



Buckfastleigh Bowling Club

INFORMATION & RULES

(Adopted at the Executive Committee Meeting on 9th January 2020)
(Amended at the Executive Committee Meeting on 25th September 2020)
(Amended at the Executive Committee Meeting on 9th December 2020)
(Amended at the Executive Committee Meeting on 4th January 2024)
(Amended at the Executive Committee Meeting on 14th November 2024)

INFORMATION A: President

President: The President will be an ambassador for the Club representing the Executive Committee to Club members and the public; Chair the Annual General Meeting; and if they wish, attend any meeting of the Executive Committee, although they do not have a vote. The President is appointed by the Executive Committee.

INFORMATION B: Officers and Officials

The Club has the following Executive Officers, elected at the AGM:

Chairman: The Chairman will Chair the Executive Committee meetings; ensure opportunities for all committee members to participate fully in meetings; have a casting vote in the event of a tie. The Chairman will also be present, if possible, and assist with the running of all club competitions and present prizes with the help of the Secretary. The Chairman will also be present, if possible, at all social functions relating to the Club including the annual presentation of trophies and prizes.

Vice Chairman: The Vice Chairman will deputise in all matters for the Chairman in their absence.

Secretary: The Secretary is the principal administrative officer of the Club, keeping custody of all Club documents, managing all correspondence, and keeping a register of Club members' contact details. The Secretary is responsible for keeping a record of the business transacted at all meetings, circulating agenda and minutes as directed by the Executive Committee and administering such insurance policy, or policies as may be needed to fully protect the interests of the Club, its Officers, and members. A report shall be submitted by the Secretary to the Annual General Meeting on the activities of the Executive Committee.

Treasurer: The Treasurer has the ultimate responsibility for looking after the Club's finances, keeping up to date records of all the financial transactions, which will include all fees and subscriptions, donations, and green fees. A report of the financial position shall be given at each meeting of the Executive Committee and a precise account of the income and expenditure, to the 30th of September each year, shall be prepared, audited, and presented to the Annual General Meeting.

Club Captain: The Club Captain has overall responsibility for all matters relating to the playing of bowls and will liaise with Team Captains, Green Manager, and the Fixture Secretary for seeing that the policies agreed by the Executive Committee are adhered to by the aforementioned. The Club Captain will also ensure that League and Club rules are adhered to; arbitrate in the event of disputes; be the main focal point of the Club in bringing any problems to the attention of the Executive Committee; and make decisions to restrict play and have the authority to enforce such restrictions upon all Members, and upon guests and members of the public.

Green Manager: The Green Manager is responsible for coordinating the activities necessary to manage the green and ditches. The Green Manager will also present a report at each Executive and General meeting.

In addition, the Club has the following Non-Executive Officers elected at the AGM:

Men's Representative	Ladies Representative	Fixture Secretary
Competition Secretary	Safeguarding Officer	Press Secretary
Social Secretary		

The Club also has the following Officials, elected at the AGM:

Riviera League Team Captain	Over 55's Team Captain	Auditor
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All Officers, and other Officials are elected at the Annual General Meeting of the Club, from, and by, the Full & Life Members present and voting.

All Officers and other Officials are elected for a period of one year, effective from the date of the AGM, but may be re-elected to the same office or another office the following year. The Secretary shall post nomination forms on the notice board, and these shall remain on display for the period 1st to 30th September.

Nominations can only be made by Full Members and must be seconded by another Full Member before being signed by the nominee as acceptance of the nomination. Nominations will not be accepted after the 30th of September except if, by this date, insufficient nominations have been received to fill the vacant offices.

INFORMATION C: Bowling Opportunities

There are a lot of opportunities to participate in bowling matches.

- There is an informal club night from 6pm on Mondays from May to September. There is also an informal roll up on Friday afternoons from 2pm from May to September.
- A range of internal trophy competitions take place throughout the season. The competitions and associated rules can be found in a separate document and on the Club website
- There are regular mixed friendly matches with both local and touring sides.
- We have teams in the Riviera Mixed Triples League and the Over 55's League.
- Club Members are also encouraged to enter County competitions.

Getting involved:

- For each formal match a sheet asking for expressions of interest is posted on the appropriate notice board in the Clubhouse, usually several weeks prior to the fixture.
- The relevant Captain of the day picks the team (and reserves) and posts the names on the notice board. This notice also provides information on venue, time, and dress code.
- For away matches every effort is made to co-ordinate transport to and from the venue.
- The selected members should tick their names off ASAP and subsequently report to the Captain of the day at the venue no later than 20 mins before the match is due to start.
- If a selected member is unable to play, they should inform the Captain of the day no later than 9am on the day of the fixture.
- For home matches each player pays a small match fee. Skips are responsible for ensuring all match fees from their rink is paid.

INFORMATION D: Documents for Members

Constitution: Each member shall be provided with a copy of the Clubs' Constitution, which is also available on the website.

Information and Rules: Each member shall be provided with a copy of the Clubs' Information and Rules, which is also available on the website.

Fixture Book: A Fixture Book will be available to every member on Opening Day. This contains details of time, location, dress code and location of every fixture together with other useful information

RULE 1: Dress and Etiquette

- Anyone wishing to play bowls on the green must wear footwear with plain bottoms (no heel or tread).
- Dress for afternoon matches shall be whites.
- Dress for evening matches, club competitions shall be white above the waist and grey below.
- Smart casuals and shorts of an acceptable length may be worn for roll ups and Club nights.
- The wearing of tailored shorts is permitted.
- All rainwear must be white.
- Whites and blazers should be worn on open days.
- The use of mobile phones is not allowed during any match.
- Members must at all times be respectful to other members.
- Smoking, including Vaping, is not allowed anywhere on Club premises.

RULE 2: Bowling Green and Equipment

The bowling green will normally be open to members from 10 am until dusk on each day during the playing season. except when maintenance is being carried out or when climatic conditions are such that the use of the green could cause damage or injury.

In these cases, the Green Manager may close all or part of the green. If such a decision is required and if the Green Manager cannot be contacted, the Club Captain or Executive Committee member present shall make the decision.

The Green Manager or his duly authorised representatives shall give instructions for the proper keeping of the green; have power to prohibit play if injury may be done thereby and decide in which direction members shall play on the green, having regard to the preservation of the turf.

Any member playing in such a manner as to damage the green will be asked by any Officer of the Club to leave the green.

Members are responsible for equipment provided by the Club whilst they are using it and must see it is returned to the appropriate place after use.

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

Members of the public may play bowls on the green upon payment of the appropriate hourly fee.

RULE 3: Competitions

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

- Four wood singles.
- Two wood singles.
- Four wood handicap singles.

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

- Four wood pairs.
- Novices four wood singles.
- Over 55's four wood singles.
- The Vic Manfield Trophy.

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

RULE 4: Clubhouse

BAR This will be open, at the discretion of the Executive Committee, to comply with permitted licensing hours. Under normal circumstances this will be during and after bowling activities and during occasional fund-raising activities and social events.

VISITORS shall not be supplied with excisable liquor in the club premises unless on the invitation and in the company of a member.

No person may purchase intoxicating liquor for consumption off the premises

No excisable liquor shall be sold or supplied to any person under the age of eighteen.

CHANGING ROOMS AND TOILETS The space in these areas is restricted and members should endeavour to keep these areas clean and tidy. Bowling bags and clothing must not be left in the changing rooms.

KITCHEN AND REFRESHMENTS Members may use the kitchen, when it is not in use by the catering team, to make hot drinks. Please ensure that crockery is washed and stored and that the appropriate donations have been deposited in the cash box by the fridge.

TEA ROTA The Club provides refreshments for visiting teams and the preparation is done by volunteers (!) Every member of the Club is expected to fulfil their turn on the tea rota or arrange for someone else to deputise for them.

RULE 5: Liability

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

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

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.

RULE 6: Procedures for Complaints and Misconduct

The Club is committed to providing a quality environment, operating in an open and accountable way that builds the trust and respect of all its members. One of the ways in which we can continue to improve is by listening and responding to the views of members, responding positively to complaints, and, where possible, rectifying mistakes.

Complaints Procedure

The purpose of this formal complaints procedure is to ensure that all complaints are handled fairly, consistently, and wherever possible resolved to the complainant's satisfaction.

Responsibility for Action: The Executive Committee will oversee these procedures and will monitor the themes of complaints to ensure the adequacy of the complaints process.

Confidentiality: Apart from in exceptional circumstances, every attempt will be made to ensure that both the complainant and the Club Management maintain confidentiality. However, the circumstances giving rise to the complaint may be such that it may not be possible to do so, and each complaint will be judged on its own merit. Should it not be possible to maintain confidentiality, the situation will be explained to the complainant.

Monitoring and Reporting: The Trustees will receive annually an anonymised report of all complaints made and their resolution.

Complaints Procedure Stage 1

In the first instance, if you are unable to resolve the issue informally, you should write to the Secretary. In your letter you should set out the details of your complaint, the consequences for you as a result, and the remedy you are seeking.

You can expect your complaint to be acknowledged by the Secretary within 4 working days of receipt. You should receive a response from the Executive Committee with an explanation within 15 working days.

Complaints Procedure Stage 2

If you are not satisfied with the initial response to the complaint, then you may appeal to the President to have your complaint and the response reviewed. The decision of the President will be final.

The aim of the Club is to resolve all matters as quickly as possible. However, inevitably some issues will be more complex and therefore may require longer to be fully investigated. Consequently, timescales given for handling and responding to complaints are indicative. If a matter requires more detailed investigation, you will receive an interim response describing what is being done to deal with the matter, and when a full reply can be expected and from whom.

Misconduct Procedure

Misconduct at the Club is an extremely rare occurrence, but if it occurs it will be dealt with in accordance with Bowls England Regulation 9.