

## **BITTON PARK (TEIGNMOUTH) BOWLING CLUB CLUB CONSTITUTION**

### **Section 1: Name and Objectives**

- 1.1 The name of the Club shall be Bitton Park (Teignmouth) Bowling Club, hereinafter referred to within this Constitution as “the Club”.
- 1.2 The Club shall be affiliated to Bowls England and Bowls Devon.
- 1.3 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls in Teignmouth.
- 1.4 The Club shall adopt and conform to Bowls England Rules and Regulations and the Crystal Laws of the Sport of Bowls.
- 1.5 The Club shall observe the terms of the lease and agreements with Teignbridge District Council.

### **Section 2: Officers of the Club**

- 2.1 **The Officers the Club** shall be full members of the club and shall consist of the Chair, Secretary, Treasurer, Fixture Secretary, Press Officer, Ladies Section Secretary, Men’s Section Secretary, Ladies Captain and Men’s Captain. Officers shall be elected at the Annual General Meeting except that the Ladies Section Secretary, Ladies Captain, Men’s Section Secretary, and Men’s Captain shall be elected at their respective Annual Section Meetings. Officers shall hold office for the period of election, retiring at the end of the period of election. 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. No one person shall hold more than one office at any time, except in such extenuating circumstances approved by the Management Committee.
- 2.2 **The Offices of President and Vice-President** shall be held by male and female Full members alternately. The Vice-President shall be of the opposite sex to the President. The President may attend meetings of the Management Committee, but shall not have a vote.
- 2.3 **Duties of Officers**
  - 2.3.1 **Chair:** The Chair shall preside at meetings of the Management Committee, but, in his/her absence, one of the members present shall be elected to preside at that meeting.
  - 2.3.2 **Secretary:** The Secretary shall deal with any correspondence in connection with the Club's affairs, as directed by the Management Committee; shall record Minutes of all General Meetings of the Club, and all meetings of the Management Committee; shall submit to the Management Committee in October of each year a draft report of proceedings since the last Annual General Meeting of the Club, and present that report, as approved, to the subsequent Annual General Meeting; shall give such notices, make such returns, and make such applications as from time to time be required under the provisions of the current Licensing Act.
  - 2.3.3 **Treasurer:** The Treasurer shall receive all monies due to the Club, and pay all accounts authorised by the Management Committee, with all cheques to be signed by two of the Club's Officers; shall maintain such books of account, and operate such Bank and/or Building Society Accounts as shall be appropriate and authorised by the Management Committee; shall present to each meeting of the Management Committee an up- to-date statement of the financial position of the Club; shall submit

to the Management Committee in October of each year a draft Receipts and Payments and Financial Statement and Account for the preceding financial year which shall run from 1<sup>st</sup> October in any year to the next 30<sup>th</sup> September; shall arrange for these Accounts to be examined by the Club Examiners, not exceeding two in number, who shall be elected at the Annual General Meeting, and present the same, duly examined, to the subsequent Annual General Meeting of the Club; shall submit to the appropriate authorities such return of income as may be required, and agree with them the amount of any taxation liabilities.

- 2.3.4 Fixture Secretary:** The Fixture Secretary shall maintain such records and correspondence with other affiliated Clubs requiring matches with the Club, and, liaising with the Section Secretaries, prepare the season's Fixture Programme for printing by 1<sup>st</sup> March in each year; shall report to the Management Committee on the progress of the programme through the year.
- 2.3.5 Press Officer:** The Press Officer shall obtain from the Section Secretaries, at regular intervals, details of all matches played and the results thereof; shall submit these details to the local Press, together with such covering report as may be appropriate; shall develop and maintain amicable relationships with representatives of local newspapers with a view to obtaining maximum publicity for the activities of the Club. There will be no requirement to attend Management Meetings unless requested by the committee.
- 2.3.6 Section Secretaries and Captains:** the duties of the Section Secretaries and Captains shall be determined by the Management Committee and be included in the Bye-Laws of the Club.

### **Section 3: Membership**

- 3.1.1** The Club shall have different classes of membership and subscription on a non-discriminatory and fair basis. There shall be the following categories of membership:
- a) FULL MEMBER** – available to persons of both sexes aged 18 years and over on the 31<sup>st</sup> March in the relevant year. A Full Member shall be eligible to attend general meetings of the Club and to take office, serve on any committee and have one vote. Playing Members who are also members of other Clubs shall inform the appropriate Section Secretary of their choice of Club for National and County Competitions and relevant Leagues.
  - b) JUNIOR MEMBER** – available to persons of both sexes aged 12 years and over on the 31<sup>st</sup> March in the relevant year. A Junior Member shall be eligible to attend general meetings of the Club, but cannot stand for office, serve on any committee or vote.
  - c) ASSOCIATE MEMBER** – available to non-playing spouses or partners of playing members. An Associate Member shall be eligible to attend general meetings of the Club, but cannot stand for office, serve on any committee or vote.
  - d) SOCIAL MEMBER** – available to non-playing members of both sexes, but the number of such members shall at no time exceed one-tenth of the total number of playing members from all categories apart from temporary members. A Social Member shall be eligible to attend general meetings of the Club, but cannot stand for office, serve on any committee or vote.

- e) **TEMPORARY MEMBER** – available to persons of both sexes over the age of 18 years who are temporarily resident in the area. The duration of such membership shall be decided by the Management Committee, but shall not exceed one month. Temporary Members shall be eligible to attend general meetings of the Club, but cannot stand for office, serve on any committee or vote.
- f) **LIFE MEMBER** - The Committee may recognise outstanding service to the Club by awarding Honorary Life Membership. The number of Life Members shall at no time exceed eight. Life Members shall be eligible to attend general meetings of the Club and to take office, serve on any committee and have one vote.

**3.1.2** No member may use the Club premises, or any of the facilities of the Club, until forty-eight hours have elapsed from the date of posting of notice of election.

### **3.2 Rights and Privileges of Members**

**3.2.1** The rights and privileges of each category of membership shall be as follows:

- a) A Full Member shall have the full use of all Club facilities. Affiliation Fees shall be payable to Bowls Devon and Bowls England.
- b) A Junior Member shall have the full use of all Club facilities, subject only to 8.4 of this Constitution. Affiliation Fees shall be payable to Bowls Devon and Bowls England.
- c) An Associate Member, a Social Member and a Temporary Member shall have the full use of all Club facilities.
- d) A Life Member shall have the full use of the Club facilities. Affiliation Fees, if applicable, shall be paid to Bowls Devon and Bowls England.

**3.2.2** Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises until they have become a member.

### **3.3 Membership Subscription**

#### **3.3.1**

- a) 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 according to available facilities on a non-discriminatory basis.
- b) Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.
- c) The Club 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 point 3.6.2 of this Constitution.

**3.3.2** Subscriptions shall be payable by the 31<sup>st</sup> March. The rate of subscription for each category of membership shall be proposed by the Committee to the Members at the Annual General Meeting in each year. Any proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative from 31<sup>st</sup> March. The current rates of subscription shall be prominently displayed in the Club premises.

**3.4 Members duty to provide contact details**

- 3.4.1** Every member shall furnish the Secretary with up-to-date contact details that shall be recorded in the Register of Members and any notice sent to such address/es either by post or electronically shall be deemed to have been duly delivered.

**3.5 Election and retirement of members**

- 3.5.1** An application for membership shall be in the form prescribed by the Committee and shall include the name, address and contact details of the candidate.

**3.5.2 Election of members**

- a) Upon receipt of an application for membership, details shall be displayed on the Club notice board and there shall be an interval of at least seven days before the meeting of the Committee at which such application for membership shall be considered. The election of all classes of members is vested in the Committee and shall be a simple majority vote of those on the Committee. Objections to any proposed member must be made in writing to the Committee. The Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute. The Secretary shall inform each candidate in writing of the candidate's election or non-election. The Secretary shall make an elected candidate aware of the Rules, Constitution and Bye-Laws of the Club and make requests for such payments as are necessary.

**3.5.3 Payment of Subscription upon Election**

- a) Upon election, a candidate shall pay, within one calendar month, the appropriate subscription. In default of such payment, the election shall be void unless sufficient cause for delay be shown.

**3.5.4 Retirement of a member**

- a) A member wishing to resign their membership shall give notice in writing to the Secretary before 31<sup>st</sup> March and shall not then be liable to pay the subscription for the following year.  
b) A member who retires in accordance with this Rule shall not be entitled to have any part of the annual subscription or any other fees refunded.

**3.5.5 Arrears of Subscription**

- a) The Committee may cancel, without notice being given, the membership of any member whose annual subscription is more than one month in arrears provided that the Committee may, at its absolute discretion, re-instate such member upon payment of arrears. No member whose subscription is in arrears may use the Club premises or vote at any meeting.

**3.6 Conduct of Members**

**3.6.1 Undertaking by Members to comply with Rules**

- a) Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Constitution and any Bye-Laws.

**3.6.2 Disciplinary action against Members**

- a) All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct)  
b) Should any member be expelled, the former member shall not be entitled to have any part of the annual subscription refunded and must return any property belonging to the Club.

**3.6.3 Complaints:**

- a) Complaints of any nature shall be addressed in writing to the Secretary.

**3.6.4 Members of other Bowls England Affiliated Clubs**

- a) A member of any Club affiliated to Bowls England (a list whereof is published by Bowls England annually) or to any other National Association may be authorised to use the premises of the Club.

**3.7 Limitation of Club Liability**

**3.7.1** All references to the Club in this Section shall mean each and every individual member of the Club from time to time.

**3.7.2** Members are bound by the following Rule which shall also be exhibited in a prominent place within the Club premises:

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

- a) the Club will not accept any liability for any damage to or loss of property belonging to members.
- b) the Club will not accept any liability for personal injury arising out of 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 Members of the Club.”

**3.7.3** Membership of the Club and acceptance of this Constitution by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.

**Section 4: Management Committee**

**4.1 Composition of Committee**

**4.1.1** The Committee shall consist of the Officers, ex officio, and two Full members, one male and one female who have attained the age of eighteen years, elected at the Annual General Meeting to hold office for the term of their elected period.

**4.1.2** Candidates for election to the Committee shall be those members of the retiring Committee eligible to offer themselves for re-election and such other Full members whose nominations (duly proposed and seconded by Full members of the Club) with their consent shall have been received by the Secretary at least twenty-eight days before the date of the Annual General Meeting in each year. Such nominations, together with the names of the Proposer and Secunder, shall be posted to the Club premises at least fourteen days prior to the date of the Annual General Meeting.

**4.1.3** 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.

**4.1.4** 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 a majority of those present and entitled to vote at the Annual General Meeting vote in favour of such election.

**4.1.5** 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 or the Chair of the Annual General Meeting.

**4.1.6** If, for any reason, a casual vacancy shall occur, the Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Co-opted members will be entitled to vote.

#### **4.2 Committee Meetings**

**4.2.1** The Committee shall endeavour to meet monthly, making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish.

**4.2.2** Voting shall be by show of hands. In the case of equality of votes, the Chair (or other nominated person) shall be entitled to a second and casting vote.

**4.2.3** Five members personally present shall form a quorum at a meeting of the Committee.

**4.2.4** Any conflict of interest must be declared to the Chair (or other nominated person) prior to the start of the meeting. The Chair (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.

#### **4.3 Powers of the Committee**

**4.3.1** The Committee shall manage the affairs of the Club according to the Constitution and Bye-Laws and shall cause the funds of the Club to be applied solely to the objects of the Club.

**4.3.2** 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 Constitution and Bye-Laws. 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.

#### **4.4 Appointment 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. Sub-Committees shall consist of up to three members elected at the Annual General Meeting, and shall report directly to the Management Committee.

**4.4.2** An Emergency Committee, comprising the Chair, the Secretary and the Treasurer, shall be convened to deal with urgent matters when it is considered not appropriate to wait for a full Committee Meeting. This Committee shall have the authority to make decisions that will be binding and all decisions taken will be reported to the next full Committee Meeting.

#### **4.5 Disclosure of Interest to Third Parties**

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 sub-committee or person delegated by 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 and members authorised by 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, 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.
- 4.7.2** The limit of any individual member's indemnity in this respect shall be a sum, not exceeding one year's subscription at the then current rate of that category of membership, recommended by the Committee and approved by a General Meeting of the Club.
- 4.7.3** No liability shall be accepted by the Club for any loss or damage to members' personal property. Notices to this effect shall be displayed on the Club premises.

#### **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. "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."

#### **4.9 Nomination of Honorary Life Members**

- 4.9.1** The Committee may nominate for election at an Annual General Meeting such Honorary Life Members as the Committee may think fit, subject to the proviso that the number of Honorary Life Members should not exceed eight.
- 4.9.2** The election of Honorary Life Members shall be placed before the Annual General Meeting, and such members shall be duly elected if two-thirds of those present, and entitled to vote, vote in favour of election.

### **Section 5: Trustees**

- 5.1** There shall be at least three Trustees of the Club who shall be appointed from time to time as necessary by the Committee of the Club from among Full or Honorary Life Members who are willing to be so appointed.
- 5.2** A Trustee shall be appointed for a term of five years. This term can be extended by mutual agreement. A Trustee shall remain in post until they resign by notice in writing to the Committee or until a resolution removing them from office be passed at a meeting of the Committee by a majority comprising two-thirds of the members present and entitled to vote.
- 5.3** All the property of the Club, including 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, the Committee shall nominate a new Trustee in his/her place, and 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 after such nomination. For the purpose of giving effect to any such nomination, the Secretary for the time being is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and he shall by Deed duly appoint the person or persons so nominated by the Committee.

**5.4** The Trustees shall in all aspects 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 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.

## **Section 6: Annual General Meeting**

**6.1** An Annual General Meeting of the Club shall be held each year in the month of November on a date, which shall be at least fourteen days after the Section Meetings, to be fixed by the Committee. The Secretary shall at least fourteen days before the date of such meeting circulate to each member notice hereof and of the business to be brought forward at the meeting. This may be either by post or electronically.

**6.2** No business, except the passing of the Accounts and the election of the Officers, Committee, Trustees and Accounts Examiners, and any business that the Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice thereof be given in writing to the Secretary at least 28 days before the date of the Annual General Meeting. At the conclusion of the published business on the Agenda, the Chair shall allow any relevant items raised by Members to be discussed. Items can be passed on to the General Committee for their consideration, but no formal decisions can be made.

**6.3** The Committee may at any time, upon giving twenty-one days' notice in writing, call a Special General Meeting of the Club for any special business, the nature of which shall be stated in the notice convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice given to members.

**6.4** The Committee shall call a Special General Meeting upon a written request addressed to the Secretary signed by at least 12 Members. The Committee shall meet within seven days of receiving any request in order to call the Special General Meeting. The Committee shall give twenty-one days' notice in writing of any such Special General Meeting. The discussion at such meeting shall be confined to the business stated in the notice given to members.



- 6.5** At every meeting of the Club the Chair will preside, or in their absence, a Chair elected by a majority of those present shall preside.
- 6.6** Fifteen Members entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.
- 6.7** Only Full or Life Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.
- 6.8** Voting, except upon the election of members of the Committee, shall be by show of hands.
- 6.9** In the case of an equality of votes, the Chair of the Meeting shall have a second or casting vote on any matter.
- 6.10** On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule or Bye-Law, such Rule or Bye-Law shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote, provided that no such change shall jeopardise the Club's status as a Community Amateur Sports Club within the meaning of the Finance Acts, or in any event alter its objects or winding-up provisions.

## **Section 7: Dissolution of the Club**

- 7.1** If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 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 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 remaining to one or more of the following:
  - a) to another Club with similar sports purposes which is a charity and/or
  - b) to another Club with similar sports purposes which is a registered CASC and/or
  - c) to Bowls England for use by them in related community sports.

## **Section 8: Miscellaneous**

- 8.1** Opening of Club Premises  
The Club Premises shall be open to members at such times as the Committee shall direct and those times will be posted on the Club notice board.

**8.2 Safeguarding**

The Club shall follow the Safeguarding Policies and Procedures laid down by the appropriate Regulatory Authority. A notice, clearly displaying this information, will be put on the Main Notice Board in the Clubhouse.

**8.3 Equalities**

The Club shall follow the Policies and Procedures laid down by the appropriate Regulatory Authority regarding Anti-Bullying, Discrimination, Health and Safety, Equal Opportunities and Equal Rights Legislation. A notice, clearly displaying this information, will be put on the Main Notice Board in the Clubhouse.

**8.4 Licensing**

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.

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

**BYE-LAWS**

1. The amounts of Annual Subscription for the forthcoming year shall be determined by the Management Committee at its October Meeting and recommended to Members for their approval at the Annual General Meeting. The agreed Subscriptions and Match Fee shall be published on the Club Notice Board, and in the Pre-Season Letter sent out by the Secretary to all categories of Members.
2. Except as provided for by agreement with the Local Authority, at least two rinks shall be kept available for use by members of the general public, and green fees to be paid by members of the general public and guests of Members shall be fixed by the Management Committee and published on the Club Notice Board.
3. Section Annual Meetings shall be held in October in each year. Notices convening the Meetings shall be printed in the Club Fixture Book, and any change shall be displayed on the Club Notice Board for at least 21 days before the end of the outdoor season. One quarter of the Full Members and Honorary Life Members (male or female as appropriate) shall form a quorum. Motions for the Agenda and nominations for the Offices covered in Bye-Laws 3, 4 and 5 must be submitted in writing to the appropriate Section Secretary at least 14 days before the date of the Meeting. Section Secretaries shall be elected at the Annual Section Meetings to cover the Men's and Ladies' Sections. Their duties shall be to convene and record Minutes of all Section Meetings, and, where appropriate, report to the Management Committee on matters arising; to approve the programme of matches specific to their Section and liaise fully with the Club Fixtures Secretary; to maintain a record of all Members selected to play in matches and the results of those matches (in the case of mixed matches, it shall be the Men's Section Secretary who shall keep the record); liaise with the Press Officer to ensure that the latter is made aware of results in time to meet the deadlines for publication in the local Press; submit, at the end

of the season, a report on Section matters to the Management Committee, and thereafter to the Annual General Meeting; deal with any matter referred to them by the Management Committee.

4. Men's and Ladies' Captains and Vice-Captains shall be elected at the Annual Section Meetings. They shall be responsible for arranging practice and coaching sessions with a view to improving the general standards of play within the Club. The Captain, or in his/her absence, the Vice-Captain, shall preside over all meetings of the relevant Section Committee, including Selection Meetings, and shall have a second and casting vote in the event of a tie in voting. The Captain nominated for any team match shall ensure that all members selected are in fact available to play; fill any vacancies, and make consequential adjustments to the composition of rinks that he/she may consider appropriate; in the event of inclement weather, liaise with the Greenkeeper to decide whether the green is fit for play, and, if necessary, advise members and visiting teams of cancellations; arrange match procedures with the Captain of the opposing team; act as host at home matches, and acknowledge hospitality at away matches; collect any match fees payable and account for them to the Treasurer.
5. Competition Secretaries shall be elected at the Annual Section Meetings. They shall arrange all Club Competitions for Members of their respective Sections, with the Mixed Competitions being arranged by the Competitions Secretary of the Men's Section. The Competition programme shall be arranged to ensure that all final rounds are completed before the end of the season. The Management Committee shall agree any fees to be charged for competitions, and these fees shall be collected by the Competitions Secretaries and accounted for to the Treasurer.
6. Competition Rules: these will be published annually with the entry form for Club Competitions, and will also be published in the Club Fixture Book. No more than four rinks may be reserved for Club Competitions at any one time, with the exception of the Finals Day(s).
7. Team Selection: all teams shall be selected at least 7 days before the date of the match; one Member shall be nominated on the team sheet as Captain and he/she shall be responsible for all duties as outlined in Bye-Law 4; Members who are selected, but are unable to play, must inform the nominated Captain without delay; in Mixed matches, as far as possible, at least one member of each gender per rink shall be included in the team. The Ladies Selection Committee shall nominate the ladies to be included, and the final composition of each rink shall be agreed by both Selection Committees.
8. Dress Code: access to the green will be allowed only to those persons wearing approved bowling footwear. The "Dress Code" for members playing in matches and competitions will be published in the Club Fixture Book.. Club Uniform consists of the Club Shirt and royal blue trousers, crops or bowls approved shorts, and should be purchased either through the Club or the Club's approved supplier.
9. Wheelchair Bowlers: any wheelchair bowler must use a wheelchair of a type approved by both the British Wheelchair Bowlers Association (B.W.B.A.) and by World Bowls.
10. Smoking: the smoking of any cigarette, cigar, pipe or E-cigarette is strictly forbidden on the playing surface of the green. For the purpose of clarification "the green" is deemed to include a minimum of one metre of the bank surrounding the playing area. In pursuance of the Health Act of 2006, smokers are not permitted to smoke inside the Clubhouse and should ensure that no smoke or vapour enters the Clubhouse.
11. Selection Committees: Each Section shall elect at its Annual Section Meeting a Selection Committee consisting of the Captain, Vice-Captain, Section Secretary and two Members. Three members shall form a quorum of any Selection Committee.

## **12. Section: Ladies**

the following was agreed at the Ladies Section Meeting held on 23/10/2012 regarding Handicap Points for Club Competitions:

- a) County badged player: 3 points
- b) Winner of Club Championship, Handicap and Two-Wood: 2 points for the year following
- c) Runner-up in Club Championship, Handicap and Two-Wood: 1 point for the year following:
  - Badged Player (max. 9 points)
  - Un-badged Player (max. 6 points)
  - Competition to be played to 21 shots, plus Handicap points
- d) The Ladies section will appoint at the annual section meeting an individual to be team selector for Ladies in respect of all Ladies national and national mixed team club competitions. The person responsible must be a full playing member and could already hold a position in the club i.e, could already be on a selection committee or Management Committee or not on any committee. If nobody is willing to fill the post or resigns then selection reverts back to previous selection committee arrangements. (Approved and added at AGM on

9<sup>th</sup> November 2019)

### **Section: Men**

The following has been agreed to cover selection of Men's teams:

The Selection Committee to be responsible for selecting the initial registered players for the M.D.B.L. "A" Team, selecting the Friendly Matches and the County Trophy team.

- (I) Those members of the Selection Committee involved in the M.D.B.L. "A" Team to select the teams for M.D.B.L. "A" Matches. All National Club Competitions, and all County Club Competitions. To ensure an odd number of Selectors, members of the M.D.B.L. "A" team may elect extra selectors to a minimum of three and maximum of five. A Team Captain shall be elected from one of the Selectors.
- (II) Those members of the Selection Committee involved in the M.D.B.L. "B" Team to select the "B" team matches. To ensure an odd number of Selectors, members of the M.D.B.L. "B" team may elect extra selectors to a minimum of three and maximum of five. A Team Captain shall be elected from one of the Selectors.
- (III) The Over 55's "X" and "Y" teams: priority on playing, where possible, should be given to those not involved in either of the M.D.B.L. Teams. One person shall be appointed to be responsible for the selection and running of each team, with the Selection Committee taking on this responsibility if no-one comes forward. The three sub-committees (I-III) should liaise closely with the Selection Committee.

- 13. The Management Committee at its March meeting , and then subject to a monthly review throughout the season, will indicate the games where the usual tea and biscuits will not be provided. At these games, more substantial refreshments, such as a cream tea, will be provided. This information will be given to the people responsible for compiling the Tea Rota and Bar Rota. For games arranged through Bowls Devon and Section 5, involving play both a.m. and p.m., as well as the Teignmouth Tournament, refreshments will be organised by the Social Committee at prices approved by the Management Committee. Lists of the tasks involved in being on the Tea and Bar Rotas will be published in the Kitchen and Bar, and also placed with the rotas in the folder in the Clubhouse.