



# HORNSEA BOWLS CENTRE

## **HORNSEA & DISTRICT INDOOR BOWLS CLUB LIMITED**

### **CLUB HANDBOOK**

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## **INTRODUCTION**

- The Club was formed in 1998 as a “Company Limited by Guarantee and Not Having a Share Capital”, to protect members of the Club from financial liability. This means that in the event of any serious financial debt owing to its creditor/s all current members guarantee to pay the sum of £1.00 only. The club is run as a not-for-profit organisation as the club has no shareholders and members cannot benefit directly from any profits made.
- Sport England provided 90% of the funding for the construction of the building. Therefore, under the agreement to accept that funding, two main points must be understood. The first is that they will always have some claim over the building itself. Secondly, they may under certain circumstances, unlikely as it may be, have a claim for a levy against the profits to assist with their funds.
- As Sport England Funding was accepted then the Club must abide by their open access policy. This means that membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- The Club is governed by the Articles and Memorandum of the Limited Company, a copy of which is on file in the Club’s office.
- It is the responsibility of the Directors to ensure the Club is run according to all legal requirements, and to oversee the financial stability of the organisation.
- Extracts from the Articles and Memorandum plus Rule Book have been presented in this Handbook to make the day to day running of the Club more readily accessible to its members.

## **A Sport for All: Bowls Fun for all the Family**

### **The Objectives of the Club**

To provide facilities for and to promote participation in the amateur sport of bowls and other amateur games and pastimes in Hornsea and District and to encourage social intercourse between members. In addition to promoting the game of bowls to achieve this objective the club may

- (a) To promote and hold (either alone or jointly with other associations, clubs or persons) competitions and matches for bowls and other sports or pastimes.
- (b) To offer, give or contribute to prizes, medals and/or other awards and to promote, give or support, dinners and other entertainments.
- (c) To provide an establishment for those in the local community to utilise with the possibility of meeting new friends and finding new interests.
- (d) To provide sports opportunities for all members of the community including free to access disabled support and equipment.
- (f) To offer education and training to young people in the game of bowls by means of dedicated rink time.
- (g) To provide qualified coaching staff and up to 4 free lessons for those new to the sport.

## **CLUB RULES**

### ***Extracts from the Memorandum and Articles of Association of Hornsea and District Indoor Bowls Club Limited***

1. The Club shall be known as Hornsea and District Indoor Bowls Club Ltd.
2. The objectives of the Club are those shown in the objectives section with the key objective being “To provide facilities for and to promote participation in the amateur sport of bowls and other amateur games and pastimes in Hornsea and District and to encourage social intercourse between members.”
3. The liability of members is limited. Every member of the Company undertakes to contribute such amounts as may be required (not exceeding £1) to the Company’s assets if it should be wound up while he/she is a member or within one year after he/she ceases to be a member, for payment of the company’s debts and liabilities contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

### **Board of Directors and Board Meetings**

4. The management of the Club shall be vested in the Board of Directors. The Board shall ensure that the following roles are covered: Chairperson (elected by Directors after AGM or as required), HR & Staff Development, Communications/PR, Financial, Community (including youth & disabilities), Buildings & Maintenance (incl Health and Safety), and Social Activities.

The Safeguarding Officer should also to be appointed by the Board of Directors (along with a Treasurer and/or Company Secretary if desired). All members of the Board of Directors shall be elected for a three year term and may be eligible for re-election. On formation of the Club the Chairperson and two other nominated Directors of the Committee shall serve for two years. All other elected members shall serve for one year. At the end of year one elected members will serve for three years. The system to ensures that half the members to the Executive Committee are elected on alternate years.

5. The Board of Directors has the power to act in all affairs of the Club. They have a legal duty of care as directors to act in the best long term interests of the club and must act within the powers granted to them by the Club’s Articles of Association.

6. Board meetings shall be held monthly or as required.

7. Board meetings may be called at short notice provided 48 hours notice is given or all members agree to a date and time with less notice. so long as notice is given

8. At least 60% of the board members are required to form a quorum for a board meeting.

9. The Board of Directors has the power at any time to appoint/co-opt a member to fill a vacancy. Any member so appointed shall hold office until the next Annual General Meeting. The member will retire, but shall be eligible for re election.

10. The Chairperson will have a casting vote at Board meetings and will be an ex-officio member of all committees with full voting rights, but no casting vote. The right to attend other committees can be delegated by the Chairperson, to other current directors.

11. Cheques drawn on the funds of the Club shall be signed by any two of the following: the Chairperson, the Company Secretary, Manager or Treasurer (if appointed) plus any other named director.

### **Annual General Meetings and Extraordinary General Meetings**

12. The AGM shall be held in October or November of each year. The agenda shall be decided by the Board but must include:

- The adoption of Report and Accounts together with a rolling five-year plan and cash flow forecast.
- Election/re-election of Directors
- Election of Honorary Club Captain
- Appointment of a Safeguarding Officer
- Any matters affecting members

Proposals must be with the Company Secretary at least 21 days prior to the AGM or SGM and will be displayed on the notice board fourteen (14) days ahead of the meeting.

13. Nominations for election of directors must be in writing to the Company Secretary three weeks (21 days) prior to the date of the Annual General Meeting (AGM) or any other Extraordinary General Meeting (EGM) of the Club.

14. At all General Meetings of the Club twenty-five (25) shall form a quorum.

15. The Directors will notify at an AGM or EGM, all matters relating to membership, building and works projects, business and long-term plans, and any other matters affecting members.

16. Alterations to this document can only be made at an AGM or EGM and must be carried by two thirds of those voting.

17. Honorary Life Members shall be nominated and seconded in writing to the Directors two months prior to a General Meeting, together with a citation, for approval by the Committee.

18. Extraordinary/Special General Meetings (EGM) shall be called either by the Board or by 10% of members entitled to vote. The reason for such meetings must be given in writing to the Company Secretary (or Chairperson) and signed by all concerned.

19. A Bowls Committee is elected annually at its own AGM in order to organise bowling activities. The bowls committee should meet monthly (or as required). The Ladies and Men's sections may nominate a representative and the Club Captain will have an automatic place on the Bowls Committee (and will liaise with the committee and office for the timing of any bowling competitions or special events.) \*

\* Further information on the Bowls Committee can be found in Appendix D.

## **Membership**

20. *Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.*

There shall be five classes of membership and subscription set on a non-discriminatory and fair basis:

- (a) Full Members \*
- (b) Junior Members under 18 years of age
- (c) Social Members
- (d) Honorary Life Members
- (e) Day / temporary members

"The board has the discretion to offer discounted full memberships such as disabled or student (age 18-25 in Full Time Education).

21. Full members, including discounted full members, life and Junior members shall be eligible to play in all Club matches and competitions. Full, discounted full and life members shall all be entitled to vote at AGMs and EGMs of the club. The club will keep subscription levels that will not pose a significant obstacle to persons participating.

22. Subscriptions for membership are due by 1st September each year.

23. Junior members must be under supervision of a full member at all times and will be allowed to invite three junior guests into the Club at any one time up to the maximum of five times during a calendar year.

24. Any member introducing a guest to bowl must sign the visitor's book and pay an agreed charge at reception, both member and guest are to sign the visitor's book. Attendance by any non-bowling individual visitor will be limited to five visits a year.

25. Members of visiting teams shall be regarded as temporary Club members for the duration of their visit

### **Use of Club Premises including Licencing and Gaming**

26. The Directors shall have the power to set the hours the Club is open for use.

27. The Club shall be closed on dates decided by the Directors and agreed at the AGM. These will be prominently displayed on the Club's Notice Board.

28. The Club Bar will be open for the sale of intoxicating liquors, etc as decided by the Directors but within the hours allowed by the local licensing laws. It is the responsibility of the licensee and directors to ensure all licensing regulations are adhered to within the club.

29. Intoxicating liquors will not be supplied to persons under 18 years of age.

30. No betting or lotteries shall be allowed on the Club premises without the prior authority of the Directors. Gaming shall be permitted in the Club providing it does not contravene any of the provisions of any statute of the Club or rules in force at the time.

31. Only in exceptional circumstances will a particular section be allowed to raise funds, and then only with the prior authority of the Directors.

32. Animals other than Assistance Animals are not allowed inside the building.

33. No smoking or vaping is allowed in any part of the building. Food and drink may not be taken onto the rink / green

34. The use of illegal drugs or misuse of solvents or other substances will not be tolerated on club premises including outside areas.

35 **CONDUCT OF MEMBERS.** Members behaving in a manner likely to cause offence to other Club Members, or in a manner likely to endanger the interests of the Club could have their membership withdrawn. A member will have the right to appeal to a special committee identified by the Directors. Any complaints of bullying, harassment or other disputes should first be made in writing to the Bowls Committee under the Club Grievance Procedure (see Appendix C)

35 **DAMAGE TO CLUB PROPERTY.** If the property of the Club is damaged through wilful misconduct it must be made good by the member or members causing the damage at their expense. Members will be held responsible for damage caused by their visitors.

### **The Bowls Committee**

36. The Bowls Committee are responsible for the administration and organisation of the bowls leagues and annual competitions. The rules for all leagues are found in Appendix A and for Competitions in Appendix C. Basic rules of bowls can be found in Appendix B and in the most recent version of the Crystal Mark Rules of the Sport of Bowls.

Note: Members are also asked to follow the Bowls Etiquette Guide found in Appendix F as breaches of these can be deemed as disrespectful and even deliberately distracting or annoying fellow players.

**Other Activities at HIBC**

The club also hosts a number of non-bowling activities, some of which are member run and others may be third party organisations or classes.

The directors also have the power to allow the club facilities to be rented out for events, training and functions with the aim of such events being to make a contribution towards the running costs of the club. Anyone hiring the club or attending such events are subject to the Conduct and Licencing rules of the club.

## **AFFILIATIONS AND EXTERNAL LEAGUES**

HIBC is affiliated to the English Indoor Bowls Association (EIBA) and a subscription is paid to them for all bowling members. All members are entitled to enter the EIBA National competitions whereby entry forms are available in March/April each year and matches played over the following winter season.

Locally HIBC is affiliated to the Yorkshire County Indoor Bowls Association (YCIBA) and the Yorkshire Ladies Indoor Bowls Association (YLIBA)

**The YCIBA** covers the mens' games and runs the

- Yorkshire Leagues (teams of four rinks played home and away against other Yorkshire clubs on a Saturday)
- Over 55's / Seniors Leagues run in the same way as the Yorkshire Leagues but played mid-week
- Yorkshire County Champion of Champion knockout competitions with the winners of the club championships being entitled to represent the club for the Men's Singles, Pairs, Triples, Fours and Over 60's Singles plus the Mixed Pairs competition.
- Manages the Yorkshire County teams that represent the County in the National Inter-County Competitions (Liberty, Over 60's and Under 25's (now mixed) teams)
- Manages the Yorkshire County Seniors (Over 55's) team in the Midland Counties League

**The YLIBA** promotes the sport of Bowls among ladies in Yorkshire and runs:

- Yorkshire Ladies League (teams of four rinks played home and away against other Yorkshire clubs on a Saturday)
- North Eastern Ladies League - like the Yorkshire County but designed to get new players into club teams
- Ladies President's Day games
- Yorkshire County Champion of Champion knockout competitions with the winners of the club championships being entitled to represent the club for the Men's Singles, Pairs, Triples and Fours plus the Mixed Fours competition.
- Manages the Yorkshire County teams that represent the County in the National Inter-County Competitions

**English Bowls Umpires Association** - trains and organise the Bowls Umpires around the country and provide Awareness Courses on rules and marking skills

**English Bowls Coaching Society** - trains and promotes coaching skills around the country

**RULES FOR LEAGUES AND BOWLING****APPENDIX A**

Bowls leagues and competitions are organised and administered by the bowls committee with the assistance of the club staff. Information and rules for the Bowls Committee can be found in Appendix D

**League Admin**

A.1. By signing up to a league, the team members agree to play all matches and be responsible for all rink fees due for the full season. Exceptions will be allowed on appeal for cases of long term illness but where possible a replacement team member should be sought.

A.2. In the event of the teams withdrawing from the leagues all games played against the withdrawing team will be discounted from the league analysis or last few games so that each team has same number of results against the withdrawn team.

A.3. Teams may rearrange the date of a league match if it is brought forward and played before the date of the original scheduled game. This new date must be agreed and the rink allocation moved on Bowlr at the time of cancelling.

A.4. When any scheduled league match has been cancelled under exceptional circumstances and at late notice, it will automatically be rearranged for the Tuesday afternoon/evening of the following week for daytime/evening leagues respectively. Tuesday morning league matches will be moved to the next Friday afternoon. Failure to re-arrange a game before the end of the season will result in the non-cancelling team being awarded two points and a score of 10-0 entered with all rink fees charged.

A.5. Any games missed in the first two weeks of the season must be played in September (or April for the Summer season). If not played in that month, then the game is awarded to the team that did not cancel but these instances need reporting to the Bowls Committee to be actioned.

A.6. A team that fails to fulfill all its league fixtures will not automatically retain their place in that league for the following season.

**Bowls Hall Rules**

A.7. No mobile phones to be used in the arena while the greens are in use. Any necessary phones should be on silent. Mobile phones and other recording equipment may be used for coaching and training purposes but permission MUST be obtained from the participants involved.

A.8 Coats and bowls bags to be deposited in the changing rooms. Bowls bags must not to be taken into the Bowls arena unless being used to deposit or collect equipment from lockers.

A.9. Only smooth soled bowls shoes can be worn on the rink and must not have been worn outside unless thoroughly cleaned since being used outside.

**HIBC League Matches**

A.10. Daytime matches are played over 2 hours but evening matches will be played over 17 ends for pairs and 15 ends for triples (unless otherwise agreed by a majority poll of league members at the start of the season). Evening games must be started at or before 7pm.

A.11. All matches will start at the scoreboard end.

A.12 If a jack is cast off the rink the opposing skip must set the jack to their preferred position

A.13. If you are registered for a team in a league, you cannot sub in that league for another team. Subs can only skip if the player that they are subbing for is the usual skip for the team.

When a team fields an ineligible player in a league game or competition, then the following shot deductions will apply at the end of the game before deciding the winner:

- In a rink/fours game, one quarter of the shot score for the defaulting team will be deducted
- In a triples game, one third of the shot score for the defaulting team will be deducted
- In a pairs game, half of the shot score for the defaulting team will be deducted

An ineligible player, is any player who does not meet the criteria for playing in the league or who is a named player of another team in the league (or fails to meet any other Conditions of Play for that league or competition)

A.14. Should two players of a team be present (triples match) then both members play four bowls each. The two-player team shall deliver the jack on winning end, but the opposing full team always bowl first and last. A penalty of 25% of the shots scored by the incomplete team shall be deducted from their score at the end of the match.

A.15. Should only three members of a team be present (fours) numbers 1 and 2 play three bowls each and the skip bowls two bowls. A penalty of 25% of the shots scored by the incomplete team shall be deducted from their score at the end of the match.

If a player has to leave the rink for illness and cannot continue, then rules A.14 & A.15 apply for the remainder of the game with the penalty only applying to ends where the team was reduced in numbers

A.16. In a 'time' duration competition, if the jack has been sent before the bell goes, then that end must be completed (the jack only has to be sent and need not have come to rest).

A.17. Killed ends: For all club games/competitions the jack will be reset on the designated re-spots rather than replaying the end (unless otherwise stated in the competitions rules)

A.18. It is the responsibility of the Skip to sign that they have checked the accuracy of the scorecard (including names of players to be charged for the game) and that it is returned to Reception immediately after the match

A.19. No alteration can be made to the result on the card once it is handed in. The result of the game shall be void if the card is not signed by both Skips.

A.20. The Bowls Committee will be responsible for the rules of internal events and sole arbiter in a dispute.

### **Other Bookings**

A.21. Ladies' and Men's sections shall elect a Captain and a Selection Committee and each section must liaise with the bowls committee for the timing of any bowling competitions and special events.

A.22. Provisional bookings for National/Club competitions are to be confirmed within three days; after which time the rink may be offered for booking. All bookings not required must be cancelled. If not cancelled, the person booking the rink is liable for the rink fees due for the booking.

A.23. All bookings should be made on Bowlr by individuals or through the office. All players due to bowl must be named on all bookings made and the office notified if any alterations are to be made. Rink fees will be charged automatically on the basis of players named on the booking or players named on league cards.

A.24. Where there are less than 12 teams in a winter league, the league will be split into two sessions, namely Autumn (15 weeks to Christmas) and Spring (14-15 weeks to early April). This will allow new teams/pairings to join the leagues at Christmas. The winners of each of the Autumn and Spring sessions will play each other in a final game to decide the overall winner. If one team wins both sessions, then the runners up in each session will play off to decide the runner up.

In any league where there are more than ten teams in a league, prizes will be awarded for league winners and runners up.

A.25. Unless otherwise specified, only players with less than three years bowls experience and NOT having won a league or competition can play in the Beginners and Improvers League.

**Dress Code for All League Games**

Flat soled shoes or any colour of bowls shoe (No outdoor shoes to be worn on the green).

White collared shirts, light coloured polo shirts, bowls manufacturer's shirts or club shirts

Grey, black or dark coloured trousers, culottes, skirts, or tailored shorts.

The official club colours are the club shirt(s) and black below the waist with flat soled shoes.

**BASIC RULES OF BOWLS****APPENDIX B**

B. 1. Games start with the tossing of a coin, the winner of the toss decides whether to go first or second. The player going first places the mat and sends the jack. No trial ends in league games.

The mat must be placed with the front edge at least two metres from the rear bank (at least covering the T) and no further forward than 25m line from the far bank.

B. 2. Players must start their delivery on the mat and keep part of one foot on or over the mat when bowling. In the case of wheelchairs, one wheel must stay on or over the mat.

B. 3. The jack must travel a minimum of 23 metres without going over the rink boundaries. If the jack finishes less than two metres from the front ditch then it must be placed on the T (i.e. 2 metres from the front ditch). If the jack is miscast, then the opposing lead player casts the jack or in the case of times league games, the opposition skip places the jack and the lead can choose the mat position. If the jack is miscast by both sides then the jack is placed on the T (i.e. 2 metres from the ditch) and the first player can choose the mat position.

B. 4. Bowls that land in the ditch or rebound from the ditch wall, are considered dead (and hence out of the game), unless they touch the jack before coming to a stop – in which they are known as a toucher and remain live (and are marked with chalk). Dead woods must be removed and placed on the bank as soon as it is realised that they are dead.

B. 5. If the jack lands in the end ditch (between the rink markers), it remains in play and its position marked by the yellow disc. Any touchers in the ditch have their position, are marked with a red disc.

B. 6. Possession of the rink passes to the other side as soon as the bowl stops and allowing the team time to mark a toucher. If a bowl is sent before the previous wood has stopped then that wood should be stopped and declared dead.

B. 7. Players at the mat end must stay one metre behind the mat line. Players at the head end must stand behind the head except for the person directing the player on the mat who must move behind the jack as soon as the bowl is delivered.

B. 8. In timed league games of two hours or a fixed number of ends, the winners will be the team which has scored the most points at the end of the game.

B. 9. No shoes, bowls, clothing, etc should be deposited on the wood surround whilst play is in progress. Nothing should overlap the bank top (including mats).

B.10. At changeover members should respect players on Rink 1. When the game finishes players should respect the game/s still in progress.

Full rules for the sport of bowls can be found in the World Bowls Laws of the Sport, which can be obtained online or by borrowing the office copy.

**SHORT MAT BOWLS**

During the 2021/22 Season the game of Short Mat Bowls was introduced. The Club has become affiliated to the Humberside Short Mat Bowling Association and will be known as 'Hornsea Hotshots'. This game is ideal for beginners and juniors and those members who find it difficult to play a two hour game. Up to date rules of this game can be found on the Club's Notice Board.

## **ANNUAL CLUB COMPETITIONS AND CHAMPIONSHIPS      APPENDIX C**

The Bowls Committee runs a number of Club Competitions and Championships which include:

Men's Championships	Ladies' Championships	Mixed Competitions & Championships	Other Competitions
Singles	Singles	Open Singles	Novice Singles
Pairs	Pairs	Mixed Pairs	Rabbits Pairs
Triples	Triples	Mixed Triples	Aussie Pairs
Fours	Fours	Mixed Fours	Junior Singles & Pairs
Over 60's Singles	Over 60's Singles	Remembrance Trophy	Short Mat

Dates for entries, finals weekend(s) and round play by dates will be issued each year when entry forms are released.

Rink Fees – Normal 2 hour rinks fees must be paid for all games (including singles). No rink fees are payable for the finals of any competition.

How to Enter - Entries are made by submission of the entry form along with payment to the club office. Payments can be made by cash or card including card payments over the phone.

### **Rules and Conditions of Play**

1. Club competitions are played on a knockout basis in line with advertised dates and formats.
  - Singles: Four bowls played to 21 up
  - Remembrance Pairs: Two bowls played for 21 ends
  - Pairs: Four bowls each, Triples: Teams of three - three bowls each,
  - Fours: Teams of four - two bowls each
2. Ages are taken as being that at midnight on 30th September of entry year
3. All games are to be played at Hornsea and District Indoor Bowls Club.
4. The first named player (the “challenger”) must make all arrangements to play the game (including arranging a marker for singles games – see Markers list on board). Each player is responsible for their own rink fees.
5. The challenger must contact their opponent to offer at least two dates (one weekend and one evening) within seven days of the previous round’s play-by date. If a Challenger does not offer dates within this time frame then their opponent will become the challenger and should offer dates and make arrangements. Daytime dates can be offered subject to your opponent being available in daytime.
6. The opponent must reply within 72 hours. Failure to reply will result in the challenger going through to the next round by default. If any offered date clashes with the opponent having a National or game where they represent the club, or have another Championship game arranged, then an alternative date must be offered by the Challenger. Where possible, please mutually agree your dates/arrangements.
7. NO EXTENSIONS AT ALL ON ANY DATES including finals weekend. Finals can be played in advance of finals weekend subject to the agreement of the Competitions Secretary.

8. Pairs, Triple, Fours: In all rounds up to and including the semi-finals, the game will be a maximum of two hours (and no more than 17 ends in those two hours), unless the game is tied, where there is a toss for the jack and one extra end is played. Finals consist of 18 ends.

9. Re-spot rule applies up to and including the semi-finals for pairs, triples and fours. No re-spotting in any singles or final.

10. Jacks cast too short or off the rink are placed in position in timed two hour matches but are recast for untimed matches including finals.

11. Finals may be played over two weekends and will be full games.

12. Novices – Open to anyone who has not won an indoor Club Championship

Rabbit Pairs – Both players must have been playing indoor bowls for less than 3 years and not won any indoor Club Championship

13. No trial ends are to be played in early rounds but can be played at the final. No player should play or practice on the day of a competition game except if playing in a club or Yorkshire league match (in which case it cannot be on the same rink)

14. Footwear and clothing: Bowls shoes (any colour) to be worn. Early rounds are to be played in greys and whites (per club rules). Finals are to be played in white shirts or bowls shirts with white trousers/shorts/culottes/skirts (greys for juniors, novices and rabbit pairs)

15. Bowls used in the men's singles or ladies singles must be stamped 1985 or after. No date stamp applies to other club competitions.

16. One substitute allowed per team.

17. Players can only visit the head after they have played at least two woods (1 wood for fours). In fours, teams may opt to play three's up.

18. Handicap Singles - The winner is the first person to reach 21 shots however one player will begin the match with a start of X shots where X is the difference between the handicaps of the two players. E.g. If Player A has a Handicap of +1 and Player B has a handicap of +8, then Player B will get a 7 shot start.

19. All games will be played in line with the Laws of the Sport of Bowls.

## **BOWLS COMMITTEE**

### **APPENDIX D**

The Committee shall consist of:

- Men's Section Representative
- Ladies Section Representative
- League Secretary
- Competition Secretary
- Committee Secretary
- Short Mat Secretary or Representative
- Three representative bowling members one of whom will be primarily a social bowling member
- A nominated Director to attend for liaison purposes

The Club Captain may also attend meetings along with the Coaching Rep (if required)

An Annual General Meeting of the Bowls Committee is to be held at the end of each Winter season with the following objectives:

- Review of bowling season.
- Review of bowling rule changes.
- Appointment of Team Captains for the next season.
- Appointment of the Bowls Committee for the next year.
- Any other related issues.

The Presentation of Prizes to winners of League and Competitions may follow or be held on another night

#### **Objectives of Bowls Committee**

Oversee all bowling issues relating to club facilities, leagues, competitions, friendlies, recruitment/training, special events, etc.

Deal with any bowls related complaints/disputes between members.

## GRIEVANCE AND DISCIPLINARY PROCEDURES

## APPENDIX E

Hornsea and District IBC adhere to the English Bowling Association rules and procedures which can be found online under Bowls England Regulations No.9.

The procedure covers the offences of:

- i. Use of improper language
- ii. Any intimidating/threatening/bullying behaviour to other Club members, officials or staff.
- iii. Breaches of club rules or concerns of bring the club into disrepute

### **Procedures**

Any person wishing to make a complaint against another bowling member(s) must do so in writing to the Bowls Committee.

Any person wishing to make a complaint against a member of staff must do so in writing to the Club Directors, likewise for a member of staff wishing to make a complaint against a club member.

1. In either of the above cases, after a preliminary investigation it will be decided whether a case of misconduct exists, then a club disciplinary committee will be established.
2. The committee will be selected from either the Bowls Committee or Board of Directors, as appropriate, with usually three persons in each case.
3. If the chairperson considers that a case cannot be made, then the person making the complaint will be advised, with no further action.
4. The accused person will be advised within 21 days of a complaint being received.
5. The accused member will be invited to a disciplinary hearing and will have the option to be accompanied at this meeting.
6. A copy of the club procedures and a copy of the written complaint(s) will be included with the written invitation.

### **Club Disciplinary Committee**

1. A minimum of three persons shall sit as the committee.
2. A Chairperson will be appointed to control proceedings.
3. Committee members should not sit if they are involved in any part of the conflict or have close connections.
4. The members of the committee will be forwarded to the accused party at least seven (7) days before the hearing.
5. Witness statements in support of the complaint and defence shall be submitted at least seven (7) days before the hearing.
6. The accused member shall notify the committee no later than seven (7) days before the meeting of any witnesses they wish to attend or represent them.
7. The Chair will organise for minutes to be taken.

8. The burden of proof shall lie with the disciplinary committee on the evidence put before it.
9. The committee may refuse to admit evidence that it sees as not relevant.
10. The committee will present its evidence first to the accused.
11. If the committee feel there is not enough evidence, they should dismiss the case.
12. If there is enough evidence then a majority verdict of the three members of the committee is sufficient.
13. If the case is proven the Chair will write a short report confirming the offence and findings and include the penalty to be imposed and a copy will be issued to the member concerned.
14. The accused will receive notification either at the hearing or within seven (7) days.

### **Types of Penalty**

1. Absolute discharge.
2. A written caution as to future behaviour.
3. Temporary exclusion from bowling.
4. Temporary exclusion from the Club.
5. Total exclusion from the Club.

### **Right of Appeal**

Any disagreement with the Bowls Committee Disciplinary ruling can be referred to the Club Directors.

**BOWLS ETIQUETTE****APPENDIX F**

Bowls is one of the few sports where true sportsmanship still prevails. By following the few simple principles listed here we can ensure that this this special characterisation of courtesy and good sportsmanship is maintained.

**Preparation:**

- 1) Check the dress code for the league or competition that you are to play and ensure you are correctly attired.
- 2) Arrive with sufficient time to change your footwear and be on the green promptly for the start time.
- 3) Enter the bowling rink/locker area quietly if a game is in progress ensuring mobile phones are switched off or silenced. Calls must NOT be taken inside the bowls hall.
- 4) In an inter-club game be there in time to welcome your guests/visitors.

**Game Play:**

- 1) Shake hands with your opponent before and after the game wishing them a pleasant game. Then toss for the jack.
- 2) Possession of the rink belongs to the team whose bowl is being played, that is the player who is on the mat. As soon as each bowl comes to rest possession of the rink shall be transferred to the other team, time being allowed for marking a toucher.
- 3) Players should not attempt to step onto the mat until possession of the rink has passed to them nor should a player delay from leaving the mat once their bowl has come to rest.
- 4) Stand still while the opposition is on the mat and when at the head end be aware of standing in front of the rink markers.
- 5) Players at the non-playing end should stand at least 1 metre behind the jack and to one side, taking care not to stand in front of the rink number or markers. The opposition should stand behind the head which is defined as all bowls resting at the playing end.
- 6) When the last bowl of the end has come to rest, stand well clear and do not disturb the head until the nominated team member on both sides have agreed the number of shots to be awarded. Normally the players deciding the shots are:
  - a. In pairs – the lead
  - b. In triples – the number two
  - c. In fours – the number three
 However, the skip can nominate another player to take on this role or that of controlling the head or scoring.
- 7) When deciding the number of shots, do not kick the bowls out as this may disturb the head. Take the bowls out by hand and put them where they can be easily counted.
- 8) If you are responsible for keeping the score, compare your card with your opponent at regular intervals. If score boards are in use make sure they agree with your card, including the number of ends.
- 9) Never be heard to criticise the green or your opponent, or use inappropriate language.
- 10) Be aware of players on the next rink when following a bowl after delivery, you may distract them and obstruct their view of the head.
- 11) Avoid going onto another rink when a game is in progress. If you need to cross it for any reason then ask permission to do so, or give a verbal warning if you need to stop a miscast bowl or jack that is entering that rink.
- 12) Acknowledge a “fluke” and commend an opponent’s good bowl. Do NOT applaud an opponent’s mistake, if an opponent’s bowl renders their position worse it would be better to commiserate.
- 13) After the game shake hands with the other player(s). If losing, accept defeat gracefully and congratulate the winner(s).