taking part in a game of bowls. It will seek to underpin and ensure this commitment by following and promoting the safeguarding policy and procedures of Bowls England.

1.5 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.

Section 2: Officers of the Club

2.1 The Officers of the Club shall be Full Members of the Club having attained the age of eighteen years and shall consist of President, Secretary and Treasurer. Officers shall be elected by ballot at the Annual General Meeting and shall hold office for the period of one year, retiring at the end of that year. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election.

2.2 No Officer shall hold more than one position during their term of office.

Section 3: Membership

3.1 Categories of membership

3.1.1 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder:

3.1.2 FULL MEMBER – being a person who, at the date of joining, shall have attained the age of eighteen years shall have one vote, and shall have the full use of the Club facilities. A full member will have full access to all the facilities of the club. They will hold a key to gain access at the published opening times of the club. They are entitled to be considered for selection by the captain or team manager to play for Club teams as appropriate.

3.1.3 JUNIOR MEMBER – being a person who, at the date of joining, is under the age of eighteen years shall have no vote, and shall have the full use of the Club facilities subject only to 8.3.1 of this constitution. They will have every right to partake in the Club's activities except for limited access to the Club on their own, to comply with Licensing laws and the Children and Vulnerable persons Acts. They will pay a discounted rate of membership (See rules).

3.1.4 A LIFE MEMBER – As defined at 3.1.2

3.1.5 SOCIAL MEMBER – Will not be eligible for selection in any Club fixtures or competitions, except roll ups, but will have the full use of the clubhouse facilities. Shall have no vote.

3.2 Membership Joining Fee & Subscription Fee

3.2.1 The rate of joining fee and subscription fee for each category of membership shall be decided by the Management Committee and members informed at the Annual General Meeting.

3.2.2 Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may, however, be limited on a non-discriminatory basis according to the available facilities.

3.2.3 Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.

3.2.4 The Committee may refuse membership or remove it, only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members. If consideration of removal of membership is as a result of a disciplinary issue, the procedure to be adopted shall be that as set out at 3.6.2 of this constitution.

3.2.5 All members shall pay the membership fee prior to any commencement of play at the Club or on behalf of the Club. The membership term runs from the 1st April through to the 31st March, of the following year.

3.2.6 For fairness and consistency, under no circumstances will annual membership subscriptions be refunded.

3.3 Member's duty to provide contact details

3.3.1 Every member shall furnish the Membership & Development Manager with up to date contact details, as soon as possible, these shall be recorded on the Register of Members and any notices sent to such addresses either by post or electronically shall be deemed to have been duly delivered.

3.4 Retirement of a member

3.4.1 A member who wishes to discontinue their membership shall not be entitled to have any part of the annual membership fee or any other fees refunded.

3.5 Arrears of Subscription

3.5.1 Any member whose current subscription is not paid prior to commencement of play at the Club or on behalf of the Club and who neglects to comply with a written request for payment within 7 days shall cease to be a member unless a satisfactory reason is given. The Committee may, at its absolute discretion, reinstate such member upon payment of arrears. Late payment may be subject to a surcharge. No member whose annual payment is in arrears shall use the Club premises or vote at any meeting.

3.5 Conduct of Members

3.5.1 Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Constitution, rules and policies of the Club.

3.6 Disciplinary action against members

3.6.1 We adopt and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulation 9, 9A and 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel (updated Nov 2023).

3.6.2 Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

3.7 Complaints

3.7.1 Complaints of any nature shall be addressed in writing to the Club President.

3.8 Members of other Bowls England Affiliated Clubs

3.8.1 A member of any Club affiliated to RBA, WCBA and Bowls England may be authorised to use the premises of the Club, subject to 9.7.6

3.9 Limitation of Club liability

3.9.1 All references to the Club in this section shall mean each and every individual member of the Club from time to time

3.9.2 Members are bound by the following rule which shall also be exhibited in a prominent place within the Club premises:

3.9.3 "Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk, and impliedly accept:

3.9.4 The Club will not accept any liability for any damage to or loss of property belonging to members.

3.9.5 The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club".

3.9.6 Membership of the Club and acceptance of these Rules by the member will be deemed to constitute consent to holding of relevant personal data for the purpose of the Data Protection Act.

Section 4: Management Committee

4.1 Composition and election of Management Committee

4.1.1 All Committee members shall have full voting rights. The Club will be managed by a Committee of full Members elected at the Annual General Meeting to hold office for one year and shall consist of:

4.1.2 The Officers: President, Secretary and Treasurer.

4.1.3 Membership & Development Manager.

4.1.4 Club Greenkeeper.

4.1.5 Club Maintenance.

4.1.6 Ladies/Men's/Mixed Team Manager.

4.1.7 Captains: Ladies/Weekday/Weekend

- 4.1.8 The Management Committee shall have power to co-opt up to two other members for any particular purpose or to fill a temporary vacancy until the next General Meeting. Co-opted members will be entitled to vote.
- 4.1.9 If at the Annual General Meeting no member is elected to the Management Committee, the new Management Committee shall, at its first meeting, be obligated to co-opt a willing member.
- 4.1.10 If the Committee needs further members these shall be elected at a Special General Meeting.
- 4.1.11 All candidates for election shall be entitled to make a short statement at the Annual General Meeting as to why they wish to be elected.
- 4.1.12 A Management Committee member ceases to be such if he/she ceases to be a member of the Club, resigns by written notice or is removed by the Committee for good cause after the member concerned has been given the opportunity of putting his/her case to the Committee with an appeal to Club members or is removed by Club members at a General Meeting. The Committee shall fairly decide time limits and formalities for these steps.
- 4.1.13 Any changes to the membership of the Management Committee shall be reported to the members at the earliest opportunity and contact details provided for the new Committee members.
- 4.1.14 Candidates for election to the Committee shall be proposed and seconded at the Annual General Meeting in each year.
- 4.1.15 Candidates for election to an Officer position shall have been a full member of the Club for two years at the time of election.
- 4.1.16 If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot of those members present and entitled to vote at the Annual General Meeting.
- 4.1.17 Members shall be entitled to vote for as many candidates as there are vacancies.
- 4.1.18 In the event of the ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot.

4.1.19 If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if majority of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.

4.2 Committee Meetings

4.2.1 All Committee members shall be invited to attend all Committee meetings and every effort shall be made to convene such meeting on a date and at a time convenient to all members.

4.2.2 Each attending (or by proxy) Committee member shall have one vote per person, not per Committee role occupied. Voting shall be by show of hands and decisions shall be by simple majority of those voting. In the case of equality of votes, the President shall be entitled to a second and casting vote.

4.2.3 At least one Officer and four members shall form a quorum at a meeting of the Management Committee.

4.2.4 Where a meeting is inquorate, it shall be postponed and rearranged at the earliest opportunity.

4.2.5 All decisions shall be made at a meeting and recorded in the minutes. Minutes of sub-Committees shall be forwarded to the Club Secretary for dissemination to the Management Committee.

4.2.6 For urgent matters, e.g. dealing with damage to property, which need to be decided before the scheduled management meeting, an additional short management meeting shall be convened.

4.2.7 Whenever a Committee member has a personal interest in a matter to be discussed, he/she must declare it to the Club Secretary and withdraw from that part of the meeting (unless asked to stay). They will not be counted in the quorum for that agenda item, shall withdraw during the vote and have no vote on the matter concerned.

4.2.8 All members shall be entitled to see all minutes at any reasonable time upon request.

4.3 Powers of the Management Committee

4.3.1 The Management Committee shall have the collective responsibility for furthering the aims of the Club, handling the administration, financial management in co-operation with the Treasurer, promoting harmony on

and off the green and maintaining proper behaviour in line with the Code of Ethics and Behaviour (Bowls England Safeguarding Bowls Guideline 18).

- 4.3.2 The Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objects of the Club.
- 4.3.3 In particular, the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.
- 4.3.4 Accounts:
- 4.3.5 The Treasurer shall keep account of all transactions of the Club. The financial year for the Club shall end on the last day of December each year. The accounts shall be balanced by the Treasurer to be examined by the Secretary, bi-monthly. Final accounts are to be presented by the incumbent Treasurer to be signed off by the incumbent Club Secretary prior to the next Annual General Meeting.
- 4.3.6 All bank payments shall be dual authorised by any two Officers of the Club.
- 4.3.7 The Treasurer together with the Membership & Development Manager shall ensure that all subscriptions are duly collected and that an up-to-date register of member's names and addresses are kept.
- 4.3.8 Any Club reports and statements of accounts shall be made available for inspection by any member at any reasonable time upon request.
- 4.3.9 The Committee shall review all policies and risk assessments annually to ensure that they are kept up to date with Bowls England guidance and Government regulations, e.g. on licensing or taxation. All policies shall be readily available to members and any changes publicised to the members.

- 4.4 Selection of Sub-Committees
- 4.4.1 The Committee may appoint such sub-Committees as it may deem necessary and may delegate such of its powers as it may think fit upon

such terms and conditions as shall be deemed expedient and/or required by the law.

4.4.2 For playing purposes there shall be a Sub-Committee for each of the Men's Section and Ladies' Section. Both shall elect from their own members a Captain, Vice-Captain and such other Officers as are necessary. These shall be elected prior to the Annual General Meeting.

4.5 Disclosure of Interest to Third Parties

4.5.1 A member of the Committee, of a sub-Committee or any member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting.

4.6 Limitation of Committee's authority

4.6.1 The Committee, or any person or sub-Committee delegated by the Committee to act as agent for the Club or its members, shall enter into contracts only as far as expressly authorised, or authorised by implication, by the Committee. No one shall, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its membership.

4.7. Members Indemnification of Committee

4.7.1 In pursuance of the authority vested in the Committee by members of the Club, members of the Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.

4.7.2 Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever reasonably incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties. Save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust. Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the General Committee.

4.7.3 The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of membership unless the Committee has been authorised to exceed such limit by a General Meeting of the Club.

4.8 Contractual Liability

4.8.1 The Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Committee and/or Trustees of the Club, as appropriate.

9.8.2 "The liability of the [Committee/Trustees] for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time."

Section 5: Trustees

5.1 The number of Trustees shall be no more than four and not less than two. The Trustees shall be current Full, or Life Members of the Club and be elected at a General Meeting. They must have been a Full Member of the club for at least 5 years before election.

5.2 A Trustee shall hold office until they resign by notice in writing given to the Committee or until a resolution removing them from office be passed at a General Meeting of the Club by a majority comprising two-thirds of the members present and entitled to vote.

5.3 All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club. In the event of the death, resignation or removal from office of a Trustee, a new Trustee shall be nominated in accordance with 5.1 above. The committee shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted.

5.4 The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

5.5 The Trustees shall be effectually indemnified by the members of the Club out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club. They shall be indemnified against public liability for not less than £2,000,000.

Section 6: Meetings

6.1 Annual General Meeting

6.1.1 An Annual General Meeting of the Club shall be held each year in the month of January on a date to be fixed by the Committee. The Club Secretary shall at least 21 days before the meeting publish a reminder of the meeting with requests for nominations and proposals. Proposals for the meeting and nominations shall be received at least 7 days before the date of the meeting and an agenda be circulated, electronically.

6.1.2 The following business shall be transacted:

6.1.3 To receive annual reports from the Management Committee.

6.1.4 To consider and if approved sanction any duly-made alterations of the rules.

6.1.5 To elect Officers and Management Committee.

6.1.6 To deal with any special matters which the Management Committee shall bring before Members and any other matter of which notice in writing is received by the Secretary from any Member not less than 7 days before said meeting.

6.1.7 At every Annual General Meeting of the Club, the Club President shall preside, or in their absence, another officer.

6.1.8 A quorum at a General Meeting shall be 30% of its current membership. If, at the expiration of 30 minutes after the advertised start of the meeting no quorum is present, the presiding officer shall adjourn such meeting for up to 1 month when such members who are present shall constitute a quorum.

6.1.9 Only Full Members or Life Members shall vote at any General Meeting of the Club. Other members may attend and speak but shall not be entitled to vote.

6.1.10 Voting, except upon the election of members of the Committee, shall be by show of hands.

6.1.11 On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Byelaw or Regulation of the Club such Rule, Byelaw or Regulation shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote.

6.1.12 [Provided that no such change shall jeopardise the Club's status as a Community Amateur Sports Club (CASC) within the meaning of the Finance Acts, or in any event alter its objects or winding-up provisions].

6.2 Special General Meetings

6.2.1 Special General Meetings shall be called by the President, resolution of the management Committee or a proposition to the Secretary in writing by at least 5 members stating the resolution to be discussed.

6.2.2 Notice of at least 14 days shall be given to members, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice circulated, electronically, to members.

6.2.3 Special resolutions at any General Meeting shall not be carried except by a majority of at least two-thirds of Members present.

6.2.4 The following matters shall require special resolutions:

6.2.5 The dissolution of the Club.

Section 7: Dissolution of the Club

7.1 If, at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.

7.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the members present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to

realise the assets of the Club and discharge all debts and liabilities of the Club.

- 7.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club.
- 7.4 Upon dissolution of the Club the Committee shall give or transfer the net assets to:
 - 7.4.1 to another Club with similar sports purposes which is a charity and/ or
 - 7.4.2 to another Club with similar sports purposes which is a registered CASC.

Section 8: Policies

- 8.1 We adopt and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulation 9, 9A and 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.
- 8.2 The following policies, though not exhaustive, have been ratified by the Management Committee and adopted as Club polices. All are available on the Club website.
 - 8.2.1 Code of Conduct
 - 8.2.2 Complaints
 - 8.2.3 Equality and Diversity
 - 8.2.4 Health and Safety
 - 8.2.5 Privacy
 - 8.2.6 Safeguarding Adults
 - 8.2.7 Safeguarding and Child Protection

Section 9: **Miscellaneous**

9.1 Licensing

9.1.1 The Club shall adhere to the requirements of the Licensing Act (or any subsequent Act) with regard to the purchase and supply of excisable goods.

9.2 Legal Document

9.2.1 The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.

Section 10: **Club Rules**

10.1 Membership

10.1.1 The Club relies on the efforts of its members to fulfil its objectives. To facilitate the smooth running of the Club, when renewing their membership each member should consider how they are able to contribute for the coming year and advise the Membership & Development Manager accordingly.

10.2 Expenditure

10.2.1 Members not on the Management Committee must seek approval from a Committee member, prior to incurring any expense on behalf of the Club.

10.3 Bar

10.3.1 The hours of opening and closing will be determined by the Management Committee and subject to non-contravention of the Club's licensing certificate, issued by the Council.

10.3.2 A responsible member must be in charge of the bar during opening times.

10.3.3 All drinks must be paid for.

10.3.4 Members and guests under the age of 18 years must not be served intoxicating liquor and those under 14 years are not allowed in the bar area, unless accompanied by an adult.

10.4 Gaming Machines

10.4.1 No member or guest under the age of 18 may play on any gaming machine on Club premises.

10.5 Guests

10.5.1 The member introducing a guest shall be responsible for their guest strictly observing all Club Rules and etiquette and shall not leave the Club before their guest.

10.5.2 The Management Committee may suspend any member who takes any undue advantage of this privilege to the detriment of the Club.

10.5.3 There may be admittance to the Club's registered premises other than Club members or their guests. Intoxicating liquor may be sold by the Club for consumption on the premises to such persons who are present by invitation at matches, competitions and social occasions arranged by the Club.

10.6 Club House

10.6.1 Parents and guardians are responsible for the behaviour of their children at all times within the grounds and Clubhouse.

10.6.2 Conduct within the Club will be courteous and sober and any breach of acceptable behaviour will be reported and dealt with by the Management Committee.

10.6.3 The last member to leave the Club must ensure that the correct lock-up procedure has been completed.

10.6.4 The Clubhouse shall be used only for functions agreed by the Management Committee.

10.6.5 The maximum number of persons allowed in the Clubhouse must not exceed 60 at any one time (fire regulations).

10.6.6 A member or a member of the public may use the Clubhouse on request and with the approval of the Management Committee for a social function.

10.6.7 All members may access the property at any reasonable time upon request.

10.6.8 To avoid accidents, bowls bags are not to be left on the floor, outside the clubhouse.

10.7 Use of Clubhouse

10.7.1 Subject to the following terms and conditions:

10.7.2 A donation is required together with a deposit which is returnable subject to the Club being vacated in a clean and tidy condition (NB the Club may be cleaned the morning after the function.)

10.7.3 The amount of donation and deposit are the sole responsibility of the Management Committee and varies from time to time.

10.7.4 The donation and deposit are to be paid 14 days prior to the function.

10.7.5 All alcoholic drinks consumed on the premises must be purchased at the Club bar.

10.7.6 The bar will, at all times, be attended to by a member of the Management Committee or someone appointed by them.

10.7.7 The bar closes at midnight and the Club is vacated by 12.30am.

10.7.8 Any and all damage caused to the Clubhouse, the green or surrounding property by any of your guests, must be made good at the user's expense.

10.7.9 All visitors, especially children, must be made fully aware that the bowls green is strictly out of bounds at all times.

10.7.10 Please ensure that when leaving the Club, especially late at night, the noise level is kept to a minimum to ensure good neighbourly relations.

10.7.11 The member charged with running the bar is in charge at all times, and all and any requests they make must be adhered to. They will be responsible for securing the Clubhouse.

10.8 Green

10.8.1 All matters of green control will be the responsibility of the appointed Green Keeper and in their absence, members of the Green team.

10.8.2 All players will be responsible for issue and return of Club equipment to its correct location and any damage or loss to be reported at once.

10.8.3 Priority of Rink Booking:

- (1) Games arranged by the Club
- (2) National games
- (3) Warwickshire County games
- (4) Rugby Bowls Association games
- (5) Club knock-out competitions
- (6) Roll-ups

10.9 Matches

10.9.1 The Management Committee shall make arrangements for holding matches or other competitions including the imposition of a charge for admission of members and non-members to the grounds and to provide cups and other prizes for those competitions.

10.10 Dress Code

10.10.1 Players, umpires and markers shall wear flat soled shoes or trainers while on the green.

10.10.2 All Players, must wear Club shirts with navy blue trousers, (unless a whites dress code is specified) shorts, skorts or skirt in all games, with exception of roll ups.

10.10.3 Inoffensive clothing to be worn for roll-ups.

10.10.4 Umpires and markers are only mandated to wear Club colours, on Club Finals Day, or when otherwise requested or communicated to do so.

10.11 Damage to Club Property

10.11.1 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 Secretary upon the instructions of the Committee.

10.12 Selection for Team and Matches

10.12.1 Members electing to play in matches shall make it known to the corresponding Captain or in their absence, Vice Captain as soon as possible.

- 10.12.2 Match sheets will be placed on the Clubhouse notice board at least two weeks prior to the date of the match and all Members are invited to insert their names for consideration.
- 10.12.3 The selection will be made from the names submitted and the final selection will be shared, either electronically or by written communication, at the Clubhouse, during the week leading up to the match.
- 10.12.4 The Captain/Vice Captain has the authority to invite submissions when insufficient names are elected to play and may, where necessary, invite players from another Club.
- 10.12.5 Members selected to play but who are unable to play shall notify the team Captain of the day as soon as possible.
- 10.12.6 Members entering Club Competitions must ensure that they are available to play on Finals Weekend should they progress that far. Members who find that their situation has changed since entering must withdraw from competitions immediately. Extenuating circumstances must be presented to the Competitions Secretary for their decision.
- 10.12.7 All members, entering Club competitions, must complete their matches on or before the stated closing date on the draw sheet.