

BRIXHAM BOWLING CLUB**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 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 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 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 1200
- There is an informal club night from 1700 to 1930 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.
- We have teams 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 20 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 time, location, dress code and location of every fixture together with other useful information.

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: Dress Code

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

This means Club Shirts with skirts, trousers, or shorts in navy or white as appropriate. Shorts and trousers must conform to the designs approved by Bowls England.

On other occasions a wider range of informal dress is acceptable. The wearing of jeans or beachwear is not acceptable. Approved footwear must always be worn on the green

RULES 02: 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.

The Greenkeeper 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.

RULES 03: 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 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.

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 No smoking is permitted anywhere within the pavilion or grounds of the club.

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, 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.

RULES 04: 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:

- (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 05: 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.

COMPLAINTS PROCEDURE

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

Responsibility for Action The Trustees of the Club have appointed a Sub-Committee consisting of three officials to oversee these procedures, these being the Hon. Secretary and the two Captains. If the complaint relates to one of these officials an alternate representative from the Trustees will be appointed. The wider Management Committee of the Club may be involved where necessary 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 Honorary 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 Honorary Secretary within 4 working days of receipt. You should receive a response from the Sub-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 – Based on Bowls England Regulation 9

Cases of alleged misconduct by a member should be made in writing to the Honorary Secretary who will inform the complaints Sub-Committee that has been appointed by the Management Committee. It may hold an enquiry, if necessary, call witnesses and, where appropriate impose such penalty as it sees fit .

Any individual member aggrieved by any decision or adjudication of the sub-committee in relation to breaches of the Code of Conduct or any member expelled, suspended, or otherwise penalised by the Club, may appeal in the first instance to the President for their case to be reviewed.

Having exhausted appeal rights at Club level they may then appeal to the Bowls Devon Management Committee. Notice of appeal shall be made in writing to the County Secretary.

For the purposes of this Regulation, the definition of ‘misconduct’ shall include, but shall not be restricted to:

1. any breach of Bowls England Safeguarding Policy and/or Safeguarding Adults Policy
2. any breach of the Rules and Regulations or of the Laws of Bowls England
3. any conduct which is prejudicial to the interests of Bowls England or any County Association or Club thereof, or any member thereof or to the sport of bowls in general
4. failure or refusal for a period of one calendar month to pay any fine lawfully imposed by any competent authority under the jurisdiction of Bowls England
5. deliberately losing or attempting to lose any match or otherwise be guilty of unfair play
6. wilfully altering a bowl after the same has been stamped by a World Bowls Board Licensed Bowls Tester, without submitting the same to such Tester for re-testing and re-stamping
7. the use of any profane, indecent, or improper language at any function of Bowls England or of any County Association or Club thereof, or whilst upon the property of any Club
8. any violent, indecent, disorderly, threatening, intimidating or offensive behaviour at any time or place towards Bowls England (this includes all employees, any County Association or any Club, or any member thereof, or any official appointed by such body, in respect of the carrying out of any functions or duties under the Laws of the Sport or the Rules and Regulations of Bowls England or of such County or Club as applicable)
9. sexual, religious, disability or racial harassment of any member of Bowls England, Associate Members or any members affiliated through their County
10. any breach of Bowls England Equity Policy
11. any drug abuse, otherwise known as ‘Anti-Doping’, in breach of the Anti-Doping Policy Regulations of Bowls England
12. disregarding or refusing compliance with or acting in contravention of any decision of Bowls England or its Directors or of any official of Bowls England
13. obstructing, disrupting or interfering improperly with the functions, duties or activities of any member or official or visitor of Bowls England
14. any conduct which constitutes a criminal offence
15. any fraud, deceit, deception or dishonesty in relation to Bowls England or its members or visitors
16. behaving fraudulently or cheating at any event held by or connected with Bowls England
17. theft or misappropriation or misuse of property of Bowls England or of Clubs or County Associations or property of its members

18. failure to comply with a reasonable instruction relating to bowling matters authorised by the Board of Bowls England or the Rules and Regulations of Bowls England
19. the unauthorised use or misuse of premises of Bowls England or any Club or County Associatio