



FIVE RIVERS INDOOR BOWLS CLUB (SALISBURY)  
LTD

RULES

4<sup>th</sup> EDITION dated 1 October 2020

VERSION 4

CONTENTS

Page	Rule
3	1 Five Rivers Indoor Bowls Club (FRIBC) 2 Club rules and bye-laws 3 Annual subscriptions 4 Visitors 5 Club opening hours 6 Sale of intoxicating liquor and gaming machine
4	7 Insurance 8 Application for membership 9 Prospective members 10 Winter season - concession for new members 11 Classes of membership
5	12 Non-Renewal of membership 13 Resignation 14 False statement on joining the club 15 Annual general meeting 16 Special general meeting 17 General Committee
6	18 Committee meetings 19 Agenda and minutes 20 Co-Opted members 21 Formation of sub committee 22 Selection of sub committee
7	23 Standards of dress 24 Standards of dress (relaxation)
8	25 Changing facilities 26 Conduct on the green 27 Rink booking and paying of rink fees
9	28 Not used 29 Animals prohibited 30 General club rules 31 Unacceptable behaviour and breaches of club rules and bye laws
10 - 12	Disciplinary sub committee
13 - 14	Competition bye laws
14 - 15	Competition format and rules
16 - 18	League bye laws
19 - 20	Junior section
21 - 22	Safeguarding and Child Protection Policy

## Five Rivers Indoor Bowls Club (Salisbury) Ltd.

### The club to be commonly known as Five Rivers Indoor Bowls Club

The Company is registered at Companies House (Company No. 07835780) limited by guarantee and exists to give the members of the bowls club private protection from financial liability.

#### Rules

##### 1. Five Rivers Indoor Bowls Club (FRIBC)

- 1.1. The club is run primarily to facilitate the game of flat green indoor bowls to be played at premises maintained by FRIBC, for the development of all members of the general public by providing coaching, teaching members the etiquette of the game and to arrange leagues, matches and competitions as required for the benefit and enjoyment of all of the members.
- 1.2. FRIBC complies with British law and regulations and does not discriminate on the basis of age, race, colour, religion, sex, gender identity, sexual orientation, national origin or ancestry, the presence of any sensory, mental or physical disability.
- 1.3. It is a "Not for Profit" club and any surplus is reinvested in the club, so as to improve the facilities for the community. No monies are shared between club officials or members.
- 1.4 FRIBC draws its membership primarily from the membership of six outdoor bowling clubs who cannot bowl outdoors from mid-September to early April because of the adverse British weather conditions. Those outdoor clubs being, Amesbury, Salisbury Devonshire Road, Wilton, Alderbury, Downton and Fordingbridge. In the event of FRIBC becoming dissolved then all assets would be transferred to those six forenamed outdoor bowls clubs, who are registered as a CASC at the date of FRIBC's dissolution.

##### 2. Club Rules and Bye-Laws

- 2.1. Club rules and bye-laws may be added to, amended, or deleted, by a two thirds majority at an annual general meeting (AGM), or special general meeting (SGM).
- 2.2. The General Committee has the authority to introduce, suspend and alter a club rule or bye-law if it is felt to be in the best interests of the club to do so. The introduction, suspension, or alteration of a rule will be considered at the next opportune AGM or SGM.
- 2.3. The level of annual subscriptions and rink fees will be set annually at the AGM of FRIBC in April.

##### 3. Annual Subscription

- 3.1. The club year runs from 1st October to 30th September and each member is required to pay an annual subscription before 1st October.
- 3.2. For those joining part-way through the year payment will be proportionate (the annual fee divided by 12, multiplied by the number of complete months to the end of the club year).
- 3.3. For those leaving part-way through the year any refund will be at the discretion of the General Committee.

##### 4. Visitors

- 4.1. Visitors must for insurance purposes have their names entered in the visitors' book immediately they enter the club and countersigned by a current club member.
- 4.2. If the visitor is to bowl, the current fee for visitors will be collected by the countersigning member and paid in the prescribed manner before bowling.
- 4.3. No visitor shall be permitted to bowl on more than three occasions in any one year and may not play in any league or club competition.
- 4.4. Social members (see section 11) are not permitted to become visitors to enable them to bowl.
- 4.5. In the case of a visiting team which is not included in the pre-published club programme the captain of the day should counter-sign the entry for the team *en bloc*.

##### 5. Club Opening Hours

- 5.1. The club shall be open at the discretion of the General Committee. Current opening hours will be displayed in the club and also on its web site.
- 5.2. The General Committee of the club will ensure that the provisions of the current licensing acts and any conditions attached to a licence granted to the club are adhered to in all respects.

##### 6. Sale of Intoxicating Liquor

- 6.1. No person under the age of 18 years shall be permitted to purchase or consume intoxicating liquor
- 6.2. Intoxicating liquor may only be supplied during the hours permitted by the licensing acts.

**6.3.** The following persons may be permitted to purchase intoxicating liquor from the bar for consumption on the premises and Section 49 of the licensing act 1964 shall apply as follows:

**6.3.1.** All members of the club aged 18 and above.

**6.3.2.** Persons over 18 attending a bona-fide meeting or other function approved by the General Committee, but must be signed in.

**6.3.3.** Members over 18 of visiting bowls teams and their officials.

**6.3.4.** Members over 18 of bowls clubs affiliated to the English Indoor Bowling Association (EIBA) or Bowls England (BE).

**6.3.5.** Guests over 18 of members who have been signed in by a member in the visitor's book.

## **7. Insurance**

**7.1.** The club will ensure club members are covered for personal accident whilst playing bowls, are on official duties or officiating at the club, or on away premises, or when attending socially at the club.

**7.2.** Visitors names must be entered in the visitors' book and be counter-signed by a member introducing them, or in the case of a visiting team not in the pre-published programme, by the captain of the day. This is to conform to fire regulations.

## **8. Application for Membership**

**8.1.** New members must complete an application form.

## **9. Prospective Members**

**9.1.** Names should be entered in the visitor's book and signed by a member or instructor.

## **10. Winter Season - Concession for New Members**

**10.1** New bowling members joining on or after the 1st September whose membership does not become effective until 1st October may play in domestic league and friendly matches and may use the rinks for practice in the period prior to 1st October commencing with the second Monday in September providing they have paid the joining fee for the year commencing 1<sup>st</sup> October before they play. However, any increase in subscription authorised at the club's AGM in April will have to be paid in addition.

## **11. Classes of Membership**

<b>11.1. Honorary Life Member*</b>	Membership bestowed at an Annual General Meeting.
<b>11.2. Full Member*</b>	<b>11.2.1.</b> Playing members who have paid the annual subscription <b>11.2.2.</b> Introductory subscription to be £25 for new to Five Rivers Indoor Bowls Club members, but limited to one month and four fixed coaching sessions, after one month, full membership available for a further £25, experienced bowlers £50.
<b>11.3. Junior Member</b>	<b>11.3.1.</b> The age range for membership of the Junior Section is 8 to 18. The lower age can be reduced at the discretion of the General Committee (1 <sup>st</sup> October annually is the age qualifying date.) If a junior member continues in full time education he may still pay Junior membership contributions. <b>11.3.2.</b> Full Playing membership for those aged under 18 years or still in full time education will be offered on an individual basis at the discretion of the General Committee.
<b>11.4. Non Playing Member*</b>	<b>11.4.1.</b> Full members who previously paid the full members annual subscription but have elected to move to non-playing status either permanently or temporarily. <b>11.4.2.</b> Any person who has applied to become a non-playing member and paid the annual subscription, non-playing members have full access to all the facilities of the club but may not bowl nor may they vote on bowling matters at any meeting. <b>11.4.3.</b> A full member who reverts to a non-playing member may at any time revert back to a full member on payment of the annual subscription.

\* Members who joined the original FRIBC Ltd. before 31 December 1984 are entitled to the honorary title of "Founder Member".

## 12. Non-Renewal of Membership

12.1. By default. A member not paying their annual subscription by 1st October will be deemed to have resigned and because they are not bona fide members of the club as stipulated in the EIBA rules, such members will have all entries in national and club competitions cancelled as void (as will the team results in any league game in which the member has played in the current season).

12.2. By the General Committee. The renewal of the membership of any member may be declined by the General Committee providing always that a disciplinary sub-committee formally constituted under rule 31 has investigated the reasons for non-renewal and has resolved that membership should not be renewed.

## 13. Resignation

Members wishing to resign their membership should inform the Membership Secretary in writing.

## 14. False Statement on Joining the Club

The General Committee will consider terminating the membership of any member who knowingly makes a false statement on joining the club.

## 15. Annual General Meeting

15.1. The annual general meeting of FRIBC will be held during the month of April. The agenda, annual report and financial statements will be sent to each member, and displayed in the bowls club.

15.2. The business of the annual general meeting will be to elect a General Committee, to pursue the objectives of the club and to decide upon any other item on the agenda., including any other item having been sent to the club secretary at least 28 days prior to the annual general meeting endorsed with the signatures of the proposer and seconder.

15.3. A minimum of 15% of the members shall form a quorum at the annual general meeting. This number includes all members who have signed and returned to the secretary prior to the meeting a correctly completed proxy vote and apology.

15.4. The agenda will not contain an item pertaining to any other business. Exceptionally, and if he/she has been notified before the meeting starts, the chairperson may rule that a matter of paramount importance which has arisen since the agenda was despatched should be discussed as the last item on the agenda.

## 16. Special General Meetings

16.1. A special general meeting may be called at any time by the General Committee or by 15% of the club membership

16.2. 21 days' notice must be given in writing to each member and the agenda must specify clearly the object of the proposed meeting. **No other business** will be transacted at the meeting.

16.3. A minimum total of 15% of the members including proxy votes as in 15.3 shall form a quorum at a Special General Meeting.

## 17. General Committee

17.1. The General Committee will be elected at the annual general meeting of the bowls club in April and will comprise:

President

Chairperson

Club Secretary

Treasurer

Membership Secretary

Club Welfare Officer

Competition Secretary

Four ordinary members

Club Captain

Men's or Ladies' Secretary (depending on gender of Club Secretary)

Directors - if not in one of the above offices.

17.2. Each of the following will stand for a three year term of office and will only be allowed to serve for a maximum of two terms, a one year extension allowed only in exceptional circumstances President, Chairman, Treasurer, Secretary, Membership Secretary.

17.3. Nominations for election must be made from 28 days before the annual general meeting and be signed by the proposer, seconder and the nominee. Completion of the nomination sheet displayed in the club will be sufficient. The notice will be removed 7 days before the date of the meeting.

17.4. Where no nomination is forthcoming for a particular appointment the chairperson may accept nominations from the floor of the meeting.

17.5. In the event that an officer of the club resigns during his/her term of office the General Committee may make such arrangements as are necessary. Should the General Committee or the membership so wish, a new appointment could be made by way of a Special General Meeting.

17.6 Only full playing members are allowed to serve on the General Committee.

## 18. Committee Meetings

18.1. The Committee will meet each month between August and May each year and at other times as may be required. Should the chairperson or secretary be unavailable then provided there is a quorum, the members present will elect a chairperson for the meeting and another attendee to take the minutes.

18.2. A quorum shall consist of five elected members.

## 19. Agendas and Minutes

19.1. The agenda for a General Committee meeting is to be displayed in the club 7 days\* before each meeting and except for standing items, such as officer's reports, should include a brief description of the items to be discussed. (\*Items for the Agenda must therefore reach the club secretary 10 days before the date of the meeting and must bear the originator's name and signature).

19.2. Each meeting will be minuted. A non-committee member may be co-opted to take and produce the minutes, but shall not be able to speak or vote at the meeting other than to assist with clarification of the notes for the record.

19.3. Minutes will be displayed as soon as is practical following a General Committee meeting.

## 20. Co-opted Members

20.1. Any member of the committee may co-opt other bowling members to assist him/her in the discharge of his/her responsibilities.

20.2. With the exception of the vice captains (who attend automatically when their respective captain is unable to attend) co-opted members will not usually attend committee meetings.

20.3. Except when a vice captain is representing their captain, no co-opted member may vote at committee meetings.

20.4. The following are standing co-opted members of the committee, to be elected at the AGM in April.

League Secretary

Fixture Secretary

Team Managers of both sexes

Junior/Child/Elderly Protection Officer

Bar Organiser

Catering Officer(s)

The House Manager is a standing co-opted member of the General Committee but the position which involves the payment of an annual gratuity is an advertised position and the appointment made after his/her being interviewed by the General Committee

## 21. Formation of Sub-Committees

21.1. The committee may resolve to form sub-committees to carry out various tasks. These may be standing sub-committees or *ad hoc* sub-committees for "one-off" tasks and will have terms of reference set by the General Committee.

21.2. The General Committee may resolve to disband a subcommittee when it is no longer required.

21.3. The chairperson, president, treasurer, club secretary and ladies'/men's secretary may attend any sub-committee meeting and shall have the right to speak, but, unless they are *bona fide* members of the subcommittee, may not vote.

## 22. Selection Sub Committees

22.1. Three members shall form a quorum	
22.2. Denny, Wessex and Trisham	Men's team manager plus assistant manager plus three selectors
22.3. Yetton, Riversmeet and Mason	Ladies' team manager plus assistant manager plus two selectors
22.4. Mixed Top Club and Egham	Men's and Ladies team managers plus two selectors
22.5. Friendlies	Club Captain, Club Vice-Captain

## 23. Standards of Dress

23.1. The club secretary, ladies' secretary or men's/ladies' captains can advise on approved patterns.

23.2. Substitute garments in lieu of approved pattern items are not permitted.

23.3 Only FRIBC club badges and sponsors badges may be worn.

23.4. Club teams must wear uniform dress.

23.5. When a meal is provided, men are required to wear the appropriate dress, and ladies to wear appropriate dress as directed by the ladies' captain or team manager.

#### 23.6. Whites

Ladies	Men
white blouse	mostly white top (shirt or t-shirt) tie (if directed by the club captain) or club colours
approved pattern white/cream skirt/slacks/culottes or EIBA/Bowls England approved shorts	white/cream trousers/tailored shorts or EIBA/Bowls England approved shorts
Optional Items	
approved pattern plain cardigan/waistcoat in club colour club colour (blue) or white/cream	approved pattern plain white or cream pullover

#### 23.7. Greys

Ladies	Men
white blouse	mostly white top (shirt or t-shirt) tie (if directed by the club captain) or club colours
approved pattern grey skirt/culottes/slacks or EIBA/Bowls England approved shorts	light grey trousers or EIBA/Bowls England approved shorts
Optional Items	
approved pattern plain cardigan/waistcoat in club colour (blue) or white/cream	approved pattern plain white or cream pullover

#### 23.8. Club Colours

Ladies	Men
new patterned club shirt as approved by the EIBA (June 2019)	new patterned club shirt as approved by the EIBA (June 2019)

#### 23.9. Domestic Leagues, Domestic Competitions and Social Bowls Sessions

Ladies	Men
white blouse	mostly white top (shirt or t-shirt) tie (if directed by the club captain) or club colours
approved pattern grey skirt/culottes/slacks or EIBA/Bowls England approved shorts	light grey trousers/ or EIBA/Bowls England approved shorts
Optional Items	
approved pattern white polo shirt with/without integral club badge league Teams may wear coloured shirts/polo shirts, every member of the team must be the same. league team shirts may have names on the back. The wearing of track/shell type clothing in domestic leagues / friendlies is not permitted	approved pattern white polo shirt with/without integral club badge league teams may wear coloured shirts/polo shirts every member of the team must be the same. league team shirts may have names on the back. the wearing of track/shell type clothing in domestic leagues / friendlies is not permitted

#### 23.10. Breaches of the Dress Code

It is the responsibility of the captain of the day, the umpire or any committee member to report breaches of this rule to the General Committee if any member refuses to dress correctly when so requested.

#### 24. Standards of dress (relaxation)

##### 24.1. Social Events

24.1.1. On social bowling occasions members dress should reflect the high standard required by membership of the club and no member should appear in any form of dress which gives offence.

24.1.2. Organisers should ensure those attending conform to the spirit of this rule.

## **24.2. Practice and Casual Roll-ups**

**24.2.1.** Greys are the normal wear but there is no objection to members practicing in other clothing providing it is clean and does not give offence.

**24.2.2.** In particular, members practicing in their lunch hour or after work in the 1600 -1800 hours periods may bowl in casual or office work wear.

**24.2.3.** Juniors may wear school wear, or any other clean/fitting and inoffensive clothing, it is recognised that clothing costs are high and children / teenagers grow out of them so quickly.

## **25. Changing Facilities**

**25.1.** Members must not change in the lounge, bar area or playing area. Changing rooms are provided and must be used.

**25.2.** Players waiting to play must not leave their bowls on the floor, but should place them in the racks provided and must leave their bags in the changing room.

**25.3.** Lockers are provided to rent. Due to the shortage of space no bowls or bags must be left on club premises overnight, other than in the lockers provided.

Bowls or bags so left will be secured, for health and safety reasons and may be reclaimed from the Bar Steward on payment of a handling fee (half the 2-hour session fee) to the club.

**25.4.** Requests for lockers should be made to the Membership Secretary.

**25.5.** Lifetime lockers will revert to the club on any of the following occasions:

a) on the death of a member; or

b) resignation of a member in accordance with Rule 12; or

c) where a Full Member has elected to become a Non Playing Member in accordance with Rule 11.4

Locker keys must be returned to the Membership Secretary as soon as possible. If not returned within three months the General Committee reserve the right to empty and reallocate the locker.

**25.6.** Hiring a locker will mean the exclusive use of that locker by the member for one year. Members so hiring will be billed annually with the request for annual subscriptions, unless they give notice in writing to the Membership Secretary that they no longer wish to renew their tenancy.

**25.7.** Sub-letting or sub-renting of lockers is not permitted. Lockers and keys are the responsibility of the tenant and loss or negligent damage will be billed to the member.

**25.8.** A master key is held by the bar steward. Members not having their own keys with them and asking the bar steward to open and close their locker will be charged the agreed amount by the club.

**25.9.** The club accepts no responsibility for loss of or damage to bowls, bowling equipment or personal effects whilst on club premises.

## **26. Conduct on the Green**

**26.1.** Whilst on the playing surface players must wear footwear of the correct bowling type. Shoes must have flat, smooth, heel-less and pattern-less soles and must not have been worn on the journey to the club or outside the club on the day of play.

**26.2.** For safety reasons sandals are not considered to be suitable footwear.

**26.3.** No person shall carry any liquids or food within 75cms (2ft 6ins) of the playing surface.

**26.4.** Confectionery should be restricted to sweets such as "Polo" or other mints. Under no circumstances should chocolate bars, crisps, cheese biscuits or similar be consumed on the rink.

**26.5.** By law there will be no smoking within the club premises.

**26.6.** Mobile phones may not be used within earshot of the rinks whilst play is in progress.

**26.7.** Players shall be allowed to run on the green when following a bowl up during play but at no other times.

No person shall chalk or mark the surface of the green in any way.

**26.8.** Substances such as Grippo or Glycerine and Rosewater are not to be used on bowls or taken on to the rinks.

**26.9.** The use of heavy firing shots indoors can be both dangerous to persons and damaging to the surface. The jack can ricochet at a very fast rate. All players are asked to restrict the use of heavy firing shots. Those who wish to practice firing shots must do so at an appropriate time when other players are not at risk. Players who persistently abuse this rule should be reported to the General Committee.

**26.10.** Since the insurance guarantee does not cover damage caused by incorrect delivery of woods, players MUST avoid bouncing the bowl when delivering it. Such a delivery causes damage to the playing surface and if a player persistently ignores this rule the player concerned may be asked to leave the green.

## **27. Rink Booking and Paying Rink Fees**

**27.1.** National and club competitions may be booked 21 days in advance of the date. Although national competitions take priority over domestic leagues and other bookings as much notice as possible should be



given to the person who would have been using the rink at the relevant time. That in exceptional circumstances, when all other avenues have been thoroughly explored and no rinks is free. Application can be made by the members playing in a national competition to ask two league teams to vacate their rink to allow the national game to be played. As there is likely to be some urgency regarding the time involved, this application to be considered by the club chairman, club secretary, club treasurer and the national coordinator.

**27.2.** The General Committee may stipulate that national and club competitions should be played on certain dates and times.

**27.3.** Other rink bookings may be made 14 days in advance of the required date by making an entry in the booking sheet.

**27.4.** Members who book rinks and do not cancel at least 48 hours before the time they are due to play are required to pay the rink fee that would have been due.

**27.5.** Before play at any session, each player must pay the correct rink fee by recording the fee being paid on the "Rink Booking Sheet" and the money placed in the envelope provided. The front of the envelope is to be marked with the time, date, rink number, number of players and the fee enclosed. The envelope must then be sealed and placed through the slot in the safe.

**27.6.** All social/casual bowling is basically rink play involving 8 players and two teams. When rinks are booked for less than 8 players other players may join until the rink is full. This may be done by entering names on the booking sheets or joining an unfilled rink at the start of play.

**27.7.** Club competitions do NOT have priority over any other booked rinks.

## **28. Not Used**

## **29. Animals Prohibited**

With the exception of Guide Dogs, no dog, other domestic pet or other animal shall be allowed in club premises.

## **30. General Club Rules**

**30.1.** No member shall take away any article belonging to, or held in trust by the club, except on the authority of an officer of the committee.

**30.2.** Members are required to pay all expenses they may have incurred before they leave the club premises, including the cost of any article broken or damaged by members (or their guests).

**30.3.** Members shall not interfere with any controls of the heating or ventilation of club premises. These shall be operated only by the house manager or a member authorised by the General Committee.

**30.4.** Club notices must not be altered, removed, covered or defaced in any way.

**30.5.** Members parking cars on club premises are required to park within the marked bays and display their club sticker on an interior window of their vehicle.

**30.6.** The club accepts no responsibility for loss of or damage to any vehicle or its contents whilst on club premises.

## **31. Unacceptable Behaviour and Breaches of Club Rules/Bye Laws**

**31.1.** The club exists to provide all members with the opportunity to play indoor bowls in pleasant surroundings and in a friendly atmosphere; notwithstanding, members may be as competitive as they wish.

**31.2.** Any member whose behaviour is considered to be unacceptable or who breaches Club Rules/Bye Laws should be reported in writing to the club secretary.

**31.3.** The member may be invited to appear before a disciplinary sub-committee and the matter dealt with as a disciplinary matter under FRIBC disciplinary rules.

## Disciplinary Sub-Committee

### **1. General**

1.1. When a complaint is received alleging unacceptable behaviour and/or a breach of rules by any member the General Committee will first have to decide if there is a case to answer. If it is resolved that there is a case to answer, a disciplinary sub-committee will be convened.

1.2. If a General Committee meeting is not due to be held within a reasonable time, the chairperson will decide either to call an extraordinary meeting of the General Committee or take such action as may be necessary in the circumstances in accordance with the principles of natural justice and his/her decision will be final.

### **2. Membership of the Disciplinary Sub-Committee**

2.1. Normally, three members of the General Committee will form the quorum of the disciplinary sub-committee.

2.2. Should the need arise the General Committee has discretion to co-opt other club members to serve on the sub-committee or as secretary to the subcommittee if this is in the interest of natural justice.

2.3. The General Committee will appoint a person to be chairperson, the sub-committee and will ensure that one member of the sub-committee is the same gender as the member under investigation.

2.4. The club secretary will normally act as secretary to the sub-committee, advising sub-committee members on points of procedure, but since later he/she may have to advise the General Committee if an appeal is made, he/she should not take part in the deliberations.

### **3. Procedure**

3.1. The disciplinary sub-committee will investigate the allegation in accordance with the procedure set out by the General Committee.

3.2. The club secretary will notify the member under investigation that a complaint has been received, the nature of the complaint and that a disciplinary sub-committee has been convened at a date and time to be agreed together with a copy of the procedure that will be followed.

3.3. The complainant and the member under investigation will be asked to appear before the sub-committee. Witnesses may be called by either side.

3.4. The member under investigation may be represented or accompanied by a fellow club member. (See specimen procedure notes).

3.5. If the member under investigation so chooses a written submission may be made and the sub-committee will make its deliberations based on the written submission.

### **4. Finding and Award**

4.1. Having taken into consideration submissions from both sides the sub-committee shall first decide if the member is guilty of the offence or not.

4.2. If the finding is not guilty, the charge shall be dismissed forthwith and the member, the complainant and the General Committee informed in writing.

4.3. If the finding is guilty, the sub-committee may then consider any previous disciplinary record and is authorised to caution, suspend or expel a member or to take such action as is deemed appropriate, in accordance with the principles of natural justice.

4.4. The member concerned, the complainant and the General Committee will be notified by the club secretary of the finding and award given. The notification must contain.

4.4.1. Details of the offence of which he/she has been found guilty.

4.4.2. The award of the disciplinary sub-committee.

4.4.3. The member's right of appeal to the General Committee.

4.4.4. An explanation of the appeal procedure.

4.5. The notification of the finding and award will be posted by first class post to the latest address held by the club Membership Secretary. In the case of suspension or expulsion, notification is to be by recorded delivery.

4.6. If the sub-committee award is suspension or expulsion the member is suspended from entering club premises until the date the suspension or expulsion takes effect or an appeal is entered and determined, whichever is the later date.

### **5. Appeal Procedure**

5.1. If the member concerned considers the finding and/or award of the sub-committee to be unreasonable, the member shall have the right to appeal to the General Committee.

- 5.2. To be valid, the appeal must be made in writing, must contain the grounds for the appeal and must be delivered to the club secretary at the club premises within 10 days of the date of posting of the notification of the finding and award.
- 5.3. No member of the disciplinary sub-committee that heard the case may form part of the General Committee hearing the appeal. The General Committee has authority to co-opt club members to sit on the General Committee hearing the appeal if this is in the interest of natural justice.
- 5.4. The club secretary will normally act as secretary to the appeal committee, will ensure that no new matter is introduced and will advise the General Committee on points of procedure but must not take part in the deliberations.
- 5.5. The member will make his/her appeal to the General Committee as the first item of business at its next ordinary meeting unless circumstances dictate that it would be unreasonable to wait that long in which case an extraordinary meeting will be called.
- 5.6. The chairperson of the disciplinary sub-committee will be present to answer questions by the General Committee.
- 5.7. The General Committee hearing the appeal will have the power to re-examine witnesses and by majority vote, confirm or rescind the original award. It may substitute a greater or lesser award as it thinks fit. The chairperson will have a casting vote.
- 5.8. The finding and award on appeal to the General Committee will be binding and final.

### Specimen Procedure to be followed at hearings by a Disciplinary Sub Committee

#### 1. Chairperson introduces those present.

Where a member is accompanied by another club member the chairperson should establish whether this club member is representing or accompanying the member as follows:

- 1.1. If a member wishes to be represented by another club member it is the representative who makes the presentation on behalf of the member under investigation and it is the representative who answers questions, if necessary consulting with the member.
- 1.2. If a member wishes to be accompanied by another club member the accompanying member is not permitted to speak or advise the member under investigation without permission from the chairperson.

#### 2. Purpose of meeting:

“At the request of the General Committee to deal with a complaint made by member A against member B”

#### 3. Procedure:

(Note: Witnesses do not attend during the whole hearing but are called to give evidence at the appropriate time and must withdraw once they have given evidence and answered questions as set out below. They may need to be recalled during the committee deliberation stage (see 3.9 below)).

- 3.1. Member A to briefly expound on the written complaint, member A may call witnesses.
- 3.2. Member B has the opportunity to ask questions of member A and each witness.
- 3.3. Sub-Committee members have opportunity to ask questions of member A and witnesses.
- 3.4. Member B states his/her case in reply to the complaint. Member B may call witnesses.
- 3.5. Member A has the opportunity to ask questions of member B and each witness.
- 3.6. Sub-Committee members have opportunity to ask questions of member B and each witness.
- 3.7. Member A has the opportunity to sum up his/her case
- 3.8. Member B has the opportunity to sum up his/her case

#### ***No new material may be introduced during the summing up.***

3.9. Both parties withdraw whilst the sub-committee considers the case  
(If questions of clarification are to be asked of either party or any of the witnesses, both parties must be present. The chairperson needs to ensure that witnesses are not discharged if there is any chance that they will need to be recalled.)

#### 4. Action by the Sub Committee when considering the case

4.1. The Committee must first come to a decision regarding the validity of the complaint. Once this is recorded, the sub-committee can take the following action

- 4.1.1. If complaint is not upheld - dismiss the complaint
- 4.1.2. If the complaint is upheld - make an award

(It is at this point that the committee can take into account any extant previous disciplinary record when deciding on the level of award to be made.)

4.2. Permitted awards under the club rules are:

- 4.2.1. Issue a written caution regarding future behaviour (see 4.3 below);
- 4.2.2. Suspend the member for a specified period of time

**4.2.3. Expel the member from the Club**

**4.3.** Where a caution is issued it is customary to set a time limit after which the caution should be ignored if a further disciplinary matter occurs. The period set will depend on the nature of the offence.

**5. Final Action by Sub-Committee**

**5.1.** The Committee having reached a decision, member B only is asked to return to hear the finding and award.

**5.2.** If the sub-committee is in serious difficulty over its deliberations it can adjourn the meeting and notify member B of its findings and the award in writing later but this should be an exceptional circumstance.

In the event of non-appearance, the chairperson should decide whether or not to proceed. The chairperson may modify the procedure providing always that the principles of natural justice are safeguarded. In a situation where our rules are unclear, then the EIBA recommended procedures should be followed.

## Competition Bye-Laws

### **1. General**

- 1.1. Matches will be played on the knockout principle and under The Laws of the Sport of Indoor Bowls under EIBA rules unless amended to suit FRIBC club competitions.
- 1.2. Club competitions are open to all members of FRIBC.
- 1.3. Junior members aged 16 and over may enter the competitions.
- 1.4. Junior members aged under 16 may play in competitions providing the General Committee is satisfied that arrangements have been made for their welfare under the Children and Disabled Persons Legislation. (This will generally refer to responsibility for guardianship whilst in the club and transport arrangements to/from the club.)

### **2. Rink Bookings**

- 2.1. Club rule 27 will apply when booking a rink.
- 2.2. At weekends club singles played in the morning must start at 9am. If all four rinks are booked a later time may be utilised. This bye-law shall not apply to national competitions.
- 2.3. Club competitions do not take priority over league games. If there is a rink free during a league game session then that rink must be used.

### **3. Dates for Matches**

- 3.1. Matches must be played by the date given on the competitions sheet.
- 3.2. The first named player or team named is responsible for contacting their opponent and is referred to as the challenger, the challenger shall offer the opponent the choice of 3 dates (one of which must be an evening or a weekend) within not less than 14 days before the closing date of the opening round of the competition and within 5 days after the closing date of the previous round. In the event of this not happening, the second named becomes the challenger. If requested by the opponent the challenger must offer one weekend or evening date/time. When dates are offered, the arrangements must be confirmed within 72 hours and any arrangements must be adhered to. If the opponent has previously arranged to play a national competition on one of the dates offered, then the challenger must offer another date.
- 3.3. In a default situation the second named player or team goes through to the next round unless the competition secretary adjudicates otherwise.

### **4. Absent Players**

- 4.1. If a competitor or team fails to appear within 30 minutes after the start time, the match will be awarded to the opponents. A signed scorecard must be submitted to claim the walk-over.
- 4.2. Competitors and or teams who are in default will be required to pay the full rink fee due.

### **5. Substitutes**

- 5.1. Substitutes are not allowed in singles matches.
- 5.2. Substitutes are allowed in other competitions provided that the player has not previously played or been in default in the same competition.

### **6. Markers**

- 6.1. The first named player (the challenger) in a singles match is responsible for arranging a marker.
- 6.2. The challenger shall notify his/her opponent of the marker's name at least 48 hours prior to the match.
- 6.3. The marker shall be a person mutually agreeable to both parties and any objection to the marker must be lodged by the opponent with the competition secretary within 24 hours of receiving notification of the marker's identity.
- 6.4. The competition secretary's ruling as to the suitability of the marker shall be final

### **7. Extra Ends**

- 7.1. Scores are level at the end of a game of rinks, triples or pairs, two wood or over 60's two wood singles a further end will be played to determine the winner.

### **8. Dress**

- 8.1. Competitor's, marker's and other officials' clothing must conform to club rule 23.
- 8.2. All players competing in finals and those officiating at finals are to wear whites.

## **9. Scorecards**

**9.1.** Score cards must have the following details printed clearly thereon: name of team and players; date; rink number; competition title and score.

**9.2.** Cards must be signed by both players in a singles match or both skips in other matches and must be placed in the appropriate box on the competitions notice board.

**9.3.** No alterations can be made to a scorecard once it has been signed and handed in.

## **10. Finals**

**10.1.** All finals matches will be played during the month of April on the dates specified in the fixture card.

## **11. Questions and Disputes**

**11.1.** In the first instance all questions and disputes should be referred to the competition's secretary for a decision.

**11.2.** If necessary the competitions secretary will refer the matter to the General Committee.

### **Competition format and rules**

**Ladies Singles Championship and Plate**

**Men's Singles Championship and Plate**

**Open Singles**

**Open Handicap Singles**

**Keith Spear/Pat Sharp trophy**

All 21 Shots played with 4 bowls

#### **2 Wood Singles**

##### **Over 60s 2 Wood Singles**

Each player uses two woods and the game is to be played over 21 ends, the player with the highest score after 21 ends will be declared the winner. In the event of the score being tied at 21 ends an extra end will be played to determine the winner, should a player be unable to win at any point during the game as there are not enough ends to score the necessary number of shoots then the game can be stopped and the winner decided.

Competitors must be sixty or over on 1<sup>st</sup> October

#### **Junior Singles**

2 sets of 9 ends, if each player wins 1 set, a play-off of 3 ends will be played and only the winner of the end will count

(not the number of shots) if it is still a tie another end will be played (this could happen if one of the extra ends is tied).

#### **Drawn Mixed Pairs**

The pairs will be drawn by the competition secretary.

Each player will play with 2 bowls.

The game, in all the rounds except the final will be played to 21 ends or 2 hours whichever comes first. In the event of a dead end, the jack is re-spotted on the nearest spot to the left or right of the "T". The shots are then calculated from there.

No skips to visit the head.

In the final, the game will be 21 ends and any dead ends will be replayed, the skips can visit the head before their last wood and there will be no time limit.

As this is a "drawn" competition any substitute must be arranged through the competition secretary involving members who entered but could not play due to an odd number of entries. If this is not appropriate due to gender then a substitute must be arranged through the competition secretary. Where there are insufficient entries to constitute a mixed pairs for all entrants then some same sex pairs will be allowed.

#### **Ladies pairs**

#### **Men's pairs**

#### **Mixed pairs**

21 ends or four hours whichever comes first

**Ladies triples**

**Men's triples**

**Mixed triples**

18 ends or four hours whichever comes first

**Ladies rinks (fours)**

**Mens rinks (fours)**

**Mixed rinks (fours)**

21 ends or four hours whichever comes first, mixed rink made up of 2 ladies 2 men per team

## League Bye-laws

### **1. General**

- 1.1. Games will be played under EIBA rules unless amended by these bye-laws.
- 1.2. Teams entering the leagues will be expected to honour their commitments and unless the General Committee decides otherwise, the rink fees shown in the published programme must be paid whether the games are played or not.

### **2. Format of Leagues**

- 2.1. The maximum number of teams in any league using a 2-hour session will be nine.
- 2.2. The winning side gets 2 points.  
If the result is a tie then 1 point each.  
Losing team gets no points.
- 2.3. The team with the highest number of points at the end of the season will be declared the league champions.
- 2.4. In the event of a tie then the winners will be decided on shot difference.
- 2.5. If the teams are still tied then the aggregate scores in their matches against each other will decide the winner.

### **3. Eligibility**

- 3.1. League games are open to all bowling members of FRIBC.
- 3.2. Junior members aged 16 and over may play in league games.
- 3.3. Junior members aged under 16 may play in league games providing the General Committee is satisfied that arrangements have been made for their welfare under the Children and Disabled Persons legislation. (This will generally refer to responsibility for guardianship whilst in the club and transport arrangement to/from the club.)

### **4. Composition of Teams**

- 4.1. Teams are required to register their players on a list provided prior to the end of the current season.
- 4.2. The General Committee may stipulate a maximum number of players who can be registered for teams in a league.
- 4.3. Teams must designate one of their members to be team organiser.

### **5. Registration - Current Teams**

- 5.1. Lists of current teams will be placed on the league notice board on or about 15<sup>th</sup> February each year
- 5.2. Teams wishing to continue in a league for the following season must register a minimum team before 31 March each year

### **6. Registration - New Teams**

- 6.1. Those wishing to join a league are required to enter their details on the relevant registration sheet.
- 6.2. When a league vacancy occurs new teams will be entered in order of registration.

### **7. Registration - New Players**

- 7.1. Lists will be provided for individual members to advertise themselves as wishing to join particular leagues.
- 7.2. The league recorder for the particular league must be advised of the name of any member whom a team wishes to register after the start of the season.

### **8. League Programme**

- 8.1. The league programmes for the new season will be displayed by 1st September each year, and relevant copies issued to team organisers

### **9. Dress**

- 9.1. The dress of players must conform to club rule 23.7.

### **10. Scorecards**

- 10.1. The skips are to ensure that full details are entered on the scorecard and placed in the correct compartment immediately after the game
- 10.2. A scorecard cannot be altered once it has been handed in.



## **11. Format of League Games**

- 11.1. Unless otherwise specified, each game will be nominal two hour duration to a maximum of 14 ends in triples and 16 ends in rinks and pairs
- 11.2. There will be no trial ends.
- 11.3. The jack will be rolled in all games but if improperly delivered at the first attempt the jack and mat will be set according to the instructions of the opposing skip.
- 11.4 Skips may not visit the head.

## **12. Dead Ends**

- 12.1. If a team causes a 'dead' end the jack will be respotted in accordance with EIBA rule 5.6 v111. In any league game played to EIBA rules the end will be replayed (Wednesday Evening)
- 12.2. If the respot is covered by a bowl or bowls the jack shall be placed as near to the spot as possible in a direct line from the respot and the centre spot and not touching a bowl

## **13. Cancelled or Postponed Fixtures**

- 13.1. Games are to be played on the day, time and rink allocated unless there are circumstances which cause the game to be postponed or brought forward (i.e. the rink may be required for a national competition or re-arranged by mutual consent of the team organisers).
- 13.2. Where possible teams should give at least 48 hours' notice to the opposing team organiser if they are unable to play.

## **14. Rink Fees**

- 14.1. If a league fixture is brought forward the rink fee must be paid when the match is played and a comprehensive score card completed if the printed scorecard is not yet available
- 14.2. If the match is postponed both teams will be invoiced and the match rearranged

## **15. Invoices**

- 15.1. The team organiser will be responsible for collecting and paying the invoiced fees
- 15.2. The team organiser is responsible for collecting and paying in the outstanding rink fees from team members concerned.
- 15.3. If all or any of them refuse to pay or are otherwise prevented from paying the team organiser should report the matter to the treasurer who will bring the matter to the attention of the General Committee.
- 15.4. The Team organiser is **not** expected to make good the deficiency.

## **16. Fixtures - Defaulting Teams**

- 16.1. If a team fails to turn up for a fixture (within 15 minutes of the start time) the non-offending team is entitled to use the booked session free of charge, the offending team must, within 3 weeks of the original fixture, mutually agree an alternative date to play
- 16.2. **Fixtures - Postponed Games**
- 16.3. If a team postpones a fixture they must, within 3weeks of the original fixture, mutually agree an alternative date to play

## **17. Missing Players - Rinks (Fours)**

- 17.1. If one player is absent from a rinks (fours) team within 15 minutes after the scheduled start time the game shall proceed.
- 17.2. In the defaulting team the lead and No 2 play three bowls each and the skip two as usual. 25% of the shots scored by the defaulting team will be deducted from their score at the end of the game.
- 17.3. Fractions will be taken into account  $\frac{1}{2}$  (.5) and under to be rounded down - above  $\frac{1}{2}$  (.5) to be rounded up

## **18. Missing Players - Triples**

- 18.1. In triples if a team arrives with one member short and no suitable substitute can be found the game may be played with the full team having two bowls each and the defaulting team having three bowls each, the defaulting team will have one third of their total shots deducted at the end of the game, fractions will be taken into account as in rule 17.3 above
- 18.2. The full rink fee will be paid
- 18.3. This does not apply to games played under EIBA rules (Wednesday night)

## **19. Missing Players - Persistent Offending**

**19.1.** Where teams persistently fail to turn up with a full team the General Committee may decide that for equity's sake the results of all games against the offending team during the season in question shall be null and void.

## **20. Substitutes**

**20.1.** A team that is unable to field their registered players may play one substitute, providing that player is not registered as a member of another team in the same league, nor has played for any other team more than once.

**20.2.** A substitute cannot play as skip.

## **21. Unauthorised Players**

**21.1.** An unauthorised player is one who has not paid his/her annual subscription by the due date, or a proportion thereof (as a new member) in accordance with rule 3.1 on page 4 of these rules, If an unauthorised player plays in a league fixture two points and a +10 shot difference will be awarded to the non-offending team and deducted from the offending team

## **22. Questions and Disputes**

**22.1.** In the first instance all questions and disputes should be referred to the league secretary for a decision.

**22.2.** If necessary, the league secretary will refer the matter to the General Committee whose decision will be final and binding.

## Junior Section

### **1. General**

1.1. A Junior Section of FRIBC has been established so that young persons can be coached and encouraged to become adult bowlers.

1.2. Members of the junior section will be called “Junior Members”.

1.3. Junior members aged 16 and over may play in matches, leagues, competitions and social bowls sessions.

1.4. Junior members aged under 16 may play in matches, leagues, competitions and social bowls sessions providing the General Committee is satisfied that arrangements have been made for their welfare under the Child and Vulnerable Adult Protection Groups Act. 2006 (This will generally refer to responsibility for guardianship whilst in the club and transport to/from the club).

### **2. Safeguarding Vulnerable Adults Groups Act 2006, Child Protection and supporting Acts**

2.1. The aforementioned act and club insurance require that suitably qualified and experienced persons are placed in positions of authority over young and vulnerable adults. In general, this requirement will be met by accredited Coach Bowls coaches/trainers whose registration is up to date. The General Committee is responsible for ensuring that coaches/trainers are in possession of up to date registration.

2.2. In addition, other persons may be invited on an *ad hoc* basis to act as “Assistants” and in normal circumstances will be parents/guardians of the young persons concerned (“*guardians*” to include grandparents).

2.3. The Safeguarding and Child Protection Policy for FRIBC will apply and copy will be displayed in the club.

2.4. All Coaches should be familiar with the policy and guidelines.

2.5. An activity consent form should be obtained for each new junior member and a copy sent to the Membership Secretary. These are to be renewed on 1 October annually or at a more frequent interval at the discretion of the General Committee (it is important that the approved form is used since this contains information relating to physical and mental conditions and current medication/medical treatment.)

2.6. Coaches, co-opted members and assistants (those assisting at the invitation of the Coaches) should not coach/supervise or transport junior members alone, except where said adult is the parent/guardian of the junior members concerned.

### **3. Entry Policy**

3.1. Any young person wishing to join FRIBC junior section must undergo a course of instruction and until certified by a Coach, may not play in leagues, club matches/competitions or national competitions/matches.

### **4. Age Limits**

4.1. The age range for membership of the junior section will be 8 to 18 or at the discretion of the committee.

4.2. Full playing membership for those aged under 18 years will be offered on an individual basis at the discretion of the General Committee.

### **5. Junior Members aged 10+**

5.1. Junior members aged 10+ may be allowed to take part in adult leagues and social games providing always that a parent/guardian is present for those under the age of 16 years. The junior deciding to play in adult leagues, must though pay the appropriate adult rink fee.

### **6. Coaching/Training Sessions**

6.1. FRIBC encourages the Junior Members to use the club’s facilities for the purpose of organised coaching/training sessions. It is acknowledged that it is sometimes difficult for the junior coaching team to organise permanent rink times for coaching due to junior bowlers’ (and their parents) other commitments.

6.2. Between 1<sup>st</sup> October and 31<sup>st</sup> March (inclusive) afternoons from 4.30 - 6.30pm the rinks are set aside for junior coaching (subject to appropriate alternative booking in accordance with these rules)

6.3. Additional organised coaching/training may take place at other times subject to rink availability.

### **7. Individual Coaching/Training**

7.1. Only Coach Bowls registered coaches are permitted to arrange private coaching sessions involving junior members without reference to the General Committee.

7.2. In view of the concentrated physical effort required it is strongly recommended that individual coaching sessions for junior members should not exceed 1 hour.

## **8. Bookings by Individual Junior Members**

**8.1.** Whether singly or in groups junior members are not allowed to book practice sessions unless they are supervised by a responsible full adult member of FRIBC who may not necessarily be active on the rink.

**8.2.** In these instances the full rink fees will be due.

## **9. Rink Fees, Annual Fees and Joining Fees**

**9.1.** These will be set annually at the FRIBC AGM in April and published separately.

## **10. Finance**

**10.1.** Rink fees due are to be paid at the time but may be paid in advance if this is more convenient.

**10.2.** Where funding from FRIBC is required details should be submitted to the General Committee for approval before commitment or purchase is made. Where the amount is minor (and this will be the decision of the treasurer) approval should be sought from the Treasurer.

## Safeguarding and Child Protection Policy

FRIBC has considered its responsibilities to the young people participating in Bowls at our premises and within the club very carefully, and has produced the following Safeguarding and Child Protection Policy and underpinning procedures in order to set out the standards to uphold in providing activities for children and safeguarding the welfare of children in their care.

FRIBC affiliates to the National Governing Body and the Club recognises the policies of their Governing Body, as set out in the “Safeguarding Bowls Guidelines”.

### 1. Policy Statement

- 1.1 FRIBC acknowledges its duty of care to safeguard the welfare of young people (defined as those under 18 years) involved in bowls within the Club. All young people have a right to protection, and to have their particular needs taken into account.
- 1.2 FRIBC will therefore endeavour to ensure the safety and protection of all young people involved with the Club through the Child protection guidelines adopted by the management committee of the Club. It is the responsibility of all members of the Club to assist the management committee in this endeavour.

### 2. Policy Aims

- 2.1 To provide young people with appropriate safety and protection whilst in the care of the Club and also help them enjoy the experience of the sport of Bowls.
- 2.2 To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the Club.
- 2.3 To provide support to Club members and volunteers to make informed decisions and confident responses to specific Child protection issues and to fulfil their role effectively.

### 3. Principles

- 3.1 The welfare of young people is paramount.
- 3.2 All young people, whatever their age, culture, disability, gender, language, ethnic origin the right to protection from abuse.
- 3.3 All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- 3.4 All staff and volunteers working in Bowls have a responsibility to report concerns to their Club Welfare Officer.
- 3.5 Adults - Club members, volunteers, coaches, referees and visitors, will be supported to understand their roles and responsibilities with regard to the duty of care and protection of young people by the Club and the National Governing Body.
- 3.6 Individuals will receive support through education and training, coordinated by the club/national governing body to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light
- 3.7 FRIBC will work in partnership with young people and parents to review and implement Child Protection and Safeguarding procedures
- 3.8 FRIBC’s policy and procedures are based upon the above principles and UK and international legislation and government guidance and take the following into consideration:
  - The Children act 1989 and 2004
  - Children and Venerable Adults Protection groups act 2006
  - The care Act 2014
  - Working Together to Safeguard Children 2015
  - The UN Convention of the Rights of the Child
- 3.9 Any subsequent legislation relating to child protection would implicitly be incorporated into this document

### 4 Responsibilities and Communication

- 4.1 FRIBC Child protection Policy will be available to all members, parents, staff, volunteers and participants.
- 4.2 The policy will be reviewed every three years by their management committee, and updated or amended as appropriate, guidance from the National governing Body will be sought as part of this review

- 4.3 The management committee has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the National governing Body as necessary.
- 4.4 The Club Welfare Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate NGB Safeguarding Officer and informing the appropriate club where relevant
- 4.5 Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to keep themselves safe

#### **5 Monitoring and review**

- 5.1 This policy and overall risk assessment will be reviewed one year after being introduced and every three years or in response to significant legislation
- 5.2 The policy will be monitored in partnership with the National Governing Body and Bowling Development Alliance procedures.