

***Seaford
Bowling
Club***

Constitution

Seaford Bowling Club

Constitution, Rules

&

Bye-Laws

The Seaford Bowling Club is affiliated to the newly formed Bowls England. These documents have been written to provide a Constitution, and update and consolidate the club's Rules and Bye-laws in keeping with the new Bowls England Environment.

- Document 1. Constitution and Rules
- Document 2. Bye-Laws
- Document 3. Duties and Responsibilities
- Document 4 . Competition Rules

Amendment List – See Appendix 1 (back of book)

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| Issue 2 | Doc 1 | Constitution & Rules Item 7.2.1.3 | 03-12-11 |
| Issue 2 | Doc 2 | Bye Laws Items 1 & 9 | 03-12-11 |
| Issue 3 | Doc 3 | Duties and Responsibilities | 04-12-12 |
| Issue 4 | Doc 1 | Constitution & Rules Items 4.3, 4.8, 4.9 6.4, 6.4.1 | 06-12-14 |
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| Issue 5 | Doc 3 | Duties and Responsibilities 1.1 | 01-02-15 |
| Issue 5 | Doc 4 | Competition Rules 2.0, 2.1 | 01-02-15 |
| Issue 6 | Doc 1 | Constitution & Rules Items 4.4.1, 7.3.5.1, 7.7 | 05-12-15 |

Seaford Bowling Club Chichester Road Seaford BN25 2DT

Document 1

CONSTITUTION
&
RULES

SEAFORD BOWLING CLUB

CONSTITUTION AND RULES

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Seaford Bowling Club Constitution and Rules

The Constitution and rules present a System of Primary Principles which governs the manner in which the Seaford Bowling Club conducts its business and is used to prescribe the conduct of members of the club.

1. Title

The club shall be designated the “Seaford Bowling Club”, the club house and bowling green being situated at Chichester Road Seaford East Sussex BN25 2DT

2. Objectives

- 2.1** To play and promote the game of Lawn Bowls.
- 2.2** To provide such social functions for the club members as deemed desirable
- 2.3** To engender by association a fraternal feeling amongst bowlers and to preserve the best traditions of the game. To conform at all times with the requirements of the laws of the game as Defined from time to time by Bowls England

3. President and Officers of the club

3.1 The President, a playing member, shall be elected at the Annual General Meeting (A.G.M.) for a period of one year, and shall be eligible for re-election for a maximum of three years. The main role of the President is to represent the club on formal occasions, and to promote the interests of the club.

3.2 The Officers of the Club shall be the Chairman, Honorary Secretary, Honorary Treasurer, Men's Captain, and Ladies Captain, who shall be elected at the A.G.M. for a period of one year and shall be eligible for re-election.

3.3 The Club shall appoint a member responsible for the policy and procedure for The Protection of Children & Vulnerable Adults

4.0 Governance of the Club

4.1 The overall club policy, strategy, processes procedures finance and administration shall be managed by the Club Management Committee herein after called "The Committee"

4.1.1 The Committee shall be responsible for making sure that the Club adheres to its aims and objectives as detailed in the Constitution.

4.2 The Committee shall be elected at the Annual General Meeting (A.G.M.) and take office immediately following the meeting.

4.3 The Committee shall comprise, the officers of the club, the Vice Chairman, two elected male members, and two elected female members

4.4 All full members shall be eligible to vote for the two male members and two female members to the Committee.

4.4.1 Club members elected onto the Management Committee shall take on a vacant role or duty within the club

4.5 The Committee shall meet no less frequently than monthly, for the dispatch of all competent business. Six members shall form a quorum.

4.6 The Chairman or any three members of the Committee shall have the power to instruct the Secretary to convene a special meeting of the Committee.

4.7 A Committee member being absent from three consecutive meetings without notifying the Secretary in writing the cause of the absence, shall be declared resigned, and the vacancy filled by the Committee.

4.8 At all meetings of the Committee, questions arising shall be decided by a majority vote. The chairman or,

in his/her absence, the Vice Chairman, or in his/her absence a deputy agreed at the meeting shall have a deliberate and casting vote.

4.9 The Committee shall have the authority to co-opt any full club member(s) onto the committee to fill any vacancy in Officers or members of the Committee occurring during the year. Any member co-opted onto the Committee shall have full voting rights

4.10 The Committee shall have the authority to make such Bye-Laws as is necessary for the proper management of the club. Such Bye-Laws shall be exhibited on the club house notice board and shall have effect until set aside at a General Meeting.

4.11 The Committee shall at their discretion appoint such sub committees as they consider necessary to assist with the general management of the club. At all meetings of a sub-committee three members shall form a quorum. The Chairman will be an ex officio member of all sub committees. All sub committees shall provide a written report to the Committee upon request.

4.12 The President may attend all Committee meetings and participate in discussions, but may not propose, second or vote on any motion.

4.13 There shall be an appointed Match Secretary to arrange all club fixtures for the year. The elected Ladies and Gents Captain's, Vice Captain's, and Junior Vice-Captain's, shall be responsible for all matters of actual play for their respective

matches and shall collaborate in association, for mixed bowling events.

4.13.1 There shall be an appointed Ladies County Delegate and an appointed Gents County Delegate, each to represent the club at the respective county forums.

4.14 The Committee shall appoint trustees to observe the interests of the Seaford Bowling Club in The Seaford and Blatchington Bowling Green Limited.

4.15 The Club, The Committee, individual officers and members do not accept any liability for loss or damage to any property of persons using the Club facilities or for any injury however caused.

5.0 Finance

5.1 Control of the Club's finances shall be vested in The Committee.

5.2 The Honorary Treasurer shall be responsible for maintaining the financial books and records of the club, and reporting the position to The Committee at each meeting. The Hon. Treasurer shall present the audited report and accounts for the year ending 30th September at the AGM.

5.3 All club funds shall be lodged in the name of the club at a bank agreed by The Committee. Designated Officers of the club shall be authorized to sign financial documents on behalf of the club, two signatures being

required to operate the club's accounts, one of whom shall be either the Hon. Treasurer or the Hon. Secretary.

5.4 The Hon. Treasurer shall be authorised to spend up to £250 on club essentials without referring to The Committee.

5.5 The Committee shall be authorised to spend up to £5000 on club essentials without calling for an Extraordinary General Meeting.

6.0 Meetings of the Club

6.1 An Annual General Meeting (A.G.M.) shall be held after the end of September each year. A calling notice convening the meeting shall be posted in the clubhouse at least 28 days prior to the due date with a copy forwarded to all full members together with an agenda and the statement of annual accounts. Although all members are entitled to attend the A.G.M. only those holding full membership are entitled to vote. Those members unable to attend the AGM may tender their votes by proxy for the election of officers and Committee members.

6.2 The AGM shall receive the audited annual accounts, set the annual subscription fee, elect Officers, The Committee, and heads of sections.

6.3 Resolutions for which 28 days written notice has been provided may be discussed and voted upon.

6.4 An Extraordinary General Meeting may be convened by the Committee or on receipt by the Secretary of a request in writing from not fewer than twenty full members of the club. In either case 14 days' notice shall be given. Those full members unable to attend may tender their votes by proxy

6.4.1 At all General Meetings the Chair shall be taken by the President or, in his absence by the Chairman of the Committee. The Chair shall have a second casting vote if a decision should not be decided by a simple majority vote. A quorum for Special General Meetings shall be 25% of the current full membership.

7. Membership

7.1 There shall be an appointed Membership Secretary and the membership of the club shall be limited to 150 playing members.

7.2 There shall be the following categories of members.

7.2.1 Full membership. Entitled to all rights and full privileges of the club.

7.2.1.2 Juniors under the age of 18 years. Entitled to all rights and full privileges of the club.

7.2.1.3 Non Playing (Social) membership. Past playing members and their spouses are entitled to the privileges located within the club house only. A Social Member can only be accepted into the club on being a Spouse/Partner of a Full Playing member. A Full Playing member can

revert to being a Social member only on written application to the Membership Secretary and having completed a minimum of three years as a Full Playing member. Social Members shall not be entitled to hold any office of the Club, nor be entitled to nominate members for election to any position in the Club, nor take part in or vote at meetings of the Club, nor to nominate persons for ordinary membership of the Club.

7.2.1.4. Life members. Any person who has rendered outstanding service to the club may be nominated by two (2) members for life membership. Life membership shall be conferred if the Committee so decide. A Life member shall be entitled to the full rights and privileges of the club without being obliged to pay the annual subscription. No more than eight (8) Life members shall be in being at any one time.

7.3 Membership of the Club shall be open to any person proposed and seconded by existing full members on completion of an application form.

7.3.1 The completed form shall be exhibited on the club notice board for a period of at least 14 days prior to consideration by the Membership Interview Committee (M.I.C.), consisting of both Captains and Vice Captains, with the sponsor in attendance, chaired by the Membership Secretary.

The decision of the committee shall normally be final. Should the M.I.C. consider it necessary then the

application may be referred to The Committee for a decision.

7.3.1.1 Where any objection is received, such application for membership will be referred to The Committee for consideration. If a written objection is received from a member or members of the Club The Committee shall investigate the objection before making a decision in relation to acceptance or rejection of the application.

7.3.2 Membership of the club shall imply an obligation to indemnify the Office holders and Committee Members of and from all liability undertaken by them on behalf of other members.

7.3.3 It is the duty of any member sponsoring a new full member to be responsible for him / her when in attendance until a reasonable standard of bowling has been achieved and to guide the new member on the rules and etiquette of the game. If he/ she does not feel competent to do this then the help of an experienced player should be enlisted.

7.3.4 New bowlers shall undergo six coaching sessions where upon completion they may participate in Club events. Participation in club matches shall be at the discretion of the Coaches in association with the Captains, based on the standard of bowling achieved.

7.3.5. During the playing season, the subscription for new members joining part way through the season shall be reduced pro-rata for each complete month of the season

already passed (i.e. by one sixth per month April to September).

7.3.5.1 Former club members re-joining the club do not have to pay a joining fee

7.3.6 The Committee shall have the authority to reprimand, suspend or expel any member who conducts themselves in a manner which The Committee considers unacceptable. The disciplinary process to be followed shall be as defined by Bowls England

7.3.6.1 Prior to any action being taken, the member shall be given the opportunity of appearing before The Committee after being given due notice. If the member fails to appear without good reason, The Committee shall consider the complaint in his absence.

7.4 Resignations must be notified to the club Secretary in writing by the 1st of January. If neither a letter of resignation nor subscription is received by 31st January then it will be considered that the member has resigned.

7.5 Any member resigning for a valid reason may on his return, be re-admitted by The Committee on payment of the annual subscription.

7.6 Any member wishing to change from full to social member and vice-versa is asked to notify the Club Secretary in writing by 1st January.

7.7 The annual subscription for full and social members shall be determined at the A.G.M. The annual review of subscriptions is based on a Management recommendation for the membership's consideration.

7.8 All subscriptions to be paid by 31st January.

8.0 Guests and Visitors

8.1 Guests of Playing Members for the purposes of playing social (non-competition play), may be admitted to all of the privileges of the green and clubhouse upon payment of such green fees as are in being at the time. The name of each guest must be entered in the visitor's book provided. The entry shall be signed by the member introducing such a guest, and the member shall be responsible for the payment of the green fee.

8.2 Visiting Members of a County Affiliated team, or Tourist team, for the purposes of playing matches, may be admitted to all of the privileges of the green and clubhouse upon payment of such green fees as are in being at the time. The Captain of the visiting Bowling Club shall sign for the visiting team, and their accompanying guests, in the visitor's book provided. The entry shall be countersigned by the Seaford Bowling Club Captain of the day.

8.3 Non-members shall not use the green except with the express authorisation of The Committee. Under such exceptions a written authorisation shall be issued by The Committee detailing the identity of each non-member participating, and the agreed Green Fee.

The Captain of the Day shall be advised of such. A Seaford Bowling club member shall be present at all times when such Non-members are on the premises.

8.4 No green fee shall be payable in connection with the use of the green for Sussex County Bowling Association or Sussex County Women's Bowling Association competitions involving a member or members of the Seaford Bowling Club.

9.0 Play

9.1 Laws of the game as adopted by Bowls England shall be observed in all matters to which the said laws relate, and a copy thereof shall be exhibited in the Clubhouse at all times.

9.1.1 All matches shall be played in accordance with the laws of the game, as approved by Bowls England. The Club and its members shall, as a condition of the continuation of the affiliation to Bowls England at all times and in all respects conform to and be bound by the constitution of Bowls England.

9.2 Rinks may only be pre-booked in the following cases -

9.2.1 Club fixture list matches or other club events

9.2.2 Seaford Bowling Club Competitions

9.2.3 S.C.B.A. or S.C.W.B.A. Competitions

9.2.4 National Competitions

9.2.5 Competitions of outside organizations involving Seaford Bowling Club members and specially authorized by The Committee.

9.2.6 Competitions involving entirely non-members playing with the express permission of The Committee.

10.0 Bar

10.1 The Hon. Secretary shall be the named Licensee and the Committee shall be responsible for observance and compliance with the terms and conditions of the licence.

10.2 The Committee shall appoint a Bar Manager and a Bar Committee of not less than three other full members.

10.3 No member of the club shall have any personal interest in the sale of Alcohol therein, or in the profits arising from such sale.

10.4 Alcohol shall not be supplied for consumption off premises.

10.5 Members are not permitted to bring their own alcoholic drinks onto the premises.

10.6 Only Members and registered visitors over the age of 18 may purchase or consume alcohol on the premises.

10.6.1 The club shall operate an Age Verification Policy for the sale and supply of alcohol, whereby all bar customers who appear to bar staff to be under the age of 21 are requested to show I.D. before they are served with alcohol, to prove they are old enough to buy it. The ID shall contain:

- Their Photograph
- Their Date of Birth and
- A Holographic mark

Acceptable forms of identification for age verification purposes are:

- Passport
- Photo-card Drivers Licence
- Cards that have been verified through the Proof of Age Standards Scheme and bear the official PASS hologram

Posters depicting the Age Verification Policy shall be prominently displayed in the bar area.

10.7 Bar prices shall be recommended by the Bar Committee and approved by The Committee.

10.8 The suppliers from which intoxicating liquors are purchased by the club, shall be at the discretion of the Bar Committee.

11.0 Rules and Bye laws

11.1 The Rules of Bowling as they may be fixed from time to time by Bowls England shall be the rules of play except and in so far as they may be modified by any local Rules adopted by The Committee.

11.2 The Committee shall have power to make Bye-laws and to alter or amend same from time to time, but such Bye Laws or amendments shall not be contrary to or inconsistent with the foregoing rules.

11.3 No alterations shall be made to the foregoing Constitution or rules except at a General Meeting. No proposal for alteration of the foregoing Constitution or rules shall be deemed to have been passed unless two thirds of the votes are cast in favour.

Document 2

Bye-Laws

SEAFORD BOWLING CLUB BYE-LAWS

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16.0 Club Duties

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SEAFORD BOWLING CLUB BYE-LAWS

1. Dress:

1.1 Matches and Competition Finals. Men shall wear “whites” The “uniform” shall consist of a white shirt with collar and club tie, or the approved open necked club sports shirt with embroidered name and club badge, regulation shorts or trousers and bowls shoes. Other casual shirts are not acceptable.

1.1.2 Ladies shall wear a white or cream top with collar and sleeves and a club cravat or the approved open necked club sports shirt with embroidered name and club badge, and a white or cream regulation skirt, or white or cream dress; white or cream tailored trousers or white or cream tailored plain cropped trousers and bowls shoes. It is recommended that sandals and backless shoes are not worn, but if they are, members do so at their own risk. The wearing of approved soft hats or visors is optional.

1.1.3 For Finals Day, Umpires shall be in whites. Markers and scorers shall be in Greys.

1.2 Club Drives, Competitions and Roll-ups

1.2.1 Men shall wear grey regulation shorts or trousers white shirts, or the approved open necked club sports shirt with embroidered name and club badge, and bowls shoes.

1.2.1.2 Social Members may play in club drives on payment of a green fee.

1.2.2 Ladies shall wear a white or cream opaque shirt or blouse, or the approved open necked club sports shirt, grey classic trousers or tailored plain cropped trousers, or skirt, and bowls shoes.

1.2.3 Both Ladies and Men shall have the option of wearing smart casual wear inclusive of shorts and bowling shoes for Sunday morning roll-ups between the hours of 10.00 a.m. and 12.00 noon.

1.2.4 Markers At all levels of play the rules that apply to players also apply to markers

2. Hours of Play - The Green will be open for play during the season at such hour as the Committee may define.

3. Shoes - Members and Visitors must wear smooth-soled, flat, rubber-soled footwear while playing on the Greens.

4. Use of Steps - Members and Visitors must at all times use the steps when approaching or leaving the Green.

5. Mats and Sheets - When playing, the player must have at least one foot entirely on or over the foot mat; and, when

ground sheets are used, the foot mat must be placed at the rear of the large sheet.

6. Use of Jack, Mats and Sheets - Players on leaving the Green at conclusion of play shall bring in equipment. When ground sheets are used, players shall remove all nails lay sheets on the green and uplift and fold them after completion of game.

7. Delivery of Bowls - When delivering their bowls, players must do so in such a way as will obviate the risk of marking or damaging the turf in any way.

8. The Green – Politeness and decency to fellow players shall apply at all times.

8.1 There shall be no running, drinking or smoking or use of foul language on the green

9. Bowls Lockers - Private Bowls Lockers are available for the use of members, but Full Playing Members who hold a locker and revert to Social membership are able to retain their locker, based on availability, on written application to the Membership Secretary and by paying an annual fee of £5.00.

10. Complaints - No complaints shall be considered by The Committee unless made in writing to the Secretary; and no unauthorised member shall subject any other member of the Club to a personal reprimand.

11. Change of Address - Any member changing his address shall notify the same in writing to the Membership Secretary and failing such intimation, all notices sent to the old address shall be held as delivered.

12. Members' Bowls - Each member shall provide themselves with at least one set of bowls, and shall not be at liberty to play with another member's bowls without the permission of the owner. Club stickers shall be on all bowls for matches.

13. Rights of Play - Subject to the rights reserved to The Committee in these Bye-Laws, members shall have the right to play Single-Handed or Pairs Games until all available rinks are utilised, after which waiting members shall be entitled to fill up all such rinks to the full complement.

14. Special Games - No special game or competition may be inaugurated by members without the sanction of The Committee and, if sanctioned, such games or competitions shall be entirely under the jurisdiction of The Committee.

15. Reserved Rinks - Rinks which have been reserved must not be played on by any member previous to the commencement of game for which the Reservation has been made.

16. Club Duties

16.1 Cleaning duties All playing members shall be expected to carry out cleaning duties. Working Members shall be included as cleaning may be carried out at any time.

Members over 80 years of age and those with disabilities may be excused upon request.

16.2 Tea Duties - All members both playing and non-playing shall carry out tea duties. Members over 80 years of age and those with disabilities may be excused upon request. Members in full time employment are excused.

16.3 Work parties All playing members are expected to assist where necessary and in any way they can to meet the club work load The exception (unless they volunteer) shall be those in full time employment, those over 80 years of age and those with disabilities. Non-playing members may assist if they so wish. The workload includes the following:

16.3.1 The green and its surrounds

16.3.2 The clubhouse

16.3.3 Catering

16.3.4 Bar

16.3.5 Gardens

17.0 Committees All playing members should be prepared at some time to serve on one of the section committees and/or the Club Management Committee thus ensuring a continual input of new ideas and skills for the wellbeing of the club.

18.0 Winter Indoor Social Activities The club shall facilitate winter indoor social activities open to all member categories.

18.1 These activities currently are; Cards, Dominoes, Darts and Short Mat Bowls.

18.2 Each participating member shall pay a session subscription as determined from time to time by the Club Management Committee.

18.3 A pre indoor season meeting shall be held with all interested members, to address the planning and conduct for these social activities and to appoint an organiser for each activity with overall responsibility for that activity. Each organiser shall be a full member of the club.

18.4 Activity Organiser's Responsibilities Each Activity Organiser shall be responsible for:

18.4.1 The planning and conduct of their particular activity.

18.4.2 The safety and fit for purpose of any equipment used.

18.4.3 The recording and collection of subscriptions from each participating member for each session.

18.4.4 Reimbursement payments for refreshment provisions shall made from the session monies against receipts.

18.4.5 All monies collected together with records and receipts shall be passed to the Club Treasurer on a weekly basis.

18.4.6 Members from visiting clubs who attend the social activities are signed in the visitor's book, and countersigned by the Activity Organiser.

18.4.7 Ensuring that on completion of each session the heaters and lights are turned off and that the premises are secured. Note: for evening sessions two members are required to be present for the securing of the premises.

18.5 Delegation of Responsibilities Each Activity Organiser may delegate their responsibilities to Session Organisers, who are full time club members authorised to deputise for them in their absence.

18.6 Short Mat Bowls

18.6.1 Organisation

18.6.1.1 The Seaford Bowling Club shall not be affiliated to the English Short Mat Bowling Association

18.6.1.2 The rules for play shall be as the English Short Mat Bowling Association rules

18.6.1. The indoor short mat season shall open the week following the closure of the outdoor season, and close two weeks prior to the opening of the outdoor season.

18.6.1.4 The Club Management Committee shall have oversight of the organisation and conduct of the social activity of indoor short mat bowls.

18.6.1.5 A member shall be appointed to lead the activity and have responsibility to the Management Committee for the organisation and conduct of indoor short mat bowls.

18.6.1.7 The lead member shall appoint a deputy to assist in the conduct of the activity

18.6.1.8 Session leads shall be appointed to be responsible for the conduct of each session.

18.6.1.9 Each session shall be of two hours duration.

18.6.1.10 The number of sessions per week shall be governed by the level of support.

18.6.1.11 Each session shall be limited to a maximum of sixteen players.

18.6.2 Conduct

18.6.2.1 There shall be a maximum of two mats

18.6.2.2 For each session the teams of a maximum of four players per team shall be formed by players drawing like suites from playing cards.

18.6.2 Short Mat Matches

18.6.3.1 Matches may be conducted with other non-affiliated clubs in the area.

18.6.3.2 Sheets shall be posted for interested players to append their names

18.6.3.3. Match team selection shall be conducted fairly using a similar process to that of the outdoor bowls match selection.

18.6.3 Session and Match Fees

18.6.4.1 The session and match fees shall be set from time to time by the Club Management Committee in consultation with the lead short mat organisers

18.6.4 Refreshments

18.6.5.1 Tea/Coffee and biscuits shall be provided at each session

18.6.6. End of Season Party

18.6.6.1 The Management Committee's has decided that charges for the provision of food at any social event shall be £4:00.

18.6.6.2 The club's catering team shall provide the food in consultation with the event organisers. If drinks were given they had to be included within the £4:00 charge.

18.6.7 Health and Safety

18.6.7.1 There is a high risk of trips and falls with loose bowls in close proximity to players in such a confined area.

18.6.7.2 Bowls awaiting use shall be stored as far away from the mat as possible

18.6.7.3 Session organisers are to verbalise the risk to players at the start of each session

18.6.7.4 At the conclusion of each session, the Session organiser is responsible for extinguishing all lights and switching off all electrical appliances prior to securing the building as per 18.4.7

Document 3

Duties and
Responsibilities

SEAFORD BOWLING CLUB **DUTIES AND RESPONSIBILITIES**

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- 6.0** Duties of Selectors
- 7.0** Duties of Competition Secretary
- 8.0** Duties of Membership Secretary
- 9.0** Duties of Greens Team
- 10.0** Duties of Social & Fund Raising
Secretary
- 11.0** Duties of Publicity Officer
- 12.0** Duties of Bar Manager

13.0 Duties of Bar Staff

14.0 Duties of Welfare Officers

15.0 Duties of Green Stewards

16.0 Duties of County Delegates

Seaford Bowling Club - Duties and Responsibilities

1.0 Duties of Chairman

- Responsible for the overall running of the club
- Presides over the management committee
- Provides vision and imagination for the promotion and conduct of club business
- Takes the chair at committee meetings,
- Acts as the club's representative in its dealings with the outside world
- Plays a leading part in achieving harmony and effectiveness with the club operations and membership
- Executes the responsibilities of the chief officer according to lawful and ethical standards.

1.1 Duties of Vice Chairman

- Represents the Chairman in his/her absence
- Is a member of the Management committee

2.0 Duties of Treasurer

- Ensures that proper financial records and procedures are maintained.
- Is a member of the Management committee
- Presents budgets, accounts and financial statements
- Assures the financial resources of the club meet its present and future needs
- Ensures that the club has an appropriate reserves policy
- Ensures that appropriate accounting procedures and controls are in place
- Advises on the financial implications of the club's strategic plans
- Collects monies and pays club invoices
- Ensures that the accounts are prepared and disclosed in the form as required by audit and the relevant statutory bodies,
- Provides Annual Report for the Club AGM

3.0 Duties of Secretary

- Is a member of the Management Committee
- Ensures effective management of the club's records
- Manages the minutes of committee meetings
- Ensures minutes are distributed to members shortly after each meeting.
- Ensures the completion of forms and documents needed by the committee
- Deals with correspondence, collation of information and writing of reports,
- Ensures decisions made are communicated to the relevant club members
- Prepares and distributes AGM papers

4.0 Duties of the Captains

- The Captain shall :
- Chair the respective section meetings
- Be responsible for all club bowling activities
- Lead the selection process for match teams
- Ensure good communications down to team players
- Prepare match cards
- Ensure matches are played to the Bowls England rules
- Ensure good conduct on the green
- Communicate with the green's team leader on the state of the green.
- Host the visiting teams Captain and club officials
- Delegate the Captaincy as appropriate.

5.0 Duties of Match Secretary

- Arranges all club fixtures for the year for club, inter club and tourists
- Assists in the collation of the fixture book
- Prepare the Green's book for the season

6.0 Duties of the Selectors

- To select teams for match fixtures and any other competitive bowling event where the club is to be represented as a club.
- To perform any other duties in relation to selection or Handicap's which may be required by The Committee.

7.0 Duties of the Competition Secretary

- To facilitate the club competitions, entries, handicaps, draws, playing dates etc.
- Ensure the conduct of competitions is in accordance with competition rules
- Strictly apply the play and forfeit rule except as varied in the competition rules

8.0 Duties of the Membership Secretary

- To encourage recruitment of new members,
- To chair the interview meetings for applications for membership
- maintain the statistics of membership and to report these at Committee meetings,
- To maintain the details on the membership list e.g. home address, contact numbers and e-mail addresses,
- To ensure compliance with Data Protection Regulations as regards storage and use of members details

- To report to The Committee any changes in contact details of Club members as they become known.
- To manage and control the ladies and gents allocation of Bowls Lockers

9.0 Duties of the Greens team

- The Grounds team shall, in conjunction with the appointed greens contractor maintain the greens and equipment and report monthly to The Committee. The Committee Chairman shall have oversight of the Greens team and Greens contractor activities.
- The Greens Contractor shall provide year round advice and define and conduct the necessary autumn and winter work, upon approval by The Committee.
- The green maintenance during the playing season shall be conducted on a work share basis between the Greens team and the Greens Contractor upon the advice of the Greens Contractor.
- The green shall not be cut to a level of less than 5 millimetres unless advised by the greens contractor and sanctioned by the committee.
- A detailed planned schedule of work to be conducted during the playing season shall be recorded in the diary provided, that identifies the activities to be conducted by the Green's team and those activities to be conducted by the contractor.
- A weekly time lined progress of work completed shall be recorded against the planned schedule of work.
- Remedies for any variances to the planned work schedule to be made jointly by the Green's team and the Green's Contractor

- The Greens team leader shall be the arbiter as to the fitness of the Green for play. At all other times such decision shall be made by the Captain or, in his or her absence, the Vice-Captain, and if neither is present, by another Officer of the Club. Such decisions shall be accepted as final by all members.

10.0 Duties of the Social and Fund Raising Secretary

- The social secretary shall form a sub-committee and organise social and fund raising events under the direction of The Committee and in conjunction with catering team.

11.0 Duties of the Publicity Officer

- The Publicity Officer shall:
- Prepare information on club events and performance for possible inclusion in the media
- Promote and obtain whatever publicity possible

12.0 Duties of the Bar Manager

- The Bar Manager shall:
- Ensure bar staff are trained to an appropriate level.
- Have Bar prices agreed by the management prior to the commencement of the season
- Produce bar rotas for the season.
- Submit takings monthly to the treasurer.

- Produce a monthly report on bar activity for Management Committee.
- Clean beer pipes and optics weekly with approved cleaning fluid.
- Maintain stock at the agreed level.
- Maintain cleanliness to meet public safety standards.

13.0 Duties of the Bar staff

- The duty bar staff shall:
- Open the bar 1 hour before the commencement of afternoon home match play, or as advised by the Bar Manager on other occasions.
- Operate the bar within the requirements of the licence at all times.
- Record and deposit the bar takings as instructed.
- Re-stock the cold cabinet at the completion of each session.
- Arrange the disposal and re-cycling of the empty bottles and cans.
- Empty the waste bin in the disposal bin by the flag staff.
- Ensure the bar area is kept clean at all times.

14.0 Duties of the Welfare Officers

- On being informed of a club member being unwell the ladies or gents welfare officer shall :
 - Telephone the unwell member

- Send a get well soon card
 - Follow up with a home visit if appropriate
- If a member is hospitalised the welfare officer shall make a visit to see them and keep the Hon. Secretary informed.
- On the member being discharged from hospital the welfare officer shall
 - Make a home visit with a card and plant or flowers.
- In the event of a death the welfare officer shall
 - Attend the funeral if possible
 - Keep in touch with the next of kin if they so wish
- Provide a monthly report on welfare activities.

15.0 Duties of the Green stewards

- The Green Stewards shall:
- Arrive 45 minutes before the match start time.
- Raise the club flag.
- Distribute the mats, jacks, sticks, score boards and ditch markers.
- On completion of match, collect all equipment and return to store.

16.0 Delegates

- The bowls committee will arrange for delegates to attend meetings of the Sussex County and any other body or meeting to which the club is entitled representation. Delegates shall present a concise report to subsequent meetings of the bowls committee.

17.0 Catering Manager

- The Catering Manager shall:
 - Oversee the catering arrangements for all club functions where food is provided and ensure that the guidelines as contained in the “Seaford Bowling Club Food Preparation Guidelines” leaflet attached to this Constitution are adhered to.
 - Ensure that catering staff are appropriately trained.
 - Provide a catering program for the year in consultation with the captains and produce a monthly report for the committee.

Document 4

Competition
Rules

SEAFORD BOWLING CLUB COMPETITION **RULES**

CONTENTS

- 1.0 Eligibility**
- 2.0 Competitions**
- 3.0 Playing Dates**
- 4.0 Failure to play by the set date**
- 5.0 Finals Dates**
- 6.0 Late inability to play in finals**
- 7.0 Scheduled play dates**
- 8.0 Handicapping System**
- 9.0 Competition Rinks**
- 10.0 Winners of Rounds**

11.0 Disputes

12.0 Dress

13.0 Results

Seaford Bowling Club Competition Rules

1.0 Eligibility. Entry to competitions is restricted to full playing members paid up to date.

1.1 Completed entry forms together with fee(s) must be submitted by the date shown on the form. Failure to do so will invalidate the entry.

2.0 Competitions will be played to World Bowls rules in force at the time but with the inclusion of the club rules.

The disciplines are:

| | |
|---------------------------|----------|
| Singles | 21 Shots |
| Pairs (Drawn) | 21 Ends |
| Two Bowl Singles (Ladies) | 21 Ends |
| Two Bowl Singles (Gents) | 21 Ends |
| 2 wood singles | 21 Ends |
| Triples | 18 Ends |

In the event of a “tie” an additional end will be played (toss for jack).

2.1 The 101 Competition. Competitors will toss for the jack first end. Thereafter the competitor with the shot takes the jack. First player to 101 points wins. Points scored are: 4 for the shot bowl, 3 second bowl, 2 third bowl, 1 fourth bowl. The marker enters a running score of the total points on every end until one player reaches 101 points.

2.2 Men's Two Bowl Singles. Now played over 21 ends

2.3 First Win Singles Competition. May only be entered by members who have not won a singles competition at any club.

3.0 Playing Dates. Closing dates for each round will be clearly shown on the draw sheets. The Challenger(s), the top names on the draw sheet, will offer the Opponent(s) three dates for play a minimum of 14 days before the closing date of the round. The dates shall include, one evening, one week end, and one weekday. Failure to offer the dates in time will give the opponents the right to offer a single date which the challenger must accept or concede a walkover.

4.0 Failure to play by the set date. Whilst the club Management Committee trust that mutual agreement and cooperation will prevail, failure to complete the round by the set date will result in the forfeiture of the round by either player/team or both, unless prior dispensation for a later date has been granted by the Competitions Secretaries. (Such dispensation shall only be granted in exceptional circumstances)

5.0 Finals Dates The dates for the Competition Finals is published in the fixtures book at the beginning of each season. Members must not enter competitions if they are unable to play on the finals days

6.0 Late inability to play in finals. If during the course of the season a competitor finds they are unable to play on finals days, they must immediately inform the Competition Secretary and withdraw from the remaining rounds. For a singles match the current round will be awarded to the opponent.

6.1 Substitutes. In the event of one player in any pairs or triples competition being unable to play, a substitute who has not entered the competition may be selected by the remaining player(s) or the Competition Secretary. If no substitute can be found the game shall be awarded to the opponents. No substitute shall be allowed to play at skip.

6.2 Completion of Game. During any game, once five ends have been played the game must be completed, unless the green is deemed unfit for play either by the green-keeper or the Captain of the day.

7.0 Scheduled play dates. Preliminary rounds of some competitions may be scheduled on set dates (Blatchington Triples etc.). Members must not enter such competitions if unable to play on the published dates.

8.0 Handicapping System. The system for both Ladies and Gents will be calibrated from 0 to 10

9.0 Competition Rinks. The rinks reserved for competitions shall be clearly entered in the “Greens Book”

10.0 Winners of Rounds. The winners of each round should place the signed score card in the competition box. The Competition Secretaries will enter the winners’ names on the draw sheets.

11.0 Disputes Any dispute or query must be immediately conveyed to the Competitions Secretaries in writing. The decision of the Competition Secretaries is final but if necessary the Management Committee will be consulted.

12.0 Dress. Competitors and markers are expected to wear appropriate dress.

13.0 Results. A copy of the competition finals results will be supplied each year by the Competition Secretaries to the Club Secretary to be kept as a long term record.

APPENDIX 1 – ALTERATIONS AND ADDITIONS TO THE CONSTITUTION

THESE ALTERATIONS REPLACE CLAUSES IN THE CONSTITUTION OR ARE ADDITIONAL. TO AVOID CONFUSION AN ALTERED CLAUSE SHOULD BE STRUCK THROUGH IN THE BOOKLET. IN THE CASE OF AN ADDITION A REFERENCE MARK SHOULD BE MADE IN THE MARGIN.

Constitution & Rules Document – Dated 03-12-11

REPLACEMENT

7.2.1.3

Non Playing (Social) membership. Past playing members and their spouses are entitled to the privileges located within the club house only. A Social Member can only be accepted into the club on being a Spouse/Partner of a Full Playing member. A Full Playing member can revert to being a Social member only on written application to the Membership Secretary and having completed a minimum of three years as a Full Playing member. Social Members shall

not be entitled to hold any office of the Club, nor be entitled to nominate members for election to any position in the Club, nor take part in or vote at meetings of the Club, nor to nominate persons for ordinary membership of the Club.

Bye Laws Document – Dated 03-12-11

ADDITIONAL

1.1.3 For Finals Day, Umpires shall be in whites. Markers and scorers shall be in Greys.

REPLACEMENT

9. Bowls Lockers - Private Bowls Lockers are available for the use of members, but Full Playing Members who hold a locker and revert to Social membership are able to retain their locker, based on availability, on written application to the Membership Secretary and by paying an annual fee of £5.00.

Duties and Responsibilities Document – Date 04-12-12

ADDITIONAL

17.0 Catering Manager

The Catering Manager shall:

- Oversee the catering arrangements for all club functions where food is provided and ensure that the guidelines as contained in the “Seaford Bowling Club Food Preparation Guidelines” leaflet attached to this Constitution are adhered to.

- Ensure that catering staff are appropriately trained.
- Provide a catering program for the year in consultation with the captains and produce a monthly report for the committee.

Constitution & Rules Document – Date 06-12-14

REPLACEMENT

4.3 The Committee shall comprise, the officers of the club, the Vice Chairman, two elected male members, and two elected female members

REPLACEMENT

4.8 At all meetings of the Committee, questions arising shall be decided by a majority vote. The chairman or, in his/her absence, the Vice Chairman, or in his/her absence a deputy agreed at the meeting shall have a deliberate and casting vote.

ADDITIONAL

4.9 Any member co-opted onto the Committee shall have full voting rights

ADDITIONAL

6.4 Those full members unable to attend may tender their votes by proxy

REPLACEMENT

6.4.1 At all General Meetings the Chair shall be taken by the President or, in his absence by the Chairman of the Committee. The Chair shall have a second casting vote if a decision should not be decided by a simple majority vote. A quorum for Special General Meetings shall be 25% of the current full membership.

Bye Laws Document – Dated 06-12-14

REPLACEMENT

18.7 Matches and Competition Finals. Men shall wear “whites” The “uniform” shall consist of a white shirt with collar and club tie, or the approved open necked club sports shirt with embroidered name and club badge, regulation shorts or trousers and bowls shoes. Other casual shirts are not acceptable.

REPLACEMENT

1.2.1 Men shall wear grey regulation shorts or trousers white shirts, or the approved open necked club sports shirt with embroidered name and club badge, and bowls shoes.

ADDITION

1.2.1.2 Social Members may play in club drives on payment of a green fee.

REPLACEMENT

1.2.3 Both Ladies and Men shall have the option of wearing smart casual wear inclusive of shorts and bowling shoes for

Sunday morning roll-ups between the hours of 10.00 a.m. and 12.00 noon.

Bye Laws Document – Dated 01-02-15

REPLACEMENT

4.13 There shall be an appointed Match Secretary to arrange all club fixtures for the year. The elected Ladies and Gents Captain's, Vice Captain's, and Junior Vice-Captain's, shall be responsible for all matters of actual play for their respective matches and shall collaborate in association, for mixed bowling events.

4.13.1 There shall be an appointed Ladies County Delegate and an appointed Gents County Delegate, each to represent the club at the respective county forums.

REPLACEMENT

7.1 There shall be an appointed Membership Secretary and the membership of the club shall be limited to 150 playing members.

Duties & Responsibilities document – 01-02-15

NEW

1.1 Duties of Vice Chairman

- Represents the Chairman in his/her absence
- Is a member of the Management committee

Competition Rules – 01-02-15

REPLACEMENT

2.0 Competitions will be played to World Bowls rules in force at the time but with the inclusion of the club rules.

The disciplines are:

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| Singles | 21 Shots |
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REPLACEMENT

2.2 Men's Two Bowl Singles. Now played over 21 ends

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Constitution & Rules Document – Dated 03-12-11

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only on written application to the Membership Secretary and having completed a minimum of three years as a Full Playing member. Social Members shall not be entitled to hold any office of the Club, nor be entitled to nominate members for election to any position in the Club, nor take part in or vote at meetings of the Club, nor to nominate persons for ordinary membership of the Club.

Bye Laws Document – Dated 03-12-11

ADDITIONAL

1.1.3 For Finals Day, Umpires shall be in whites. Markers and scorers shall be in Greys.

REPLACEMENT

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Duties and Responsibilities Document – Date 04-12-12

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- Provide a catering program for the year in consultation with the captains and produce a monthly report for the committee.

Constitution & Rules Document – Date 06-12-14

REPLACEMENT

4.3 The Committee shall comprise, the officers of the club, the Vice Chairman, two elected male members, and two elected female members

REPLACEMENT

4.8 At all meetings of the Committee, questions arising shall be decided by a majority vote. The chairman or, in his/her absence, the Vice Chairman, or in his/her absence a deputy agreed at the meeting shall have a deliberate and casting vote.

ADDITIONAL

4.9 Any member co-opted onto the Committee shall have full voting rights

ADDITIONAL

6.4 Those full members unable to attend may tender their votes by proxy

REPLACEMENT

6.4.1 At all General Meetings the Chair shall be taken by the President or, in his absence by the Chairman of the Committee. The Chair shall have a second casting vote if a decision should not be decided by a simple majority vote. A quorum for Special General Meetings shall be 25% of the current full membership.

Bye Laws Document – Dated 06-12-14

REPLACEMENT

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Competition Rules – 01-02-15

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| 2 wood singles | 21 Ends |
| Triples | 18 Ends |

REPLACEMENT

2.2 Men's Two Bowl Singles. Now played over 21 ends

Constitution & Rules Document – Date 05-12-15

New

4.4.1 Club members elected onto the Management Committee shall take on a vacant role or duty within the club

Constitution & Rules Document – Date 05-12-15

New

7.3.5.1 Former club members re-joining the club do not have to pay a joining fee

Constitution & Rules Document – Date 05-12-15

Replacement

7.7 The annual subscription for full and social members shall be determined at the A.G.M. The annual review of subscriptions is based on a Management recommendation for the membership's consideration.