

CATERHAM BOWLING CLUB

RULES

1. Name and Objects

- (A) The name of the Club shall be Caterham Bowling Club.
- (B) The Club shall be situate at the Bowling Club Pavilion, Queens Park Road, Caterham, Surrey.
- (C) The object of the Club shall be to promote and foster the game of level green bowls and to provide facilities at the Club premises for the playing of level green bowls together with ancillary accommodation for the social needs of its members.
- (D) The Club is a non-profit making organisation. All surplus income or profits are to be re-invested in the Club. No surpluses or assets will be distributed to members or third parties. In the event of dissolution or winding-up of the Club no profit or surplus shall be distributed other than to another registered Community Amateur Sports Club or registered charity or the sport's county governing body.

2. Affiliation

For the purposes of affiliation to the Bowls England, male and female members shall be organised in separate sections, each having its own rules, officers and committee as hereinafter provided. All members shall conduct themselves in accordance with the Rules, Regulations and Codes of Conduct of Bowls England and with the Laws of the Sport of Bowls.

3. Membership

- (A) Membership of the Club shall be open to all irrespective of nationality, religion, belief, sex, sexual orientation, race, colour, ability or disability

(B) Classes of Membership

There shall be the following classes of membership:

- (1) **Full:** Any person who agrees to be bound by these Rules shall be eligible to become a full member of the Club. Full membership entitles the member to use all the facilities provided by the Club.
- (2) **Honorary:** Honorary membership shall be considered the highest mark of esteem that the Club can bestow and shall only be given to anyone who has rendered special and distinguished service to the Club. Any person, whether or not he or she has been a full Member, whom it is desired to honour may be elected an Honorary Member or an Honorary Vice-President for a period of one year only, although he or she shall be eligible for re-election. An Honorary Member or Honorary Vice-President may attend all meetings of the Club and enjoy all privileges of full membership.
- (3) **Social:** Any person not less than 18 years of age who agrees to be bound by these rules shall be eligible to become a Social Member of the Club. Social Membership of the Club shall entitle the Member to enjoy all the privileges of Full Membership EXCEPT that he or she shall NOT be entitled to a) vote at any meeting, b) propose or second any resolution, c) hold any office or be a member of any committee, d) use the bowling green.
- (4) **Temporary:** Any person who is a member of a club or association that is affiliated to National or County Bowling Associations shall be deemed automatically to be a temporary full member of the Club on the occasion of and for the duration of inter-club matches, tournaments and competitions conducted under the auspices of such club or association

(C) Procedure for Admission to Full or Social Membership

- (1) Any person wishing to become a full or social member of the Club shall be nominated by two full members who have both been full members of the Club for not less than one year.
- (2) An application for membership shall be made on an official application form duly signed by the applicant and by the proposer and seconder. The application form shall be delivered to the Secretary who shall immediately arrange for the application form or a copy thereof to be

displayed on the Club notice board for a period of seven days. If the application is received between the 21 September and the 31 March, then the application form or a copy shall be displayed for a period of 21 days.

- (3) As soon as possible after the application has been displayed for the period specified in sub-clause (2) hereof, the applicant shall be interviewed by a sub-committee comprising not less than three members of the Joint Management Committee who shall decide whether or not the applicant shall be offered membership of the Club.
- (4) The Secretary shall as soon as possible thereafter notify the applicant of the decision of the Joint Management Committee.

(D) Procedure for Admission of Honorary Members

- (1) A candidate for Honorary membership may be proposed either by not less than ten Full members of the Club or by a member of the Joint Management Committee.
- (2) If a proposal to award honorary membership, signed by not less than 10 Full members or by a member of the Joint Management Committee is submitted to the Secretary, the Secretary shall place the proposal before the next meeting of the Joint Management Committee. If in the opinion of not less than two thirds of the Joint Management Committee, there shall be exceptional reasons for recommending the candidate for honorary membership then the Joint Management Committee may recommend that the candidate be elected either as an Honorary Member or in exceptional circumstances as an Honorary Vice-President.
- (3) If recommended by the Joint Management Committee under sub-paragraph (2) hereof, the proposal shall be put to the next Annual General Meeting of the Club. For such a proposal to be accepted, a two-thirds majority of those present and entitled to vote shall be necessary.
- (4) An Honorary Member or Honorary Vice-President shall cease his or her Honorary membership at the next Annual General Meeting of the Club following his or her election. He or she may be re-elected if a proposal to that effect is put before the Annual General Meeting of the Club by the Joint Management Committee and for this purpose a two thirds majority of those present and entitled to vote shall be necessary.

(E) Cessation of Membership

The membership of a full or social member shall cease if he or she shall fail to pay his or her subscription within 30 days after it shall have become due as provided by Paragraph 6(C) hereof.

(F) Suspension or Expulsion of Members

If either the Men's or the Women's Section Committees shall refer to the Joint Management Committee any member who fails to comply with these Rules or whose conduct, in the opinion of the Section Committee be inimical to the interests of the Club, the matter shall be referred to the Joint Management Committee for consideration as follows: -

- (1) If any member shall fail to comply with any rule or regulation or shall be guilty of any conduct which, in the opinion of the Joint Management Committee, is inimical to the interests of the of the Club, the Joint Management Committee may, under the provisions of this rule, suspend or expel such member from membership for such period as the Committee shall decide.
- (2) Written notice of a proposal to suspend or expel, specifying the reasons to take action under this Rule, shall be given by the Secretary to the member sought to be expelled or suspended at least fourteen days before the meeting at which the proposal is to be considered. The notice shall inform the member of his right to attend and speak at that meeting or to make written representations to the President of the Club.
- (3) At the said meeting, any allegations against the member sought to be expelled or suspended shall be narrated in his or her presence if he or she has elected to attend, and he or she shall be afforded the opportunity of being heard in answer thereto and of producing witnesses. The Joint Management Committee shall not unreasonably refuse any request by the member for an adjournment of the meeting for these purposes.
- (4) After hearing the representations made by or on behalf of the member sought to be expelled or suspended, the Joint Management Committee shall (if it so wishes) retire to consider what action, if any, it wishes to take. The Joint Management Committee may (a) take no action whatsoever, or (b) suspend the member for such period as it considers appropriate, or (c) expel the member forthwith.

- (5) The decision of the Joint Management Committee shall be final and shall be communicated to the member in writing by the Secretary within 3 days of the meeting.
- (6) For this rule to be operative:-
 - (a) not less than two thirds of eligible members of the Joint Management Committee shall be present when any questions to which its provision apply is under discussion, and
 - (b) any motion to take any action under sub-paragraph (4) hereof shall be passed by a secret ballot by a two-thirds majority of those members present and entitled to vote
- (7) Any person who is expelled from membership or whose membership is suspended or terminated under the provision of these Rules shall immediately be excluded from the Club premises and shall have no claim against the Club, the Joint Management Committee or any member and any unexpired portion of his or her membership shall subscription shall not be refunded.

4. Meetings

(A) Ordinary Meetings

The Club shall meet at such venue and at such times as the Joint Management Committee shall from time to time decide.

(B) Annual General Meeting

- (1) The Annual General Meeting of the Club shall be held in the month of November of each year for the purpose of transacting the following business:
 - (a) To receive and, if approved, adopt the annual report.
 - (b) To receive and, if approved, adopt the duly audited financial statement.
 - (c) To elect the officers of the Joint Management Committee as indicated in Rule 5(A)(1) hereof.
 - (d) To consider and, if approved, adopt any duly proposed alterations to these Rules.
 - (e) To consider any relevant business.
- (2) The Secretary shall give at least fourteen days' notice in writing of the Annual General Meeting specifying the business to be transacted at the meeting to every Full Member of the Club and nominations for the election of Club Offices shall be made in such manner as the Club may desire
- (3) Notice of any resolution, duly proposed and seconded, which it is proposed to place before the Annual General Meeting must be received in writing by the Secretary not less than twenty one days before the Annual General Meeting.

(C) Special Meetings

- (1) A Special Meeting of the Club may be convened at any time either by the direction of the Joint Management Committee or by a written request to the Secretary summarising the nature of the business it is sought to bring before the meeting signed by ten full members of the Club.
- (2) The Secretary of the Club shall give at least fourteen days notice in writing of a Special Meeting to every Full Member of the Club and such notice shall summarise the business that is to be brought before the meeting
- (3) Only business specified in the notice convening the meeting shall be considered at the Special Meeting and no resolution shall be deemed to have been carried unless supported by the votes of not less than two thirds of those Full Members present and entitled to vote.

(D) General

- (1) The quorum for all meetings of the Club and of the Men's and Women's Sections shall be twenty five per cent of the respective memberships.
- (2) Only full members of the Club may vote at meetings of the Club and the Men's and Women's Sections.
- (3) The Chairman presiding at any meeting of the Club or the Joint Management Committee shall have a casting vote only.

5. Officers and Management

(A) Officers

- (1) The Officers of the Club shall be the President, Vice-President, Secretary and Treasurer who shall be members of the Club.
- (2) Each Officer shall be elected annually at the Annual General Meeting of the Club and shall hold office until the conclusion of the next Annual General Meeting.
- (3) No full member shall hold the same office for more than three years consecutively with the exception of the office of Secretary unless no other nomination has been made.
- (4) Nominations for the election of officers proposed and seconded by two Full Members shall be submitted in writing to the Secretary on or before the 30 September and shall be signed by the nominee to signify his/her willingness to be nominated.

(B) The Joint Management Committee

- (1) The Joint Management Committee shall consist of the Officers (as specified in (A) above) together with the Captains of the Men's and Women's Sections and the Immediate Past President. The Immediate Past President shall hold office for a term of one year and shall not be a member of the Committee in that capacity in subsequent years of a new President's term of office. In the absence of the Captain of the Men's or Women's Section, the Secretary of the relevant Section may attend the Joint Management Committee with full voting rights.
- (2) A quorum of the Joint Management Committee shall be 4 members including 1 Officer of the Club.
- (3) The Joint Management Committee shall have the power to form all necessary sub-committees and to co-opt full members of the Club to serve thereon and such sub-committees shall be responsible to the Joint Management Committee and shall report regularly thereto.
- (4) The Joint Management Committee shall be responsible for the administration of the Club and shall have power to make bye-laws in connection therewith and a copy of such bye-laws shall be displayed on the Club Notice Board, compliance with such bye-laws being obligatory on all members, guests and visitors.
- (5) The Joint Management Committee shall not regulate or control:-
 - (a) The administration of single sex bowling competitions and/or matches;
 - (b) The dress worn by men or women;
 - (c) The conduct of members while on the green.
- (6) The matters mentioned in sub-paragraph (4) hereof shall be dealt with by the respective Section Committee unless any such matter shall be referred to the Joint Management Committee by the respective Section Committee.
- (7) Any member of the Joint Management Committee appointed under Rule 4(B)(1) hereof may hold more than one office but shall have only one vote.
- (8) The Joint Management Committee shall have power (subject to any prevailing legislation) to deal with all matters relating to the Club not provided for in these rules

(C) The Bar Committee

- (1) The Bar Committee shall comprise the Bar Manager, the Bar Treasurer and one other Full Member appointed by the Joint Management Committee.
- (2) The Bar Manager shall be the Chairman of the Bar Committee and the committee shall meet as deemed necessary by the Bar Manager.
- (3) The Bar Committee shall be responsible for the purchase and sale of all alcoholic liquor and other commodities associated with the bar.
- (4) Alcoholic liquors shall only be served or supplied to the following:

- (1) Full Honorary and Social Members and their guests (not exceeding 3 guests per member at any one time);
 - (2) Members of visiting teams participating in a match; and
 - (3) A member of another club affiliated to one of the organisations to which the Club or the Men's Section or the Women's Section is affiliated under these Rules.
- (5) The Joint Management Committee shall determine the opening hours for the Bar subject to compliance with all statutory provisions in force from time to time.

(D) Club Property

- (1) The property of the Club shall be vested in three trustees who shall be appointed by the Joint Management Committee and the property of the Club shall be vested in them to be dealt with by them as the Joint Management Committee may from time to time direct by resolution of which an entry in the Minute Book shall be conclusive evidence.
- (2) The trustees shall be indemnified against risk and expense out of the Club property.
- (3) The Trustees shall hold office until death or resignation or until removal from office by the Joint Management Committee
- (4) Where by reason of such death, resignation or removal it is necessary that a new trustee or trustees be appointed the Joint Management Committee shall nominate the person or persons to be appointed the new trustee or trustees. For the purpose of giving effect to such nomination, the President is hereby nominated as the person to appoint new trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and he shall by deed duly appoint the person or persons so nominated by the Joint Management Committee.

6. Subscription and Entrance Fees

- (A) The annual subscription payable by Full Members and by Social members shall be such sums as shall be determined from time to time by the Joint Management Committee.
- (B) The entrance fee payable by every new Full Member shall be determined by the Joint Management Committee.
- (C) The annual subscription shall become payable on the 1 April or in the case of a new member at the date of his or her admission but where a new member is admitted on or after the 1 June the following reduced subscription for that year shall be payable:

From 1 June	80% of the annual subscription
From 1 July	60% of the annual subscription
From 1 August	40% of the annual subscription
From 1 September	20% of the annual subscription

7. Finance and Records

- (A) The financial year of the Club shall commence on the 1 October and end on the 30 September.
- (B) The Club shall maintain minutes of all business transacted by the Club and an adequate record of all financial transactions undertaken by the Club and it shall be the responsibility of the Secretary and the Treasurer to keep such records and minutes.
- (C) An annual report and duly audited financial statement shall be presented to each Annual General Meeting.

8. Rules of the Men's Section

- (A) All male full members of the Club shall automatically be members of the Men's Section.
- (B) The Men's Section shall be affiliated to Bowls England, the Surrey County Bowling Association and the Borough of Croydon Bowling Association.
- (C) The Men's Section shall be responsible for the organisation and management of bowling for all male matches, competitions, for dress and for the conduct of its members on the green.

- (D) The officers of the Men's Section shall be the Captain, two Vice-Captains, Secretary, Competition Secretary and Match Secretary who shall be full members of the Club and each officer shall be elected annually at the Annual General Meeting of the Men's Section.
- (E) Except for the Secretary and Match Secretary, no officer may hold office for more than three years consecutively unless no other nomination has been made.
- (F) The Men's Section shall be managed by a committee that shall comprise the officers and two full male members who shall be elected annually at the Annual General Meeting of the Men's Section provided that a full male member who has been a committee member for three consecutive years shall be ineligible for election at the next following Annual General Meeting except as an officer of the Men's Section.
- (G) The Captain shall be the chairman of the committee and the committee shall meet as deemed necessary by the Captain. Three shall form a quorum.
- (H) The Annual General Meeting of the Men's Section shall be held in the month of October in each year for the purpose of electing the officers and two committee members.

9. Rules of the Women's Section

- (A) All female full members of the Club shall automatically be members of the Women's Section.
- (B) The Women's Section shall be affiliated to Bowls England and the Surrey County Women's Bowling Association.
- (C) The Women's Section shall be responsible for the organisation and management of bowling for all female matches, competitions, dress and for the conduct of its members on the green.
- (D) The officers of the Women's Section shall the Captain, two Vice-Captains, Secretary, Match Secretary and Competition Secretary who shall be full members of the Club and each officer shall be elected annually at the Annual General Meeting of the Women's Section.
- (E) Except for the Secretary and Match Secretary, no officer may hold office for more than three years consecutively unless no other nomination has been made.
- (F) The Women's Section shall be managed by a committee which shall comprise the officers and three full female members who shall be elected annually at the Annual General Meeting of the Women's Section provided that a full female member who has been a committee member for three consecutive years shall be ineligible for election at the next following Annual General Meeting except as an officer of the Women's Section.
- (G) The Captain shall be the chairman of the committee and the committee shall meet as deemed necessary by the Captain. Three shall form a quorum.
- (H) The Annual General Meeting of the Women's Section shall be held in the month of October in each year for the purpose of electing the officers and three committee members

10. Alterations to the Rules

These Rules shall only be altered, amended or added to if the alteration, amendment or addition has the support of two thirds of those present and entitled to vote at a General meeting of the Club.

11. Use of the Bar and Licensing Restrictions

- (A) The Club shall only sell or supply alcoholic liquors to the following persons providing they are at least 18 years of age, namely:-
 - (1) Members and their guests (not exceeding three guests per member at any one time);
 - (2) Members of visiting teams participating in a match, and
 - (3) A member of another club affiliated to one of the organisations to which the Club or Men's or Women's Sections is affiliated under these Rules.
- (B) The Joint Management Committee shall determine the opening hours for the Bar subject to compliance with all statutory provisions in force from time to time.

CATERHAM BOWLING CLUB

BYELAWS

1. Hours of Play

When permitted by Greenkeeper and Club Officers, members shall be permitted to use the Green from 1200 until dusk on weekdays and from 1000 until dusk on Saturdays and Sundays. Play shall commence at 1000 (Saturdays and Sundays), 1200, 1400, 1600 and 1800. The Joint Management Committee reserve the right to amend or alter these times as appropriate in the best interests of the Club. The Ladies' League may commence play at 1100.

2. Conditions of Play

Only those rinks open for play shall be used. The Greenkeeper or his deputy, or any available member of the Joint Management Committee shall have authority to decide:

- (a) whether or not the Green is fit for play;
- (b) whether or not particular rinks are fit for play;
- (c) when sheets for the protection of the Green shall be used.

Those officials mentioned above shall have authority to exclude from the Green any player who, in the Officer's opinion, is causing damage to the Green.

3. Reservation of Rinks

Rinks may be reserved by making the appropriate entry on the computer or in the Club Diary, together with details of the nature of the game for which the rink is booked. Where possible an entry booked in the Club Diary shall be duplicated on the computer, and vice versa. Where there is a conflict between the entries on the computer and in the Club Diary the entry on the computer shall take precedence.

Every effort should be made to ensure that games commence at the allotted time, with 15 minutes being allowed for unavoidable delays. In the event of one or more players not being present at the end of the 15 minute grace period the game must be re-scheduled or declared a walk-over in favour of the player(s) present.

If booking for a game that is likely to take more than 2 hours a second period should be booked.

If a competition game should overrun its booked time on the rink it shall be permitted to continue to a conclusion unless the next booking on that rink is for a higher priority game (see list of priorities below). Any dispute relating to bookings shall be referred to the Men's or Ladies' Captain (or in their absence a member of the Joint Management Committee) and their decision shall be final.

The following order of priority for rink reservation must be observed:

1. Club matches.
2. EBA/WEBA, Surrey County or Croydon Borough matches hosted by the Club.
3. Surrey County or Croydon Borough games where a Caterham member or members are drawn to play at home.
4. Formal coaching sessions.
5. Internal competitions and external competitions (e.g. British Legion, Masonic or Rotary Club) organised by a full member, provided that such external competitions have been arranged at least 7 days in advance.
6. Casual play. N.B. For casual play a specific rink cannot be guaranteed.

Members are reminded that casual play is a social activity and every effort should be made to ensure that all those seeking to play are able to do so. As rinks accommodate up to 8 players, please allow others to play with you.

4. **Club Equipment**

All members of the Club shall be responsible for the return of Club equipment e.g. scoreboards, trolleys, bowls, markers, mats etc. to the proper storage place after use.

5. **Dress**

- (a) All players on the Green must wear flat-heeled rubber-soled shoes or regulation over-slips. Shoes worn outside the Club premises must not be worn on the Green.
- (b) Dress for matches shall be "whites" or "greys" as indicated on the Fixture List.
- (c) Gentlemen players shall wear white above the waist with white or grey trousers or shorts as appropriate. Footwear may be brown, grey or white. White socks should be worn with white trousers.
- (d) Lady players shall wear white or cream above the waist with grey, white or cream skirts, trousers or shorts as appropriate. White regulation style dresses may be worn. Footwear may be brown, grey or white.

6. **Competitions**

All Club competitions shall be managed by the Competition Secretaries who shall be empowered to make Competition Rules as may be necessary and to ensure that all rounds are completed by the due dates. Failure to comply with Competition Rules may result in disqualification. No member shall enter any competition in the knowledge the he or she will be unavailable to play on the day of the Final.

7. **Casual Play**

Casual play is only permitted after 1200 as indicated in Byelaw 2 above and players may only use those rinks not previously reserved for matches or competitions. Members are reminded that casual play is a social activity and every effort should be made to ensure that all those seeking to play are able to do so.

8. **Visitors**

- 1. Visitors who are members of clubs and associations which are affiliated to National or County Bowling Associations are deemed to be temporary members of Caterham Bowling club on the occasions of inter-club matches, tournaments and competitions conducted under the auspices of such Associations.
- 2. Visiting social bowlers may be introduced by any Full Member of the Club for social play, the introducer being responsible to ensure that:
 - (a) The visitor's name is properly entered in the Visitors' Book;
 - (b) The appropriate fees are paid;
 - (c) The dress and conduct of the visitor conforms to Club standards;
 - (d) No individual is invited to play as a visitor on more than six occasions in any one season;
 - (e) Visitors do not purchase drinks from the Bar.
- 3. Non-bowling visitors may be introduced by any Full Member under the same conditions as paragraph (2) hereof.

Bowls Etiquette

1. Be conversant with the Laws of the Game and observe them.
2. Be punctual to commence play at all matches and come to each game correctly attired.
3. Keep quiet and refrain from moving when players are on the mat.
4. Stand **BEHIND** the mat while your opponent bowls.
5. **ALWAYS STAND STILL AT THE HEAD** when a player is about to bowl.
6. Walk close to the centre line of the rink with minimum delay when changing ends as you could distract play on an adjoining rink.
7. **BE AWARE** of anyone about to bowl from the other end of the green and do not move in their sightline. This applies even if you are not involved in a game yourself at the time.
8. **DO NOT DELAY PLAY.** Always play your bowl with minimum delay.
9. **NEVER** deliver your bowl until the previous bowl has come to rest.
10. **KEEP TRACK OF THE PLAY.** Be ready to play when it is your turn.
11. **EVERY** player should assist in collecting the bowls when an end is completed.
12. **ALWAYS** pay your skip the respect of waiting for their decision. **DO NOT** step onto the mat and indicate which way **YOU** intend playing. Wait for the skip's instructions.
13. **NEVER** applaud lucky bowls – accept them graciously.
14. **NEVER** complain about lucky bowls as they equal each other out in the long run.
15. **RESPECT** the green at all times. **DO NOT DROP BOWLS ONTO THE GREEN.**
16. **ALWAYS** inform your opponent if you wish to leave the green.
17. If you lose – **BE A GOOD LOSER.**

18. Win or lose **ALWAYS** shake hands with your opponent and thank them for the game.
19. **OFFER** your opposite number a drink after the game.

ABOVE ALL, ENJOY THE GAME OF BOWLS FOR ITS PLEASURE AND THE FRIENDSHIP IT PROVIDES