

# **THURSO BOWLING CLUB**

## **BYE LAWS**

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**Ratified at Extraordinary General Meeting April 2009**

## **SECTION A SUB COMMITTEES AND TERM OF REFERENCE**

All Sub Committees (SC) within the club shall be responsible to the Management Committee (MC) and shall carry out their several duties as described in the Terms of Reference or by mandate of the MC.

No member may hold more than ONE SC “chair” (excluding GDC) but may serve on any number of SC’s.

### **TERMS OF REFERENCE OF SCs**

#### **1 GENTS SECTION**

To promote and organise the running of all tournaments within the Club classified as “Gents Only”. This includes all domestic NCBA and Scottish competitions. The SC shall be responsible for:-

- 1.1 Obtaining entries and collecting monies for all tournaments.
- 1.2 Making the draw for the order of play.
- 1.3 Indicating time limits/dates for all rounds
- 1.4 Deciding handicaps where appropriate
- 1.5 Indicating the “rules of play” for each tournament in accordance with the “blue book”.
- 1.6 Enforcing the rules of play for each tournament.
- 1.7 Ensuring the appropriate prizes are available for each tournament
- 1.8 Selecting all “Gents” teams representing the Club except those as specified as “Scottish”.
- 1.9 Shall keep auditable records of finances.
- 1.10 To arrange photographer for presentations of all sponsored competitions.

#### **2 LADIES SECTION**

Similar to 1 but appropriate to “Ladies”.

#### **3 GENERAL DUTIES COMMITTEE**

- 3.1 Shall have similar responsibilities to 1 for all Open Tournaments and “mixed” tournaments.
- 3.2 Shall be responsible for the selection of all teams representing the Club in Matches and Friendlies when the Club team is required.
- 3.3 Shall ensure all open tournament entries are returned to their source on time.
- 3.4 Helter Skelter organisation
- 3.5 Shall produce a Diary of Events – domestic and open – for the commencement of the season.
- 3.6 Shall produce a Members to Management Committee List which will be displayed on the Notice Board.

#### **4 GREEN COMMITTEE**

- 4.1 Shall be responsible for the general upkeep of the green.
- 4.2 Shall carry out all the work for the upkeep of the green as recommended by any specialist body contracted by the MC.
- 4.3 Shall ensure the green is properly prepared for all matches, tournaments, special events, or as requested by the MC.

4.4 Shall instruct the Green keeper as to his daily tasks and ensure they are carried out to a satisfactory standard.

4.5 Draw up a job specification for the Green Keeper work.

4.6 Shall advise as to any special playing conditions which may need to be enforced to protect players/green.

## 5 **BAR COMMITTEE**

5.1 Shall operated the bar within the Licensing (Scotland) Act 1976 and as directed by the MC.

5.2 Shall keep records of stock and sales in an auditable manner.

5.3 Shall operate to a profit margin agreed by the MC

5.4 Shall ensure that the premises are closed by activating the installed security system.

## 6 **SOCIAL COMMITTEE**

6.1 Shall organise and run all the social functions of the Club

6.2 Shall be responsible for all the fund raising activities of the Club as sanctioned by the MC.

6.3 Shall keep auditable records of finances.

## 7 **CATERING COMMITTEE**

7.1 Shall be responsible for the catering requirements of the Club. These will be:

- a) Teas provided after Helter Skelters
- b) Teas provided after matches
- c) Meals provided after competitive matches
- d) Meals provided after "Friendlies"
- e) Any specified functions as agreed with the MC
- f) To maintain cleanliness and hygiene of the kitchen area in accordance with the Guidelines for Safe Handling of Food and Drink as displayed in the notice on the kitchen wall.

7.2 Shall keep auditable records of income and expenditure.

## 8 **SPONSORSHIP COMMITTEE**

8.1 Shall be responsible for the acquisition of sponsors for Club tournaments

8.2 Shall disburse sponsorship to the appropriate SC for specific competitions

8.3 Shall maintain auditable records.

8.4 Shall be responsible for obtaining sponsors' banners etc., in time for competitions, and inviting sponsors to any presentation.

## 9 **FABRIC COMMITTEE**

9.1 Shall be responsible for the upkeep of the Club buildings and surrounds

9.2 Shall report any maintenance requirements to the MC

9.3 Shall obtain notes for any maintenance work required and advise the MC on the most cost effective procedure.

**10 PRESS SECRETARY**

**10.1** Shall be responsible for a weekly report to the local press

**10.2** Responsible for all press releases as instructed by the MC.

**SECTION B MEMBERSHIP**

- 1** The total number of members of the club (including full members, juniors, restricted members and honorary members) should not exceed 165.
- 2** The balance of the male/female or female/male membership should never exceed 60/40%. If this is likely to occur the MC will take appropriate action to redress the balance.
- 3** The balance of male/female members elected to the MC should, where possible, reflect the balance of membership during the previous year.
- 4** Children of full members, between the age of 8 and 10, may be taken onto the Green as long as they are directly supervised at all times by a parent or guardian. The times they should be allowed onto the green to be restricted to suitable times outwith when competitions are scheduled and when the green is busy with ties. They will not be permitted to enter any competitions or helter skelters. If the child shows an aptitude and interest in the game, they should be referred to the Junior Section who will arrange some formal coaching and assessment. If appropriate, the Junior Section will then recommend the child to join the Junior Section of the Club.

**SECTION C CONDUCT OF MEMBERS**

- 1** For all representative games and Finals Day participating players and officials should wear "Greys and Whites".
- 2** When on the Green players/officials must wear bowling shoes as specified in the Laws of the Game. A member of the Green Committee must sanction any exception to this.
- 3** For normal play on the green, dress is optional, but tops must be worn and dress shorts will be permitted.
- 4** Members must behave courteously, observe the Laws of the Game and the Constitution and Bye-Laws of the Club.
- 5** New members must initially be accompanied on the Green by an experienced bowler. Coaching from a Club Coach should be done within 2 months of joining.
- 6** Any grievance should be reported to the MC via the appropriate Management Committee Representative and preferably in writing.
- 7** Any decision by the MC affecting the rights of a member must be ratified at a General Meeting of the Club.
- 8** Children must be kept under control by those responsible for their presence.
- 9** Pets present must be kept under control at all times. Owners are responsible for ensuring that any natural function carried out by their pet is cleared up immediately.
- 10** Alcoholic drink will not be consumed outwith the club premises.
- 11** Fund raising activities within the Club for other organisations/charities must be approved by the MC.

**SECTION D USE OF THE LOCKER ROOM**

- 1** Whilst it is recommended that lockers should be kept locked, this is a personal decision for each member. However, the door must be kept shut when items are not being stowed or removed.
- 2** Shoes, bowling bags, etc must be stored in lockers and not left on the floor. This applies equally during play as at the end of play.

- 3 The open areas under the seats are for the exclusive use of visitors.
- 4 Coat hooks are provided above the seating areas for the use of members and visitors. Clothes must be removed by the end of the day. Items left will be removed after 24 hours to the anti-room
- 5 Wet clothing must not be hung above the seated area. Hooks have been provided in the anti-room for drying purposes.

## **SECTION E RULES OF THE GREEN**

- 1 Members should use the steps provided when going on/leaving the green.
- 2 Sitting on the banks is not permitted.
- 3 Members should not encroach on the playing area unless participating as a player/official.
- 4 Protective mats will be used when directed. Members are themselves expected to use them when there is doubt as to playing conditions.
- 5 All playing equipment i.e. bowls, jack, mats are to be removed on completion of a game unless immediately required for further play.
- 6 The Green will be open for play during daylight hours Monday to Sunday. Play under floodlight will be permitted on these days.
- Play restrictions on the above may arise through green maintenance or MC decree and will be notified in advance.
- 7 Playing of bounce games during diarised competitions on the green will be at the discretion of the organising committee members, on duty at that time i.e. Ladies, Gents or General Duties Committee.
- 8 Competition ties may be permitted on Helter Skelter evenings at the discretion of the Members of the Organising Committee on duty if:
- a) there are any spare rinks once the Helter Skelter numbers are known
  - b) not before 7pm
  - c) any game started in the late afternoon which has not finished by 6.55pm must be stopped if required. The completion of the tie will be arranged for a later date.

## **SECTION F PLAYING OF TIES**

- 1 All club competitions are under the control of the appropriate Section Committee and their decision is final.
- 2 Tie priorities shall be decided by the Section Committee – normally County competitions will have priority over Club competitions.
- 3 Rinks for ties will be reserved using the Rink Booking sheets provided for that purpose by the Section Committee.
- 4 Any player having difficulty arranging a tie should use the Tie Books as directed by the guidelines attached to the books (Appendix 1).
- 5 The Section Committee shall have the right to scratch any player(s) from a competition if they fail to comply with the set dates. Under exceptional circumstances the Section Committee may extend the set dates.
- 6 Duration of the Club competitions will be as advised on the draw sheets in accordance with the guidelines laid down in the “Competition Details” book.
- 7 Play on booked rinks should commence within 15 minutes of the published time. Failure to do so without “reasonable cause” could result in an opponent claiming a “walk over”. This will be a decision by the Section Committee.

- 8** (a) Ties starting at the booked starting time will be allowed to continue to completion.  
(b) Ties starting after 15 minutes of the official start time will stop at the end of the allocated time (unless there are no further bookings on that rink). The completion of the tie will be arranged for a later date or moved to an empty rink.
- 9** At least one rink will be available for non-competitive games when the tie booking sheet is in use. To be decided by the Section Committee.
- 10** (a) Afternoon rink booking will be as detailed in the booking sheet – only two rinks bookable at each session  
(b) Evening rink booking  
6.15 pm booking a maximum of 5 rinks  
8.00 pm booking a maximum of 5 rinks
- 11** Members will not be permitted to use the green during the time of a General Meeting.
- 12** Members who are selected for a representative match and refuse to play, without just cause will not be permitted to play at that time
- 13** The General Duties Committee is to have full responsibility for the organisation, and, if necessary (due for example, to inclement weather) rescheduling of Finals Day and Finals Evening. The Ladies and Gents Committee is to submit the finalists from their competitions to the General Duties Committee by a date agreed by all committees. The appropriate committee will deal with any non-compliance with arrangements set out for Finals Day/Evening.
- 14** Any member successfully reaching more than one final, for competitions which are notified to be completed on Finals Day or Finals Evening, must be prepared to play more than one final on Finals Day.