



Buckfastleigh Bowling Club

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)

1. Duties of Officers

1.1 President

The President will:

- Chair the Annual General Meeting.
- Be an ambassador for the Club representing the Executive Committee to Club Members and the public.
- If they wish, attend any meeting of the Executive Committee, although they do not have a vote.
- Be appointed by the Executive Committee.

1.2 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.
- Be present, if possible, and assist with the running of all club competitions and present prizes with the help of the Secretary.
- Be present, if possible, at all social functions relating to the Club including the annual presentation of trophies and prizes.

1.3 Vice Chairman

The Vice Chairman will:

- Deputise in all matters for the Chairman in their absence.

1.4 Secretary

The Secretary will:

- Be the contact for all other Clubs and league officials.
- Prepare the agenda for meetings of the Executive, General and Special meetings of the Club.
- Record minutes of the Executive, General and Special meetings of the Club.
- Oversee the timely performance of actions as agreed in meetings.
- Keep the Club's notice boards up to date
- Prepare a notice of election for officers of the Club and will display the notice on the Club's notice boards. Such notice, shall, in the Clubhouse, include space for the nomination of officers.
- Maintain a database of all Club Members.
- Submit the names of Club Officers, following their election, to Bowls Devon.
- Submit and maintain player affiliations to Bowls Devon.
- Submit player registrations to the appropriate leagues.
- File incoming and outgoing correspondence.
- Communicate with Members and outside bodies as required to maintain awareness and facilitate Club activities.
- Hold the Clubs legal documentation including the liquor licence and insurance policies.
- Present correspondence received to the Executive Committee for consideration and action.
- Place magazines, periodicals, pamphlets and other handouts in a visible location in the Clubhouse where members may collect a copy.

1.5 Treasurer

The Treasurer will:

- Receive all fees and monies due the Club and deposit the same to the credit of the Club in an accredited financial institution, as directed by the Executive Committee.
- Make such payments as are authorised by the Executive Committee.
- Maintain an account of receipts and expenditures.
- Make all books and vouchers available for inspection by the Executive Committee.
- Present a Treasurer's report at each Executive and General meeting.
- Ensure that the accounts are formally audited prior to the Annual General Meeting.
- Prepare an Annual Budget as soon as feasible after the Annual General Meeting.
- Be a signatory on the Club's bank account.

1.6 Club Captain

The Club Captain will:

- Have overall responsibility for all matters relating to the playing of bowls.
- Liaise with Team Captains, Green Manager, Club Coach and the Fixture Secretaries for seeing that the policies agreed by the Executive Committee are adhered to by the aforementioned.
- 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.
- Make decisions to restrict play and have the authority to enforce such restrictions upon all Members, and upon guests and members of the public.

1.7 Green Manager

The Green Manager will:

- Be responsible for coordinating the activities necessary to manage the green and ditches.
- Present a Green report at each Executive and General meeting.

1.8 Men's Representative

The Men's Representative will:

- Represent the Male membership of the Club at Executive Committee meetings.

1.9 Ladies Representative

The Ladies Representative will:

- Represent the female membership of the Club at Executive Committee meetings.

1.10 Riviera League Team Captain

The Riviera League Team Captain will:

- Be responsible for selecting the Team for Riviera League matches.
- In the absence-of the Club Captain, make decisions to restrict play and have the authority to enforce such restrictions in respect of Riviera League Team matches.

1.11 Men's Over 55's Team Captain

The Men's Over 55's Team Captain will:

- Be responsible for selecting the Team for Over 55's matches.
- In the absence-of the Club Captain, make decisions to restrict play and have the authority to enforce such restrictions in respect of Over 55's Team matches.

1.12 Fixture Secretary

The Fixture Secretary will:

- Arrange all Mixed Friendly matches, including County and touring teams.

1.13 Competitions Secretary

The Competitions Secretary will:

- Make arrangements for all Club competitions including but not limited to arranging the 'draw'; adjudicating over disputes; posting results; and making arrangements for trophies and trophy presentations.

1.14 Safeguarding Officer

The Safeguarding Officer will:

- Keep up to date with any relevant legislation concerning Safeguarding issues and ensure that the Club's Safeguarding Policies are updated where necessary.
- Take all complaints, allegations or suspicions of abuse against Vulnerable Adults or Children seriously and pass that information to the Bowls England Designated Safeguarding Officer and inform the appropriate Club Officers where relevant.

1.15 Auditor

The Auditor will:

- Audit the accounts of the Club at year end before the Annual General Meeting of the Club.

2. Dress and Etiquette

2.1 Anyone wishing to play bowls on the Green must wear footwear with plain bottoms (no heel or tread).

2.2 Dress for afternoon matches shall be whites.

- 2.3 Dress for evening matches, club competitions shall be white above the waist and grey below.
- 2.4 Smart casuals and shorts of an acceptable length may be worn for roll ups and Club nights.
- 2.5 The wearing of tailored shorts is permitted.
- 2.6 All rainwear must be white.
- 2.7 Whites and blazers should be worn on open days.
- 2.8 The use of mobile phones is not allowed during any match.
- 2.9 Members must at all times be respectful to other Members.
- 2.10 Smoking, including Vaping, is not allowed anywhere on Club premises.

3. Woods

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

4. Competitions

- 4.1 The Competitions Secretary shall make arrangements for the following competitions each year, for both Men and Ladies:
 - 4.1.1 Four wood singles.
 - 4.1.2 Two wood singles.
 - 4.1.3 Four wood handicap singles.
- 4.2 In addition, the following competitions shall be arranged and be open to all Members:
 - 4.2.1 Four wood pairs.
 - 4.2.2 Novices four wood singles.
 - 4.2.3 Over 55's four wood singles.
 - 4.2.4 The Vic Manfield Trophy.
- 4.3 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 Family Day or at the Annual Dinner. The Cups are perpetual and shall be returned before the following year's presentations.

5. Use of Facilities

- 5.1 The Green may be used by Members (other than Social Members) at any time between the fourth Saturday in April and the Saturday nearest to 30 September between the hours of 10.00am and dusk unless the Green has been declared unfit for play.
- 5.2 The Green Manager or Members delegated by the Executive Committee shall have the power to close the Green when any one of them considers it unfit for play. Notice to this effect shall be posted in the Clubhouse.
- 5.3 Members of the public may play bowls on the Green upon payment of the appropriate hourly fee.