

THE CLUB RULES OF TIPTREE JOBSERVE BOWLS CLUB

AMENDED NOVEMBER 2017

1. NAME

- 1.1. The club shall be called Tiptree Jobserve Bowls club hereafter to be referred to as “the club” and shall be affiliated to Bowls England and Essex County Bowling Association.

2. Objectives

- 2.1 To foster and promoted the sport of lawn bowls at all levels, providing opportunities for recreation and competition.
- 2.2 To provide bowling and social facilities for all ages and gender
- 2.3 To promote and advance law bowls within the local community

3. Membership

- 3.1 Membership of the club shall be open to any person, person regardless of race, age, gender, sexual orientation, religious belief or ability, who completes a membership application for and pays the relevant subscription/joining fee as determined by the Club.
- 3.2 To qualify for membership a person must be prepared to support and promote the welfare of the club, be of good character and compatible with other members and free of indebtedness to any bowls club or bowling association.
- 3.3 An application to join the club must be made to the Management Committee, along with the appropriate fee as set out at the annual general meeting or spring meeting. New members’ names will be displayed on the club house notice board for 10 days before their application is accepted.
- 3.4 Any member or members may object to any application for membership by delivery of a written objection to the club secretary. Where any objection is received such application for membership will revert to the Management Committee for consideration.
- 3.5 All members, on admission, shall be deemed to have agreed to be bound by the Club Rules and by-laws of the club
- 3.6. The Committee shall have the power to exclude any member who in their considered judgement has acted detrimentally to the interests of the Club. This action only to be taken after the fullest investigation, the member will then be required to appear before the committee to state his or her case. If the Member declines, the Membership shall be automatically withdrawn. The committee shall consist of at least 75% or 6 whichever is the lower, of committee members in attendance and all decisions shall have a two thirds majority. The decision of the Committee shall be final and binding.

4. Classes of Membership

- 4.1 An ordinary member is a member whose application for membership of the club has been approved by the Management Committee, and who has paid all the prescribed fees. They are entitled to all the privileges of the club and entitled to exercise all the rights of membership.

- 4.2 Individuals under the age of eighteen years may apply for junior membership of the club with the written consent of their parent or guardian. Junior members shall be entitled to play in any club competitions according to the conditions and rules laid down for the playing of the event. Junior members shall not be entitled to vote nor nominate officers of the club.
- 4.3. The Management Committee may elect any person as a social member of the club and charge such membership fees as the club shall determine from time to time. Social Members shall not be entitled to hold any office of the club.

5 Officers

- 5.1. Officers of the club shall consist of President, Chairperson, Club Secretary, Treasurer, Club Captain, Vice Captains, Match Secretary, Ladies' Captain, Ladies' Vice Captain, Ladies' Match Secretary, Green Ranger, Assistance Green Rangers, Competition Secretary, Publicity Officer, County Delegate, Children and Vulnerable Adults Officer, CMBL Delegate and NWE Delegates.
- 5.2 The club officers are to be elected annually at the annual general meeting and a nomination list shall be displayed on the club notice board at least three weeks prior to the AGM.
- 5.3 All officers are elected for a period of one year and may be re-elected to the same office or another office the following year.

6 Management Committee

- 6.1 The operational affairs of the club shall be controlled by a Management Committee comprising Chairman, Club Captain, Ladies' or Men's Captain (whichever is not the Club Captain), Club Secretary, Treasurer, Green Ranger and two or three or four Ordinary Members elected from and by the Annual General meeting.
- 6.2 The Management Committee shall meet at agreed intervals and not less than four times per year.
- 6.3 Six members of the Management Committee shall form a quorum.
- 6.4 The Management Committee shall make decisions on the basis of a simple majority vote. In the case of equal votes the Men's Present or Chairperson of the meeting shall be entitled to a second and casting vote.

7 Dress Code

- 7.1 Players representing the club in friendly fixtures and competition matches shall wear club shirts.
- 7.2. Members participating in roll-ups and club competitions shall wear club shirts or white shirts and grey trousers or skirt or grey tailored shorts
- 7.3 Whites will be worn as directed by the Match Secretary
- 7.4 Bowling shoes with no heels and soft flat soles must be worn. The Officers of the club, committee members and Green Rangers have the authority to decline permission to play for any individuals with in appropriate footwear.

8 The Green

- 8.1 The Green Ranger and Assistants have the authority to rest any rinks and ensure that the green is not misused in any game.

- 8.2 The Green Ranger shall notify the members of any rink closure due to maintenance work being carried out.

9 Precedence of Competitions

- 9.1 The order of priority for rink books shall be:- National Competitions, County Competitions, Group Competitions, Inter-club league matches, CMBL and NWE knockout competitions, special event days, inter-club friendly fixtures, club competitions, club pairs league and roll ups. This order to be strictly adhered to.
- 9.2 The above precedence will not apply on club nights. Rink 6 shall be set aside for National, County, CMBL and NWE knockout competitions.
- 9.3. The Club Captain may, in exceptional circumstances, permit the green to be used on club nights for re-arranged inter-club fixtures and competitions.

10 Selection Process

- 10.1 The Club Men's Captain and Ladies' Captain shall hold overall responsibility for the selection of players to represent the club.
- 10.2 The Club Mens's captain and Ladies' Captain have the option to make selection decisions independently and of their own free will, or to create selection committees of their choosing during their year of office.

11 Club Handicaps

- 11.1 The Club Men's Captain, Ladies' Captain and Vice-Captains will administer the playing handicaps of all members.
- 11.2 Club Handicaps shall be formally reviewed at the start of each season and may be adjusted based upon the individual's proven performances within the past two seasons.
- 11.3 New members shall not be permitted to play in the Club Handicap Competition in their first year of membership in order that a fair and accurate assessment of their handicap may be made. New members wishing to take part in the Peter Horlock competition will not be allowed to participate until the playing ability has been assessed during the earlier part of the season.

12 Club Competitions

- 12.1 The Competition Secretary shall review the rules and by-laws of all club competitions on an annual basis.
- 12.2 The Management Committee shall have the authority to approve or deny any rule changes proposed by the Competition Secretary.

13 Changes of the Club Rules

- 13.1 A copy of the Club Rules shall be made available to all club members.
- 13.2 Any proposed alterations to the Club's Rules may be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded. Such alterations shall be passed if supported by not less than two thirds of those Members present at the meeting, assuming that a quorum has been achieved.
- 13.3 Fourteen days notice, in writing, must be given to members of any proposed alteration or amendment.
- 13.4 25% of the total membership shall constitute a quorum.

APPENDIX A

Child and Vulnerable Adult Protection Policy Statement

NOTICE OF CHILD AND VULNERABLE ADULT PROTECTION POLICY

Tiptree Jobserve Bowls Club full accepts its legal and moral obligation to exercise its duty of care and to protect all children and vulnerable adults participating in its activities and to safeguard their welfare.

WE are committed to do this by acknowledging that:

1. the welfare of the individual is paramount;
2. each individual irrespective of age, gender, religion, race or disability has the right to protection form abuse;
3. an individual has a right to be safe and to be treated with respect and dignity.

We shall use our best endeavours to ensure that:

- A. all allegations of abuse are taken seriously;
- B. the response to them is swift and appropriate;
- C. the effectiveness of our policy is reviewed annually;
- D. a responsible person shall be appointed annually as Child Protection Officer to whom members can address any concerns.

Our Child Protection/Safeguarding Officer is David Sainty.

APPENDIX B

Health and Safety General Policy

Tiptree Jobserve Bowls Club recognises their duties under the Health and Safety at Work Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment. Our management are informed of their responsibilities to ensure they take all reasonable precautions to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

Tiptree Jobserve Bowls Club recognises so far as is reasonably practicable the duty to ensure the following:

1. To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
2. To ensure that hazards are identified and regular assessments of risks are undertaken.
3. To provide information, instruction and training as is necessary to ensure personnel and others are assured of a safe and healthy working environment.
4. Promoting awareness of health and safety and encouraging health and safety best practice throughout our organisation.
5. To ensure we are taking the appropriate protective and preventative measures.
6. To ensure that we have access to competent advice and we are able to secure compliance with our statutory duties.

In order that we can achieve our objectives and ensure our personnel recognise their duties under health and safety legislation whilst at work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities.