

# RAYLEIGH LEISURE INDOOR BOWLS CLUB

## CONSTITUTION AND RULES (Revised AGM April 2008,2009,2010.)

### A. Title:

The Club shall be called the **RAYLEIGH LEISURE INDOOR BOWLS CLUB**.

### B. Objectives:

To promote, foster and safeguard the game of indoor bowls for the men and women members of the Club as laid down by the World Indoor Bowling Board and those of the respective English Indoor Bowling Associations.

### C. Affiliations:

The Club shall be affiliated to the English Indoor Bowling Association, the Essex County Indoor Bowling Association, the Southend & District Bowling Association, Essex County Ladies Indoor Bowling Association.

### D. Membership.

1. The Membership of the Club shall consist of:

- a) Club Members of the Rayleigh Leisure Indoor Bowls Club.
- b) Other classes of Membership as agreed by the Management Committee from time to time.

2. The Management Committee (of the Leisure Centre) shall determine the maximum number of Members.

3. Application for Membership shall be dealt with in order of receipt and a 'waiting list' shall be published on the Club's Notice Boards. Membership may also be offered at the discretion of the Management Committee.

#### 4. Fees & Subscriptions.

An annual fee - amount decided by the Management Committee - is payable to the Leisure Centre. A Club subscription is also due annually, the amount decided at the AGM by the membership. Failure to pay either the fee or the subscription within one calendar month of the due date may lead to loss of membership.

### E. Administration.

1. The Bowls Committee.

A Bowls Committee consisting of the following Officers shall conduct the Bowls affairs of the Club:

- a. Hon. Secretary
- b. Hon. Treasurer.
- c. League Secretary.
- d. Hon. Match Secretary.
- e. Men's Captain
- f. Ladies Captain
- g. Men's Delegate
- h. Ladies Delegate
- i. Summer League Representative.
- j. A person will be appointed from the above to act as chairperson for the Committee Meetings
- k. Five members of the Bowls Committee shall form a quorum
- l. The Club Committee has the authority to decide on bowling matters brought to their attention. They have the power to enforce the rules of the club and may recommend alterations to the rules with the approval of the Management Committee.
- m. The Men's Section shall be represented by the following male officers:
  1. Club Captain.
  2. Delegate
- n. The following female officers shall represent the Ladies Section.
  1. Ladies Captain.
  2. Delegate

2. Election of Officers.

All Officers and other Committee Members shall be Full Bowling Members and shall be elected annually at the Annual General Meeting each year and retire at the following Annual General Meeting but will be eligible for re-election.

3. Co-Options.

The Committee shall have power to co-opt members to fill any vacancies on the Committee.

4. Selection Committees.

The selectors for friendly mixed matches shall be both Captains. For Mixed County or National competitions, shall be the Captains and the Selectors. For single sex games, shall be the appropriate Captain and appropriate Selector.

5. Annual General Meeting

- a. The Annual General Meeting of the Club shall be held in April each year with 28 days notice of such meeting to be given to Members of the Club on the Club's Notice Boards.
- b. Nomination sheet for Officers positions shall be posted on the notice board to be completed, duly signed by the Nominee, Proposer and Seconder at least 14 days prior to the Annual General meeting.
- c. Any resolutions for consideration at the Annual General Meeting must be submitted in writing to the Hon. Secretary at least 21 days prior to the meeting and published on the Club's Notice Boards.
- d. To adopt the Hon Secretary and the Hon Treasurer reports.

6. Special General Meetings.

- a. Special General Meetings may be called at any time by the Bowls Committee or by written request to the Hon. General Secretary, signed by no fewer than 50 full members. Any such request must clearly state the matter at issue and no other business shall be transacted at that meeting.
- b. The Hon. Secretary shall be required to call such a meeting within 28 days of receiving such a request. Members to be given at least 14 days notice of such meeting being called and published on the Club's Notice Board.

7. General.

- a. Every item on the agenda shall be submitted for discussion to those attending and all votes for or against any resolution shall be counted, a simple majority prevailing except in regard to alteration to the rules when a two thirds majority of those attending shall prevail.
- b. Attendance at Annual and Special General Meetings is restricted to Club Members.  
Membership Cards must be carried for voting purposes and ballot papers will only be issued against production of same.

- c. 10% of the Membership shall form a quorum, all members attending must sign in.
- d. All ballots shall be secret and voting slips will be available. Proxy votes may be allowed on request dependant on circumstances.
- e. The Chairperson shall have a casting vote in the event of a tie in any vote.

**F. Hon. General Secretary and Hon. Treasurer.**

- 1. The Hon. Secretary shall keep a record of all business transacted at all meetings and shall submit a report at the Annual General Meeting.
- 2. The Hon. Treasurer shall keep a record of all financial transactions and submit a report at the Annual General Meeting.

**G. Officers Indemnity Clause.**

Every Officer and Committee member shall be indemnified by the Management Committee in respect of any claim made against them in respect of pursuance of their duties, except in so far as such claim may relate to wilful and individual fraud or wrong doing on the part of the Officer or Committee Member who is sought to be made liable.

**H. General Rules.**

1. Membership Cards

These must be produced when required by the Management, the Reception Desk Staff or by an Officer of the Club.

2. Dress.

- a. For roll ups, grey below the waist, white top with collar and sleeves. Casual clothing is also acceptable. Correct bowling shoes must be worn at all times.
- b. For league matches, and internal competitions, grey below the waist, white top with collar and sleeves.
- c. For friendly or representative matches against other clubs, dress will be either whites or greys by arrangement. Ladies attire may be skirt, trousers, culottes or cropped trousers. Any badge worn on clothing must be the official RLIBC one
- d. Regulation brown, grey or white flat-soled bowls shoes must be worn

- e. Bowls bags must be left in the changing rooms, or the designated place in the bowls hall.
3. Times/Hours of Play.

The Management Committee shall determine the times of play. The normal hours of play shall be from 8.00am to 10.00pm on Mondays to Fridays, 8.00am to 6.00pm on Saturdays and 8.00am to 8.00pm on Sundays. The Management Committee reserves the right to amend these times and to close the green at any time.
4. National/County/Club Competitions

Competition entries will be regulated by the Management Committee as to what they consider practical in relation to the use of the green. Every member has the right to enter any Club competition unless the management Committee deems special considerations should apply for certain competitions and matches. All results must be advised to the Hon. Competition Secretary.
5. Reservation of Rinks.

The reservation of rinks for special matches/competitions and 'roll ups' will be at the discretion and authorisation of the Club Committee. Priority of use will be National Competitions, County Competitions, Representative Matches, Club Matches, League Matches, Club Competitions, and Roll-Ups.
6. League Matches.
  - a. League Rules will be directed by the Club Committee and displayed on the Club's Notice Board.
  - b. All scorecards, fully completed and signed by both skips must be placed in the Collection Point at the finish of the Game.
7. Vacation of Rinks.

When the bell rings the jack must have been cast for a further end to be played. All rinks must be vacated promptly at the end of each allocated session.
8. Chalking on the Green.

Members are not allowed to mark the green in any way either by chalk or otherwise. No gripper solutions, including those containing glycerine, shall be used. Failure to observe this rule could lead to suspension.
9. Behaviour of Members.

Behaviour must be such as not to cause offence or embarrassment to other Members of the Club or visitors. Any breach of acceptable disciplines or infringement of Club rules shall be referred to the Management Committee who will take any action necessary and this could lead to suspension or loss of membership.

A breach of club rules may result in disciplinary action being taken against a member. This may take the form of a warning, verbal or written, suspension or expulsion from the club.

10. Complaints.

Any complaint should be submitted in writing to the Hon. Secretary who shall pass this on the Club Committee for consideration.

11. Personal Injury or Damage or Loss.

Personal injury or damage or loss involving personal possessions or equipment must be reported immediately to the Reception Desk and a signed statement made detailing the occurrence in a book, which is kept there for this purpose.

12. Food and Drink.

Only food and drink purchased at the Club can be consumed on the premises, except at the discretion and permission of the Management Committee.

13. Raffles.

No raffle tickets may be sold on the Club's premises unless the Club Committee has given express approval and special arrangements are made.

14. Visitors.

All visitors must be signed in by a member. They may be permitted to play if rink space is available for a 'roll up' on payment of fee set by Virgin Active Management

15. Notices.

Notices placed on the Club's Notice Boards regarding any Club matters or competitions shall be deemed sufficient information to all Members. Notices relating to any non-Club activity must have the approval of the Management Committee before being placed on the Club's notice boards.

16. Green Fees.

These will be collected at the Reception Desk prior to the commencement of play or by such other system designated by the Management Committee. For League matches the team contact will be responsible for full payment of fees

for league matches for his/her team. Score cards will be issued with rinks of play indicated thereon. In Club matches the Team Captain or Deputy will assume responsibility for collecting the payments for green fees and refreshments.

17. Alterations or Additions to the Club Rules.

Alterations or additions shall only be made at the Annual General Meeting or at a Special General Meeting convened for that purpose and subsequently approved with the agreement of the Management Committee.

18. Finance

The financial year of the Bowls Club shall be from April 1st to March 31st.

The Annual Club Subscription shall be decided at the A.G.M.

19. Discipline and Appeals Procedure

An initial hearing will be held by the Committee to establish whether or not there is a case to answer. It is not being essential for the alleged offender to be present at this stage, although he/she should be made aware that they are being investigated and the reason for the investigation. The minutes of this hearing must be recorded in writing.

- a. If the initial hearing determines that there is a case to answer, the alleged offender should be advised of the allegation against him/her in writing by the Club Secretary and invited to attend a hearing by the Committee. The alleged offender must be informed that he/she has the right to be represented at the hearing.
- b. At the hearing, the Committee should reiterate the allegations, allow the alleged offender to answer and then ask whatever questions are deemed to be relevant and both the questions and the answers should be recorded. The hearing would also hear evidence from any witnesses. The minutes of this hearing must be recorded in writing. Having heard all the evidence, the Committee would then determine whether the offender is guilty of the offence or not. If it so decides, it should then determine what action, if any is to be taken. It is important that any action is seen to be what a fair and reasonable person would deem appropriate having regard to the offence committed. The Committee's decision on disciplinary action will be communicated to the offender in writing without delay and in any event, within 48 hours of the hearing. The notice of disciplinary action will include a statement setting out the following: -
  - i. Details of the offence, which he/she has been found guilty of.

- ii. Details of the decision of the Committee and the action to be taken.
- iii. An explanation of the offender's right of appeal to the club in general meeting.
- iv. An explanation of the Appeal procedure.

The Appeal Procedure is an essential part of a disciplinary procedure and the offender must be advised of his/her rights regarding this. A copy of the appeals procedure will be provided to the offender and this will explain: -

- a. That a request for an appeal hearing should include the basis of the request. (E.g. new evidence or information, unreasonable disciplinary action for the offence committed etc.)
- b. The request for an appeal hearing should be made in writing to the Secretary.
- c. The offender may be represented at the hearing if he/she so wishes.
- d. The appeal must be lodged within fourteen days following receipt of the decision of the Disciplinary Committee.
- e. The process should be completed within fourteen days after the receipt of an appeal request.
- f. The decision of the Club on Appeal is final and binding.

If an appeal is made correctly and is accepted for consideration by the Club Committee, an Extra Ordinary Meeting must be called. At this Extra Ordinary Meeting, the offender would have the right to be represented and he/she should be asked to put a case forward explaining why they believe the decision of the Committee to be unacceptable. The offender should be permitted to introduce witnesses who may have other information about the alleged offence or who may simply be character witnesses. When all evidence has been provided, the members would then consider the case and a vote taken. The members have the option of confirming the decision of the Committee or changing it in the light of any additional information that may have been provided at the Extra Ordinary Meeting. The decision of the meeting should be minuted and communicated in writing to the offender and is binding.