



# BRIXHAM BOWLING CLUB

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## INFORMATION & RULES

### INFORMATION A: Officers and Officials

The Club has three officers: a) President b) Honorary Secretary c) Honorary Treasurer

**PRESIDENT:** The President is responsible for convening and presiding at all General Meetings and representing the Club at special events. As Chairperson, the President has a right to vote on any item and, in addition, has a second vote if the first vote is tied. A report shall be submitted to the Annual General Meeting by the President on the Club's achievements & any special occasions during the year.

**HONORARY 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 Management 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 Management Committee.

**HONORARY 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. An oral statement of the financial position shall be given at each meeting of the Management Committee and a precise account of the receipts and payments, to the 30th of September each year, shall be prepared, audited, and presented to the Annual General Meeting.

In addition to the Officers of the Club several members are elected annually as officials to undertake specific tasks as follows:

#### Elected by the Playing Sections

Men's Captain \*

Men's Vice Captain \*

Men's Fixture Secretary \*

Men's Competition Secretary

Ladies Captain \*

Ladies Vice Captain \*

Ladies Fixture Secretary \*

Ladies Competition Secretary

Assistant Secretary \*

[The officers & those marked \* are the charity trustees who form the Club Management Committee].

## **Elected by AGM**

Bar Manager	Catering Co-ordinator	Green Team Co-ordinator
Pavilion Manager	Press & Publicity Officer	Purchasing Co-ordinator
Riviera Triples Co-ordinator	Tea Rota Co-ordinator	Raffle Co-ordinator
Safeguarding Officer	Website Manager	Welfare Officer

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 Annual General Meeting, but may be re-elected to the same office or another office the following year. The Honorary 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 and Life Members and must be seconded by another Full or Life 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 B: Playing Sections**

The Club has two playing sections for Ladies and Men

- Each section is responsible for organising and administering its own fixtures and competitions.
- The organisation and administration of mixed friendly matches is shared by the two captains.
- Prior to, or at, the Annual General Meeting each section will appoint a Captain, Vice-Captain and three Full Members to act with the Captain and Vice-Captain as a Selection Committee.
- Each section will also elect a Fixture Secretary to serve with the Captains and Vice Captains on the Management Committee.
- If the Honorary Secretary is a man, the Ladies' section elects the Assistant Secretary who also serves on the Management Committee. Conversely, if the Honorary Secretary is a lady, it is the Men's section that elects the Assistant Secretary.

The respective Captains are responsible for convening meetings of their section & under normal circumstances it is anticipated that Vice-Captains will stand for election as Captain the following year.

## **INFORMATION C: Bowling Opportunities**

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

- There is an informal 'roll-up' and coaching session each Monday from 1000 to 1200hrs. There is an informal club night from c.1700 to 1930hrs on Wednesdays from May to August.
- 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 ladies, men's, and mixed friendly matches with both local and touring sides.
- Club teams also compete in the Riviera Mixed Triples League and the Men's Over 55's Competition.
- The Club enters competitive teams in both the Ladies and Men's Devon Bowling Leagues.
- 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 pavilion, usually several weeks prior to the fixture.
- The relevant selection committee 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 30 mins before the match is due to start.
- If a selected member is unable to play, they should inform the Captain no later than 0900 on the day of the fixture.
- For home matches each player pays a small rink fee to the captain to cover the cost of refreshments.

## **INFORMATION D: Fixture Card and Pavilion Diary**

**FIXTURE CARD:** A Fixture Card will be available to every member on Opening Day. This contains details of the date, time and location of every fixture, at the time of going to press, together with other useful information. The latest fixture information is available in the calendar on the Club website.

**PAVILION DIARY:** This is kept on the desk in the Pavilion and is used for booking rinks. At the beginning of the season the fixtures secretaries are responsible for reserving the green for all planned fixtures.

The greenkeeper will indicate in the diary when the green is not available due to maintenance.

Members should reserve rinks and times to play both club and county competitions. It is not necessary to reserve rinks for informal roll-ups. Matches and Competitions take priority over informal roll-ups

## **RULES 01: Membership**

Membership shall be for one year commencing on the 1st of April.

Membership categories are:

- Full Member
- Novice Member
- Junior Member
- Non-Playing Member
- Life Member

Applications from persons new to the Club, shall be accepted on a provisional basis and confirmed by the Club's Charity Trustees at the earliest appropriate scheduled meeting of the Management Committee. During that period, the Applicant may play at the Club but will not be considered a member.

In accordance with the Club's Constitution, the Charity Trustees may refuse an application for membership (or decline an application to renew an annual membership) if they believe that it is in the best interests of the Club for them to do so.

The Trustees shall, if they decide to refuse an application for membership or decline to renew an annual membership, notify the applicant of their intent to refuse membership. At that point, any application will be considered to be in abeyance, and the person will not be permitted to play at the Club or enter the club premises or grounds until further notice. The Trustees will provide their reasons for declining the application, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal. Any representations to the Charity Trustees as to why he/she/they should not be allowed membership should be submitted by the Applicant in writing to the Honorary Secretary within 21 days of receipt of the Trustees decision, and the Trustees shall give fair consideration to any such representation. The Trustees may ask the Appellant if they wish to attend a meeting, but there is no obligation on the Trustees to issue an invitation, nor for the Applicant to attend.

Thereafter the Trustees shall inform the Applicant of their decision, but any decision to confirm refusal of membership shall be final.

## **RULES 02: Behaviour and Etiquette**

The Club expects members to exhibit the highest standards of behaviour, courtesy and etiquette at all times; the broad principles of which are set out in the Club's Code of Conduct. Poor behaviour, intimidation, bullying, disrespect, swearing, foul or abusive language or a lack of sportsmanship will not be tolerated.

A member who fails to meet these standards will be expected to apologise immediately, sincerely and unreservedly for any upset caused. Should a formal complaint be received, then the procedures under Rule 07 (which reflects Bowls England's Regulation 9) shall apply. The Club Management Committee or the Club's Charity Trustees may instigate this procedure whether or not a formal complaint is raised.

There shall be no smoking (including e-cigarettes or vaping) in the Pavilion, nor on the terrace, nor on or around the green including the pathways and outdoor seating areas.

The use of mobile phones to make or receive calls while playing is prohibited (unless in case of emergency, pre-declared medical reasons or other approved exceptional circumstances) and the device should be set to silent when on the Green unless otherwise agreed.

Drinking on the green is discouraged and in some instances is prohibited.

No glassware is to be taken around the green and only plastic 'glasses', plastic bottles, cans or other non-breakable containers are to be carried outside the Pavilion and/or away from the adjacent terrace.

Alcoholic beverages, and those non-alcoholic substitutes, may be consumed in the Pavilion, on the adjacent terrace or taken to and consumed by spectators watching games from the surrounding pathways. They shall, however, be prohibited from being carried onto or consumed on the Green.

A player may carry their own water bottles onto the green, but must be aware of the distraction drinking can cause during matches, when good etiquette and courteous behaviour shall be exhibited at all times.

Tea, coffee and other hot beverages shall be consumed in the Pavilion, on the adjacent terrace or by spectators watching matches from the surround of the green. During inter-Club matches, where time limitations dictate and when agreed by both Captains of the Day, cups or mugs of tea and coffee may be taken down to the green by the players, but must only be consumed within 2m of the bank when standing on the Green. Captains must be aware of the risk from carrying trays of hot drinks down steps and limit this practice whenever possible. The right to rescind this discretionary practice shall be ceded to the Management Committee if personal injury, breakages or damage to the Green is caused.

### **RULES 03: Dress Code**

On formal Club occasions such as matches, competitions and Club Nights players shall wear clothing that conforms to the dress code of Bowls England and Brixham Bowling Club.

This means Club Shirts with skirts, culottes, trousers, cropped trousers or shorts in dark navy for ladies, and dark navy trousers or shorts for men.

White or dark navy blue waterproof clothing, fleeces, gilets and jumpers may be worn.

When playing in County Competitions, Bowls England require all the players of a side or team to wear waterproofs, and similar outerwear, of the same colour.

On other occasions a wider range of informal dress is acceptable. The wearing of jeans or beachwear is not acceptable.

Flat soled shoes or other approved footwear must always be worn on the green.

## **RULES 04: 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 Greenkeeper may close all or part of the Green. If such a decision is required and if the Greenkeeper cannot be contacted, the Captain or Management Committee member present shall make the decision. If it becomes necessary to close the Green, or part thereof, members who have made bookings should be informed as soon as possible that play will not be possible.

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.

## **RULES 05: Pavilion**

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

**Visitors** shall not be supplied with excisable liquor in the club premises unless on the invitation and in the company of a member, and the member shall, upon admission of such visitor to the Club premises, or immediately on him/her being supplied with such liquor, enter his/her own name and the name and address of the visitor in a book kept for that purpose.

If excisable liquor is available, all members of a visiting team may be signed in en-bloc by the Club Captain of the Day.

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.

**Smoking:** Smoking (including e-cigarettes or vaping) is not permitted anywhere within the pavilion, nor on the terrace, nor on or around the green including the pathways and outdoor seating areas.

**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 may only be left in the changing rooms while the member or guest is on the premises, other than in the lockers. Lockers can be hired from the Pavilion Manager.

**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 in 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. Usually, a minimum of two duties will be allocated to each member.

## **RULES 06: Liability**

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

- (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 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.”

## **RULES 07: Procedures for complaints & misconduct**

Brixham Bowling Club (hereafter referred to as ‘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.

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.

This Regulation provides a framework for how Clubs, County Associations and Bowls England handle written complaints of misconduct. Each complaint is assessed by the designated Complaint Assessor to determine its validity and severity, categorised as minor, moderate, or serious. This classification determines the route to resolution: minor misconduct is addressed informally, moderate misconduct through mediation, and serious misconduct via a formal hearing. Appeals are escalated to the next organisational level. This Regulation promotes fairness, confidentiality and proportionality, with defined responsibilities for each body involved.

A copy of Regulation 9, together with the relevant form, is available on the website of Bowls England or can be provided by the Honorary Secretary upon request.

## **RULES 08: Safeguarding**

Brixham Bowling Club are committed to ensuring that everyone who participates in bowls can do so in a safe, positive and enjoyable environment. All participants are entitled to feel safe and protected from any form of abuse and neglect.

The Club believe everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status. We are committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

While acknowledge that **safeguarding is everybody's responsibility**, the Club are committed to prevent abuse and neglect through safeguarding the welfare of all adults involved in bowls. Physical and mental health, well-being, ability, disability and need for care and support can affect a person's resilience.

We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that all these factors can vary at different points in people's lives.

The Club recognise that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves, and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by Brixham Bowling Club shall be in accordance with the procedures and requirements of the Bowls Development Alliance, as set down in the document 'Safeguarding Adults in Bowls, current at the time, and will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

To this end, the Club has:

- adopted The BDA safeguarding policies and procedures,
- adopted safe practice in the recruitment, training and supervision of staff, coaches and volunteers,
- nominated and advertised to members the existence of a Club Safeguarding Officer,
- promoted safeguarding training opportunities to the Club Safeguarding Officer and other club members,
- a safe and fair membership policy.

Should any member have a concern, either for themselves or for others, please bring the matter to the attention of the Safeguarding Officer, Club Trustee or other member of the Management Committee.