

Torquay Bowling Club

Constitution

Torquay Bowling Club Limited.
(The Company.)

Revision 5.

Appendix 1. 2.

Introduction.

The Torquay Bowling Club Company Limited provides bowling and other facilities.

The Company owns the title deeds to the land and buildings known as Torquay Bowling Club, located at 10 Belgrave Road, Torquay.

The Company has a share issue of which the club holds the majority of the shares. In addition to the elected Directors, the Club Chairperson, Secretary and Treasurer are during their term of office Trustee Directors. The Company has delegated the governance and maintenance of the property to the Committees appointed by the club members.

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Bowling Club

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Torquay Bowling Club

Constitution.

1. INTRODUCTION.

Bowling and other facilities are provided by Torquay Bowling Club Limited (The Company) which also owns the property employed in the provision of these facilities. The Club exercises management of these facilities under the powers of delegation included within the Company's Memorandum and Articles of Association. The Club owns a majority shareholding in the Company and there are restrictions imposed upon the disposal of those shares.

2. Policy.

Torquay Bowling Club operates a Policy of non discrimination in terms of disability, colour, race, religion and sexual orientation. This policy extends to other bodies and members of the public with which the Club has dealings with. (For the purpose of this document "He" will refer to he or she).

3. Title.

The club shall be known as Torquay Bowling Club.

4. Affiliations.

The Club shall be affiliated to Bowls England, and Bowls Devon.

5. Objectives. (To be read in conjunction with the club Bye Laws).

- a. To provide flat green (out-door season) and short mat bowls (indoor) facilities and competitions for members and their guests.
- b. To enforce the laws of the game of bowls as required by Bowls England and or Bowls Devon plus the Short Mat association laws of the game.
- c. To enter teams in competitions controlled by Bowls Devon, Bowls England, and to host County, National and other events as and when required.
- d. To enter teams in competitions controlled by The Short Mat League, and the Short Mat Association.
- e. To conduct Annual Club Championships.
- f. To hold Annual County Championships when required.
- g. To hold Annual Tournaments at the discretion of the Management Committee; any such Tournaments to be held under a County licence or any other legislation requiring to be adhered to.
- h. Provide bar and catering facilities to members of the Club and to bone fide guests/visitors.

6. Management of the Club.

The Club shall be governed and managed by an Executive Committee supported by a Social/Bar Committee and separate Ladies and Men's Committees. The Executive Committee shall have the power to fill vacancies that may occur in Officers and Committee membership, appoint sub-committees and have the power to call Special General Meetings, and extra ordinary meetings.

7. Executive Committee.

The Committee shall consist of:-

Chairperson, Club Captain, Club Vice Captain of either gender, Ladies Captain, Hon. Secretary, Hon Treasurer, Match Secretary, Lady / Men's Secretaries, Green Ranger and Bar Manager

Any committee member holding two positions may ONLY have a single vote.

They shall be elected annually from the playing members and shall be eligible for re-election.

Five shall constitute a quorum. The President shall be nominated by the committee. The Chairperson, Treasurer and Secretary shall form the Club's Finance Committee, and be ex-officio members of all sub-committees, and during the tenure of their office shall be Directors of the Company.

They shall be issued with a set of keys to the secure area of the club house and be responsible for the opening and closing of the afore said area of the club house. The committee can also nominate selected members the use of the set of keys kept in the small safe for specific purposes.

The Committee shall have the power to co-opt any member when required at any time.

Before any club member wishes to put their name forward for election to become an officer or official of the Club he/she should have been a full member for minimum of two years.

8. Nominations or Election of Officers and Committee.

The secretary will post a blank nomination form on the Club notice board on 1st September each year this will detail all Offices to be filled. It will cover the Executive, Social/Bar and Ladies and Men's Committees. The names of those nominated must be accompanied by the names of the proposer, seconder and be signed by the nominee. Nominations close on the final playing day of the season and the lists are then removed. Retiring Officers and Committee members are eligible for re-election subject to the rules. If a ballot should be needed because of the number of nominees these forms will be posted to members with the AGM agenda and accounts, ballot forms are to be returned to the secretary at the A.G.M.

9. General and Special meetings.

(a) The annual General Meeting shall be held on a date prior to the County AGM to:-

- (1) Receive the Club Officers reports, and statement of Accounts.
- (2) Elect Officers and Committee for the forth coming year.
- (3) Transact any other appropriate business.

Any notice of Motion to be sent to the Secretary 14 days prior to the AGM.

- (4) TWENTY ONE to form a quorum.

(b) The meetings shall be convened by circular and in the case of the AGM, shall contain a copy of the accounts together with notices of Motion(s) and Ballot paper(s), (if an election is required), and sent to each full member seven days prior to the meeting. Only full members shall attend and have a vote at A.G.M and E.G.M(s). Associate members attending shall not have a vote.

(c) On the signed requisition of at least 21 playing members of the club the Secretary shall forthwith call an E.G.M. of members. Such requisition of the Secretary shall state explicitly the object of the meeting. The Secretary shall give at least 7 days notice of any E.G.M. to each member stating the purpose for which the meeting is called. TWENTY ONE to form a quorum.

10. Finance.

All monies received from subscriptions, social functions, green fees, bar sales, Catering, etc., shall become the property of Torquay Bowling Club, be received by the Hon. Treasurer and paid into the appropriate bank account all payments shall be under the jurisdiction of the Finance Committee comprising of the Club's Chairperson, Treasurer & Secretary and all cheques shall be signed by the Treasurer and one other nominated member of the executive committee.

The Hon. Treasurer's account shall be made up to the 30th of Sept., each year.

11. Financial Year.

The financial year of Torquay Bowling Club shall be from the first of October until the thirtieth September of the following year.

The accounts checker shall be elected annually to undertake the audit and preparation of the accounts and their report shall be submitted at the Annual General Meeting

12. Election of New Members.

Applications for membership of the club are dealt with by the Executive Committee. The application will then be displayed on the club notice board for 14 days, and for any comments from full members, acceptance is determined by 75% voting in favour, therefore membership is not automatic.

Upon acceptance the Hon. Secretary shall notify the applicant of their election and shall request payment of the annual subscription or a pro-rata payment and shall provide them with a copy of the constitution on receipt of the subscription. No member shall be absolved from the effect of the constitution on the grounds that they have not received a copy, nor shall they be permitted to participate in any of the advantages or privileges of the club until they have paid their subscription.

13. Membership.

- a. Membership shall comprise of the following categories: Full Membership Gentleman, Ladies, Life members and Juniors - (under eighteen years of age). Non Full Membership, Associate, Short Mat, and Country membership.
- b. All adult full members are entitled to vote at General meetings of the Club.
- c. Junior members will be required to transfer to one of the other categories of membership upon attaining the age of eighteen years. They will be required to pay the appropriate membership fee.
- d. Short Mat members shall be entitled to all privileges of membership, during the short mat season. But will not be entitled to a vote at the AGM or EGM.
- e. Associate members shall be entitled to all privileges of membership, other than bowling. But will not be entitled to a vote at the AGM or EGM nor the use of the club car park.
- f. Applications for membership should be made to the Honorary Secretary (whose name address and telephone number shall be displayed in the Club), and on the official application form. Such applications shall be laid before the Management Committee for a decision, which shall be conveyed to the applicant by the Honorary Secretary. If required a reference may be applied for from a previous bowls club.
- g. Prospective new members will be allowed to visit the club, on up to 3 occasions after which they will be required to apply for membership. On being accepted as a member should the agreed subscription not be received within one calendar month, the applicant must reapply.
- h. On payment of the subscriptions all Club members accept the Club rules and may avail themselves of the Club facilities.

- i Every member shall be expected to communicate their name and telephone No. to the Hon. Secretary and all notices sent to such address shall be considered as duly delivered. In accordance with the current data protection act.
- k If the Torquay Bowling Club is wound up, the assets of the club, and the division of all proceeds of the property shall be divided between full members according to the number of current consecutive years of full membership, and which must have been a full member for a minimum of three consecutive years prior to the winding up of Torquay Bowling Club, (reference to be made to the Company Constitution paragraph. 35 of the Articles of Association), also see rule 26.

14. Submission to the Rules.

The payment of their annual subscription will entitle a member to enjoy the benefits and privileges of the club and shall imply their acquiescence in, and submission to, the restrictions they enjoin and the penalties they impose; - and to all such further (or amended) rules and by-laws as from time to time be made.

Providing five (quorum) are present and all agree, the Executive Committee may remove from the list of members the name of any member whose presence in the Club they consider detrimental to its interests and, on receipt of a notification to this effect, such member shall forthwith cease to be a member of the club.

The member, on being notified by RECORDED DELIVERY of their exclusion, may appeal to a special committee meeting. This appeal must be lodged with the Secretary 7 days after notification and the appellant must meet the expenses of calling a special committee meeting, to hear the appeal.

This sum to be repaid if the appeal succeeds.

The special committee meeting thus called will be presided over by the club Chairperson (or other competent person so invited) who shall have 2 members to assist in summarising the facts and evidence.

The presentation of facts and calling of witnesses to be agreed between panel Chairperson and the appellant or his/her advisors.

See Appendix 2 for Disciplinary and Misconduct Procedures.

15. Subscriptions.

Club membership subscriptions are payable to the club and are due on 28th Feb. each year. Any current member whose subscription is not paid by the 31st

March shall cease to be a member and his/her name will be deleted from the membership list. The annual subscription shall be fixed by the Executive Committee along the following lines.

Membership classification:-

- (a) PLAYING MEMBER means a full playing member who may take part in the business of the club and participate in all its facilities.
- (b) JUNIOR PLAYING MEMBER without full status (no voting rights) may-be admitted in 3 categories. 1. up to 14 years, 2. 14 to 17 years, 3 students over 17 years in full time education.
- (c) ASSOCIATE MEMBER, means a member who is not eligible to participate in team games on the outdoor green, except by special invitation of the Club Captain, nominally 3 with a maximum of 6 games, but is otherwise entitled to the facilities of the club house including Short Mat membership but not the use of the Club car park.
- (d) SHORT MAT MEMBER means a member who is eligible to participate in short mat games and have use of certain club facilities during the short mat season.

- (e) COUNTRY MEMBER. means a member who resides outside the County of Devon; may participate in all club games and club facilities.
- (f) TEMPORARY MEMBER means members of recognised bowling clubs may-be admitted for play on such term and conditions as from time to time be fixed by the Executive Committee. Such members must first have their names entered into the visitor's book and pay the appropriate green fee.
- (g) All members irrespective of their classification are expected to conform to the current constitution.

16. Life Members.

The Executive Committee shall have the power to elect to Life Membership any person whose service to the club has been long and meritorious. Certain privileges

shall be extended to those so honoured, including voting power, and they shall be Honorary Life Members, (this honour being limited to a total of 5 members).

17. New member not taking up their election.

If a new member does not pay his/her subscription within the space of one month from the date of his/her election if they be in the United Kingdom, or 3 months if abroad,

The Hon. Sec., shall report accordingly to the Executive Committee who will annul their election.

18. Refund of members ceasing to belong to the club.

No member ceasing to belong to the club, either by resignation or otherwise, shall be entitled to a re-fund of any part of his/her annual subscription save for very exceptional circumstances.

19. Availability of Facilities

- a. The Club shall be open during the outdoor season for bowling in accordance with the Clubs fixture list and / or rink usage book.
- b. The Executive Committee or Social Committee may organise special events from time to time, these events being displayed on the Notice Board.
- c. The Green shall be available for bowling at all times between the official opening and closing dates each year, on a daily basis from 10:00am until 9 pm or dusk, except when maintenance is being carried out, or when climatic conditions are such that the use of the Green would cause damage. In these cases the green keeper may close all or part of the Green. If such a decision is required, and if the green keeper cannot be contacted, the Captain or other senior Management Committee member present shall make the decision. If the green keeper is obliged to close the Green or part thereof he shall check the Rink Book in which the bookings are recorded and inform as soon as possible the members who have made bookings that play will not be possible, and also any league or visiting team that may be scheduled to be playing on our green.
- d. The needs of Tour matches, friendly, league, inter- national, national, county, league and competitions will always take precedent over practice play, members are advised to consult their fixture list / green usage book before planning any roll-ups or other games on the green.
- e. Club competitions are fitted around the regular fixtures that may take place at any times subject to work of the green keeper and the condition of the green, other than those days set aside for club competitions.
The rules governing club competitions are displayed on the competition notice boards in the corridor.
- f. Any player damaging the green by careless delivery of bowls, or otherwise, may be suspended from further play by the Captain of the day.

- g. Short Mat bowling facilities shall be available during the winter season for leagues, competitions and roll ups as may be organised by the short mat committee.
- h. Dogs, other than guide for the disabled shall not be permitted on the club premises but will be permitted if on a leash in the grounds.
- i. No betting or unlawful games shall be allowed in the club. No draws, raffles, lottery or such like event or the selling of tickets or numbers for such events shall be allowed on the club premises unless arranged or granted by the Executive Committee or agreed by an officer on behalf of the Executive Committee.
- j. The Executive Committee may, at its discretion, temporarily close the club premises / or the green for special reasons and will endeavour to give notice of this via the notice board and message on the entrance gate.

20. Licensing regulations.

- (a) Permitted hours shall be in accordance with the provisions of the current licensing act.
- (b) No person under 18 years of age maybe supplied with intoxicating liquor on the club premises or be allowed to play gaming machines, regardless of the fact they maybe club members.
- (c) Full members shall be entitled to introduce guests to the club. The names and addresses of all guests, together with the name of the introducing member, shall be entered into the visitor's book; no more than 3 guests in any one day and the same guests shall not be introduced more than 4 times in any calendar year. After complying with the above, guest may purchase liquor at the bar.
- (d) Temporary member means a member who is a visitor to the area for a period not exceeding one month. Members of other bowing clubs attending to play – participate in a competition involving / hosting the Home Club shall be permitted to enjoy the privileges of the club on the day of their visit.

21. Duties of Officers. **See Appendix 1**

22. Safeguarding Officer.

- 1. The Club is committed to promoting a safe, friendly and caring environment to all bowlers of any age or background. It will seek to underpin and ensure this commitment by following and promoting the joint Protection Policy and Procedures of the National Governing Bodies.
- 2. The Club shall appoint a suitably qualified officer to oversee this function.
- 3. Policy for the Protection of Young persons, and Vulnerable Adults.
Torquay Bowling Club fully accepts its, legal and moral obligations to exercise its duty of care and to protect all young persons participating in its activities, and to safeguard their welfare. A responsible person shall be appointed annually as the young persons and vulnerable person's welfare officer to whom all members can address any concerns and the Clubs policy shall be reviewed annually.

23. Alteration of Rules.

No rules shall be made nor shall any be amended or rescinded except at a special general meeting convened for that purpose.

24. Special Conditions.

Should any circumstances arise not provided for in these rules, the Executive Committee shall decide what course to adopt in the best interests of the club, and each and every officer shall be indemnified by the members of the club, in respect of their actions.

25. Share Holdings.

The Executive Committee shall acquire purchase or be gifted, shares in Torquay Bowling Club Limited, these shares shall be registered with the Company in the name of The Club.

The Chairperson, Treasurer, and Secretary shall be deemed the trustees of the shareholdings during the tenure of their office. They will be eligible to attend and vote at all Company meetings. Shares held in the Club's name shall not be sold or transferred.

Should circumstances dictate the permanent closure of the Torquay Bowling Club, it will be the responsibility of the directors of the limited company to call a special meeting/s of all full playing members of Torquay Bowling Club to determine the disposal of all the assets.

26. Membership Obligation

Full playing members have an obligation to contribute towards the provision of the day to day facilities necessary at the club and are asked to fulfil this obligation to the very best of their ability.

27. Amendments and Additions to the Constitution

Amendments and additions to the Constitution shall only be made at an AGM or an E.G.M. convened for the purpose, when a written notice of the terms of the proposed amendment and/or addition shall be provided by the Honorary Secretary at least twenty eight days before such a meeting. The Honorary Secretary will include details of the proposals in the notice of the business of the meeting.

The above Constitution has been checked and confirmed as correct at the EGM

Signed

Chairperson *Beryl Leach*

Honorary Secretary *June Skennerton*

Date *7th March 2020.*

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Objectives.

The objectives of the club shall be to promote and facilitate the playing of bowls and the provision of other appropriate sports and social amenities for its members. Games on the outdoor green shall be played under the World Bowls Laws of the Sport of Bowls, Bowls England, Bowls Devon, and indoors under the rules of the English Short Mat Bowling Association.

Availability of Greens.

The green will be open for play at 10.00 am subject to their condition, or green maintenance being carried out. Members may enjoy practice play (roll-ups) at other times as well But must have regard to the work of the Green Keeper and prearranged matches. Either Captain or a member of the Executive Committee may prohibit play on the green or rink where, in their opinion, the ground is unfit or liable to damage.

Limitations of play.

No member shall play more than 21 ends or points if other members desire to play and no other rink is available. The needs of Tour matches, friendly and league matches will always take precedent over practice play and members are advised to consult their fixture list and rink booking book before planning roll-ups or other games on the green.

Club Competition Games.

Club competitions are fitted around the regular fixtures that may take place at any times subject to the work of the green-keeper and to the condition of the green. The rules governing club competitions are displayed on the competition notice board in the corridor.

Dress Code.

Men are required to wear white trousers or greys, or smart tailored white or grey shorts, and club shirts, these shall be worn, at all club representative games, **club shirts shall be worn** when playing touring teams, and appropriate head wear for all afternoon matches and other games as directed by Bowls Devon or Bowls England.

For practice, roll ups, and other occasions, dress code is smart casual (NO JEANS, CARGO SHORTS OR TROUSERS).

Ladies are required to wear approved Bowls England Dress Code, club coloured tops, for games as above.

No player allowed on to the green unless they wear flat soled heel less shoes in the appropriate colour as approved by Bowls Devon or Bowls England.

Dogs.

Dogs, other than guide dogs for the disabled shall not be permitted in the club house. Dogs are permitted on the path surrounds of the green providing they are controlled on a leash and that appropriate clean up procedures are undertaken.

Smoking or Debris on the Green and Surrounds.

Smoking including E cigarettes on the green, in the club house is not permitted, or the foot path adjacent to club house. Other foot paths grassed and seating areas around the green then smoking is allowed. Matches, cigarettes, cigar butts, tobacco ash, paper, all refuse must be deposited in the receptacles provided around the foot paths and on no account, be left on the tables, chairs, the green or in the ditches.

Misuse of the Green or Club property.

Any player damaging the green by careless delivery of woods, or otherwise, may be suspended from further play by the Captain of the day, or the Green Ranger or a member of his staff.

A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Committee, or by the Secretary upon the instructions of the Committee.

Introduction of Friends.

Members may introduce friends, who sign the visitor's book kept for that purpose and may then join in any games at the digression of the Captain refer Rule 16(c). No expelled member shall be introduced as a visitor, and no person resident in the Torquay and District, may visit the club to play more than 3 times in any one year.

New Members.

The proposer and seconder of newly elected members should endeavour to introduce them to as wide a circle of members as possible, provide appropriate coaching where necessary and all members are asked to promote their comfort and enjoy the club's amenities.

Temporary Closing of the Premises.

The Executive Committee may, at its discretion, temporarily close the club premises/or the greens for special reasons and will endeavour to give notice of this via the notice board and message on the entrance gate.

Team Selection.

The names of players selected to play in a match will be posted on the appropriate notice board. Selected players must tick to indicate their availability, delete their name if not available to play with a single line and initialled and enter N.A.

Players should report to the Team Captain 15 minutes prior to the start of the match start time.

Special Notes.

Should any circumstances arise not provided in these byelaws, the Executive Committee shall decide on the best course to adopt in the interest of the club and each officer shall be indemnified by the members in respect of their actions under this heading.

Appendix 1

Job Descriptions for Club Officers and Committees.

President.

1. Is the most Honoured position in the Club, and this is a nominated position.
2. Will represent the Club on special and social functions.

Chairperson.

- 1 Is the most Senior Officer of the Club, and this is an elected position.
2. To attend meetings of the Executive Committee and all AGM's, EGM's and general meetings.
3. To attend all Financial Meetings with the Treasurer and Secretary.
3. To represent the Club as a Director and Trustee at all Company Meetings.
4. To monitor the day to day running of the Club at all times.
5. To be available to all Club Members for discussion on any Club matter.

Secretary.

1. Is the key person in the Club and is the co-ordinator of all Club activities.
2. To act on behalf of the Torquay Bowling Club.
3. To convene all Executive Committee Meetings and all Special Meetings of the Club and to record the minutes/notes of all such meetings.
4. To receive all Club correspondence, and to ensure that it is correctly dealt with, and to advise the Executive Committee of all such correspondence.
5. To be responsible for the proper dissemination of all information in the Club.
6. To co-operate with the Chairperson and Treasurer on all financial affairs.
7. To represent the Club as a Director and Trustee in all Company Meetings.
8. To keep a close watch on all Club activities.
9. To process all new Club Membership Applications in conjunction with the Executive Committee.
10. To maintain a complete and accurate Membership List in accordance with Data Protection Act.
11. To maintain the Call Out Roster and notify the required authorities of any changes.
12. To notify the Licensing Authorities of any/change(s) in the holder of Secretary or Chairperson positions.

Treasurer.

1. To ensure that all Club rules regarding finances are properly complied with.
2. To co-operate with the Executive Committee on all financial matters.
3. To represent the Club as a Director and Trustee at all Company meetings
4. To keep a full and proper financial record, and maintain them in a clear and concise manner.
5. To keep a check on current income and expenditure.
6. To provide a financial report at Executive Committee and Company Meetings.
7. To provide full information and help to the accounts checker when required.
8. To provide an interim balance sheet at 6 months for the Executive Committee, and a full balance sheet at the end of the financial year for the Club AGM.
9. To provide an explanatory guide to the balance sheet at the AGM.
10. To make stock checks on the Bar and catering stocks at least twice a year, and to record an inventory of all Club equipment.

Club Captain.

1. To serve on the Executive Committee and to attend Men's Committee Meetings and Ladies Committee Meetings, if invited.
2. To monitor arrangements for Club matches, Tournaments and Competitions.
3. To organize availability and selection of friendly matches.
4. To greet visiting teams and meet with the opposing Captain, agree rinks of play and present the resulting score.
5. To present a welcoming speech to the visiting team, and to respond to a speech, when Captain at an away game.
6. To ensure that the Club flag is raised, and the green is properly dressed before any game commences.
7. To maintain close links between all male and female members.
8. To arrange transport for any away matches.
9. To arrange Captaincy cover when not available, or by a nominated other club member.
10. To be responsible for the Rink Book, and to ensure it is kept up to date (liaise with the Fixture Secretary and Green Ranger).
11. To convene Meetings with Sub Committees.

Club Vice Captain, (of either gender)

To assist the Club Captain in performing his/her mutual duties, and to deputise for the Club Captain when he/she is not available to play and attend Club Executive Committee Meetings.

Men's / Ladies Captain.

1. To serve on the Executive Committee.
2. To monitor all league matches and delegate the Captaincy of both "A" and "B" teams.
3. To organise availability of players for league matches and ensure that suitable transport arrangements are made for away games by the respective captains.
4. To re-arrange postponed league matches in conjunction with Fixture Secretary and/or Green Ranger.
5. To greet visiting teams and meet the opposing Captain, agree rinks of play and retain the resulting score.
6. To present a welcoming speech to the visiting team, and respond to a speech when playing an away game.
7. To ensure that the Club flag is raised, and the green properly dressed before any game commences.
8. To be aware of requirements and obligations for players participating in Tours/Friendly matches.
9. To maintain close links between female and male members.
- 6 To be responsible for all County and Nation Competition matters.

Ladies Captain.

1. To ensure that all raffle prizes are available for Tours/ Friendly games.
2. To arrange a tea roster for the season.
3. To arrange for any catering requirements to be covered.
4. To be responsible for entering ladies league games, matches or competitions into the Rink Usage Book and liaise with the Fixture Secretary and Green Ranger.
5. To convene meetings with their lady members.

Fixture Secretary.

1. To serve on the Executive Committee.
2. To compile and keep correct list of forth coming fixtures.
3. To maintain contact with Tour Organizers and other Fixture Secretaries, and arrange fixtures or re-arrange fixtures with them, including green fee charges (as agreed with the Executive Committee).
4. To advise the Club Captain, Men's and/or the Ladies Captains of any changes or cancellations when known.
5. To arrange the checking and printing of the Club Fixture List.
6. To arrange cover when not available.

Bar Manager.

1. To identify the drinks and ancillary goods sold to members from the bar.
2. To maintain good relations with the suppliers.
3. To organize the ordering and receiving of supplies.
4. To agree bar prices with the Executive Committee.
5. To maintain a Bar Rota with reference to the Rink Book.
6. To keep a proper record of daily takings as agreed with the Club Treasurer.
7. To undertake regular stock checks with the Club Treasurer.
8. To keep the bar and storage area in a clean condition.
9. To ensure that daily takings are properly labelled and packaged before placing them into the safe.
10. To ensure a good relationship with the customers.

Green Ranger.

1. To act as liaison between the Executive Committee and the Green team.
2. To be responsible for monitoring the condition of the green and surrounds.
3. To be the final arbiter as to the fitness green to play on, or in his absence, the Club Captain or any club official.
4. To provide regular reports to the Executive Committee on the current condition of the green.
5. To maintain a good relationship with the team.
6. To oversee any repairs or replacements of equipment required to maintain the green or the surrounds.
7. To oversee the selecting of the best rinks for League or Trophy matches.

Non-Executive Officers.**Competition Secretaries (Ladies & Men's).**

1. Will receive competition entries from the club secretary.
2. To carry out the competition draws and complete the competition sheets for all their allocated competitions.
3. Set the closing dates for all the rounds of all competitions.
4. Keep control of competitions and eliminate players who have not played their rounds of competition by the required date.
5. Arrange finals day(s) programme in conjunction with the fixture secretary.
6. Keep a record of competition winners, and if the trophies are removed from the club premises ensure the location of said trophy is known.
7. Ensure that the name(s) of the winners, of any trophy is engraved onto the appropriate trophy prior to the start of the following outdoor bowling season; enter the names of all winners and runners up into the trophy record book located in the trophy cabinet.

8. To keep all competition trophies in a clean and acceptable condition.

Social Committee / Secretary.

1. To arrange any social function during the year.
2. Keeping the Executive committee informed of any dates and times of functions.
3. Request any finances required for deposits for functions, and any other purchases from the treasurer.

Functions of the Committees.

Executive Committee.

1. To govern and manage all Club affairs.
2. To be responsible for the care and maintenance of the Bowling Green and of the surrounds, of all Club buildings, and the condition of both the interior and exterior surfaces of the main building, and the car park.
3. All correspondence relating to the Club and Club activities will be received and dealt with by the Committee.
4. Will be responsible for all financial matters.
5. Will be responsible for the observation of the Club rules and bye-laws and will adjudge all disciplinary matters.
6. It will have the final decision on acceptance of Club membership.
7. It will maintain close links with the Men's, Ladies, Social Committees and Torquay Bowling Club Limited.

Men's and Ladies Committees.

1. They will organize and administer their respective Club competitions and be responsible for Competition cups and the organization of prize giving.
2. They will organize the selection of League, County and National Competition Teams, and for friendly and tourist matches.
3. They will be responsible for the administration of any County or National Competitions hosted by the Club, including the provision of markers for Singles games.
4. They will maintain close links with the Executive Committee and with each other.

Note: The Chairperson or the Club Captain can chair either of these committees if required.

Note: The Club Secretary will need to be aware of any correspondence received from Devon County or National Organisations and act accordingly.
Replies to be signed by, a nominated Committee member.

**See Paragraph 14. (Submissions etc covers this).
Appendix 2.**

Disciplinary and Misconduct Procedures.

Disciplinary Regulation.

The right of Torquay Bowling Club (TBC) to take disciplinary measures.

Any member of TBC against whom an allegation of misconduct, as defined below, is alleged, may be subject to disciplinary measures.

- a) Improper interference with the functioning or activities of TBC or any member of TBC,
- b) Action which otherwise improperly damages TBC or any member thereof, or their reputation.

Definitions of Misconduct.

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

Breach of TBC Safeguarding Policy and / or Safeguarding Adults Policy.

Any breach of the Constitution or By-Laws of TBC.

Any conduct which is prejudicial to the interests of TBC, or any member thereof or to the sport of bowls in general.

The use of any profane, indecent, or improper language at any function of TBC, or whilst on the property of TBC.

Any violent, indecent, disorderly, threatening, intimidating or offensive behaviour at any time or place towards TBC (this includes all employees and members officially appointed by TBC carrying out their duties as required by TBC).

Sexual, religious, disability or racial harassment of any member of TBC.

Any drug abuse, otherwise known as ‘Anti-Doping, in breach of the Anti-Doping Policy Regulations.

Any conduct which constitutes a criminal offence.

Any fraud, deceit, deception or dishonesty in relation to TBC or its members or visitors.

Behaving fraudulently or cheating at any event held by or connected to TBC.

Theft or misappropriation or misuse of property of TBC or property of its members or visitors.

Procedure following an allegation of misconduct.

Any person wishing to make a complaint of misconduct by a member must do so in writing to the Chairperson or if no Chairperson the President or Secretary of TBC. If after preliminary investigation the said Officers of TBC considers that a case of misconduct exists the Officers will refer the complaint to the Disciplinary Committee.

The accused member/s involved shall be advised in writing within 21 days of the complaint being received.

- a) That the complaint will be referred to TBC Disciplinary Committee for a Disciplinary Hearing.
- b) That they/he /she is/ are prohibited from making an application to join another affiliated club until all disciplinary procedures have been completed.

In the event of a Disciplinary Hearing taking place the date shall, if possible, be agreed with the accused member / members involved, TBC shall provide 3 dates of availability which shall be within 28 days of the date of notification to the accused member/members of the complaint or as soon as practical thereafter and in any event the Disciplinary Hearing must be held within 56 days of the date of notification of the complaint to the accused member/members. In the event of failure to agree on such date the decision of TBC as to the date of the Disciplinary Hearing shall be final. If after receipt of a complaint , TBC is or becomes aware of the accused member/members being charged with a criminal offence which does not reach a conclusion within a 56 day period referred to above, any Disciplinary Hearing shall take place within 28 days of the date of the verdict hearing or the charges being withdrawn. The accused member/members must be given the right to be heard and to be accompanied by an advisor.

In the case of a serious criminal offence(s), suspension from TBC will normally be imposed and will be imposed if TBC Safeguarding Policy and/or Safeguarding Adult Policy so provides until the matter has been reported to the police and either a prosecution has been completed or a decision not to prosecute has been taken, In the event of acquittal of criminal charges, TBC reserves the right to initiate internal disciplinary proceedings on the basis of improperly damaging TBC, or any member thereof, of their reputation.

Orders to be made for the protection only – Orders of suspension pending a disciplinary hearing or court trial are to be used only where necessary to protect a member or members of TBC, or the property of TBC or its member, or where necessary to comply with any requirements under the anti-doping rules. Written reasons for the decision will be recorded and made available to the member/members who is/are the subject of this order.

The accused member/members shall be present at the disciplinary hearing and may be represented by an advisor, friend or other representative, who may be legally qualified. If the accused member/members is/are so represented, should it become necessary to ensure good order at the hearing, the Chair of Disciplinary Committee may stipulate that the accused member/members may speak only when called upon to give evidence by his/her representative.

Types of Penalty.

Caution.

Absolute discharge.

Which means that the accused member/members the misconduct alleged against them, no blame should be attached to his/her their actions.

Conditional Discharge.

Means that no penalty is imposed, subject to the accused fulfilling stipulated conditions as imposed by the Club Disciplinary Committee, including future good behaviour, over a stipulated period of time. If conditions are not met, a penalty may be imposed following a further hearing, which shall concern itself only with whether the conditions have been broken.

Excluded from certain activities of his/her Club, County & or Bowls England, such as participating in competitive bowls, for a specified period.

Suspended from TBC for a defined specified period.

Expelled from TBC for a defined specified period.

Adjournment.

The Club Disciplinary Committee shall have the power to adjourn a hearing to another date, as it thinks fit, also the Chair of the Disciplinary Committee can stop the proceeding against the accused at any time if they believe it is appropriate to do so.

Conclusion.

After all correspondence or communications have been completed following any Disciplinary or Misconduct proceedings, no further correspondence shall be entered into.