

# Marldon Bowls Club

## Membership Rules – July 2024

### 1. Member's Duties

Playing members are required to carry out Cleaning and Tea duties as part of membership. A Roster will be placed in the Captain's Office; members are required to check this roster throughout the season and confirm their availability for the allocated duties **or rearrange their duties with another member.**

**Further details of Tea and Cleaning duties are to be found in Appendices at the rear of these rules.**

*(N.B. Exemption from carrying out these duties for some members, will be decided by the Management Committee)*

### 2. Playing in Club Games (Availability)

a) Full Playing Members wishing to represent the club in League games, i.e. Men's MDL "A" or "B" Teams, The Over 55's League, or Ladies SDL League Matches, should register their interest at the start of the season, so they can be registered with the appropriate league at the Men's and Ladies Meetings. The selection committees will decide which team, each individual member will be registered with, and will display this list in the captains' office.

Once registered, members should put their names on the availability sheets for those league games for which they are eligible, if they wish to be considered for selection. Men's MDL 'A' team players should check fixture list for season and must advise Men's Captain as soon as possible of any MDL 'A' team games on fixture card that they are not available for.

Selection Committees, as agreed by the Club Management Committee, are made up as follows:

- *Mixed and Friendly Matches are selected by the two Captains and Vice Captains plus 3 playing members elected at the AGM.*
- *Ladies only Matches and Gallery League Games are selected by, The Ladies Captain and Vice Captain plus 3 playing members elected at the AGM.*
- *Men only Matches, MDL and Over 55's League Games are selected by The Men's Captain and Vice Captain plus 3 playing members elected at the AGM.*

b) Members wishing to represent the club in any game, Friendly or League, will be required to purchase a 'Club shirt'. All Members representing the Club in any game must have Marldon Bowls Club Stickers on their bowls.

c) Players wishing to play in any Club game (Friendly or league) must put their name in the **"Team" section of the rink diary**, for that game. The rink diary "Teams" section is where you should put your name down for availability for all games (whether on fixture card or not). The teams will be chosen by the relevant selection committee each week. Players in the chosen team will be e-mailed that they have been selected and must indicate their ability to play by return. If you are not available to play the captain (Team Manager) must be contacted directly. **The teams selected will be visible in the Teams section of Rink Diary.**

d) Any member with a grievance regarding selection, must put his/her complaint in writing to the relevant Captain.

e) Members are required to check the **teams section and their e-mails from the rink diary regularly and if selected to play are required to respond to the e-mail, to confirm their availability. Any member selected, who finds they are then unable to play, must give at least 24 hours' notice to the Club Captain or Captain of the day, (Team Manager) who will be responsible for finding a replacement. The unavailable player must not get another member to play in his place without the authority of the Captain of the Day.**

### **3. Club Competitions**

- Players entering Club Competitions will be required to abide by the rules for the competitions as stated by the Competition Secretary at the start of each season.

### **4. Committee Members**

- All Committee Members are required to attend committee meetings and participate in a rota to open the clubhouse daily during the summer months.

### **5. The Green**

- Unless otherwise notified, the bowling green shall be open for play from 10am until dusk each day during the season subject to the control and direction of the Greenkeeper and Management Committee.
- Roll Up times however are to be no longer than three hours, 10.00am till 1.00pm, 2.00pm till 5.00pm and 6.00pm till sunset. These times must be strictly adhered to.
- On occasions, the green is booked for **use by the County** for competitions. On these occasions no play of any kind must take place, even on spare rinks.
- Members must abide by Greenkeeper's decision if the green or individual rinks are closed for any reason.
- Watering of the green and movement of rinks shall only be carried out by the Club Greenkeeper and/or assistants.
- If not in use for club matches or other events, rinks can be booked for competitions on the online rink diary booking system. The system allows you to make provisional bookings when you need to give the opposition 2 or 3 play dates. Then simply confirm the date of choice within 24 hours and the other provisional bookings will automatically cancel after 24 hours.
- Rinks should be booked on rink diary first, once they are booked the choice of which rink you may play is given in the following priority order starting with the highest priority:
  - County Games
  - Men and Ladies A and B Team games
  - RMT and V and W games
  - Club Night Umbrella and Heath Triples
  - Friendly and touring Teams
  - Club Competitions (Please avoid choosing club evenings where possible)
  - Coaching sessions
  - Roll ups

All players should arrive at least 10 minutes before the start of their game. Late arrivals will lose their rink priority.

- **In the event of a shortage of rinks for competitions, County Competitions will take priority over club competitions which have priority over casual play.**

## **6. Visitors**

Any **Full** Member may introduce a friend as a player upon payment of an amount fixed by the Management Committee. This money to be placed in an "Honesty Jar" kept in the Captains' Office. Non-playing visitors may be introduced free of charge by a **Full** Member. All visitors shall be signed in the Visitors Book on entering the Club. The visitor's book will be kept in the Captains' Office. This rule shall not apply to visitors taking part in Club tournaments or competitions.

## **7. Guests**

All guests, including those of Club members, must sign the Visitors Book.

## **8. Smoking**

Smoking of any form is not permitted inside any of the club buildings or on the green.

*Smokers must use the designated smoking area near the entrance.*

## **9. Animals**

Dogs are only allowed on the premises if kept under control on a lead, Dogs will not be allowed on the green or in the Kitchen/Catering area of the Clubhouse.

## **10. Problems/issues with the club/green**

Members who have any issues concerning the club or the green, or have suggestions to assist the club, should comment in writing to the Club Secretary, who will raise the issue at the next Management Committee meeting and report back to the member raising the issue.

## **11. Conduct**

All members are expected to obey Club Rules and behave in a respectful manner towards other members and their guests.

**Members must not advise non-members or guests the access code to enter the grounds or clubhouse (combination lock, and/or alarm code), to do so may result in a disciplinary procedure.**

Any person wishing to make a complaint of misconduct by a member must do so in writing to the Chairman or the President of the Club. If after preliminary Investigation the Chairman/President of the Club considers that a case of misconduct exists, the Chairman/President of the Club will refer the complaint to the Club Disciplinary Committee who will follow the procedure set out in Bowls England Regulation No. 9.

If the Chairman/President considers that a case cannot be made, no further action will be taken at club level and the complainant shall be advised accordingly of the reason for this decision.

Should a County Association consider that a decision to take no further action is perverse and not in the interests of natural justice, the County Association shall deal with the matter in accordance with Regulation 9A

## **12. Social Members**

Social Members are entitled to use of the green providing they obey the rules regarding dress code and pay the agreed roll up fee set by the committee.

### **13. Accident Reporting**

There are two First Aid Boxes on site, one in the Clubhouse and the other in the Captains' Office. The Club also has two First Aid Officers, listed in the Clubhouse, who should be called if they are on site.

In the event of any accident occurring within the confines of the Club grounds, the incident MUST be recorded in the Accident Book which is kept in the Captains' Office.

### **14. Junior Members (Under 18 years old)**

As a member of Marldon Maple Leaf Bowling Club, you are expected to abide by the following junior code of practice: *(Junior Member's parents or guardians must complete the consent forms)*

- All members must play within the rules and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit, flat soled shoes, (no heels) grey/black slacks and club shirt, for training and match sessions, as agreed with the coach/team captain
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- Mobile Phones or pagers are not allowed on the green during a match.

### **15. Dress Code.**

#### **FOOTWEAR (FOR ALL BOWLERS)**

Whether in competitive or casual play this is the one item of dress that has to be adhered to. Only smooth soled regulation bowling shoes and sandals must be worn on the green and should be put on after entering the club and removed before leaving the premises. Ribbed or rough crepe rubber soles are strictly prohibited on the green, as are any type of heel. Bare feet are prohibited on the green.

<b>CLUB MEMBERS</b>	
<b>MEN'S</b>	<b>LADIES</b>
<b>TROUSERS/SHORTS (Tailored)</b> <ul style="list-style-type: none"><li>• Black for all representative evening league &amp; competition games.</li><li>• Black for Internal Club Competition games prior to finals.</li><li>• Black for afternoon league games.</li><li>• Black for afternoon friendlies.</li><li>• Black for Club Final's day.</li><li>• Bowls England guidance for roll ups and social events.</li></ul>	<b>SKIRTS /TROUSERS /SHORTS /SKORTS/ CULOTTES/ CUT OFFS</b> <ul style="list-style-type: none"><li>• Black for all representative evening competition games.</li><li>• Black for Internal Club Competition games prior to finals.</li><li>• Black for league games.</li><li>• Black for afternoon friendlies.</li><li>• Black for Club Final's day.</li><li>• Bowls England guidance for roll ups and social events.</li></ul>

<b>SHIRTS/JUMPERS ETC</b> <ul style="list-style-type: none"> <li>• Club shirts for all representative league &amp; competition games.</li> <li>• Predominantly white for internal club competitions.</li> <li>• Club Shirts for friendly matches.</li> <li>• Bowls England guidance for roll ups and social events.</li> </ul>	<b>SHIRTS/JUMPERS ETC</b> <ul style="list-style-type: none"> <li>• Club shirts for all representative league &amp; competition games.</li> <li>• Predominantly white for internal club competitions.</li> <li>• Club Shirts for friendly matches.</li> <li>• Bowls England guidance for roll ups and social events.</li> </ul>
<b>Ties/Cravats/Flashes etc.</b> <ul style="list-style-type: none"> <li>• The wearing of these has been relaxed but they should be available as they may be required for certain games as specified on team sheets.</li> </ul>	
<b>Additional items</b> <ul style="list-style-type: none"> <li>• Hats, waterproofs, long-sleeved base layers, leggings, or similar items do not need to match club colours.</li> </ul>	
<b>MARKERS</b> <ul style="list-style-type: none"> <li>• If marking a game for a club competition the dress code is to be same as that which applies to the players in that game.</li> </ul>	
<p style="text-align: center;"><b>NEW BOWLERS</b></p>	
<p>For new bowlers currently participating in club organised coaching sessions, only the ruling with regard to footwear on the green applies. No other dress code ruling applies until such time as the new bowler is signed off by a Club Coach and they have formally been accepted as a member of the Club. Once signed off and as a Club member the rules given above for “Club Members” will apply.</p>	
<p style="text-align: center;"><b>NON-CLUB MEMBERS</b></p>	
<p>For non-members who wish to enjoy a roll up we do insist that flat-soled shoes must always be worn. We request that you dress in smart casual clothing including for men tailored trousers (full length or shorts), For ladies a tailored skirt, trousers or shorts. With regard to the tops worn by men or ladies please ensure there are no images or language displayed that may cause offence to other bowlers.</p>	

***Anybody bowling on the green and not adhering to the dress code specified above may be asked to leave the green by a Committee Member.***

These Rules, updated in July 2024 supersede any previous versions of the club rules.

## **Appendices**

### **Details of Cleaning, and Tea Duties**

All members are required to check the Rotas posted in the Captains’ Office and perform their given duties. Should a member be unable to carry out their given duties, they must swap with another member willing to carry out their duties for them.

**Cleaning Duties See Appendix 1** (A committee member will open the clubhouse.)

**Tea Duties – See Appendix 2**

## **Appendix 1 - Cleaning Duties**

**(ROSTER ON CAPTAINS OFFICE NOTICE BOARD)**

**(Please note that cleaning duties are from 9:30am.)**

Two people should be on cleaning duties and should decide amongst themselves who does each task on list.

Only cleaning materials and equipment supplied by the club should be used.

Cleaning Materials and replacements for consumable items will be found in labelled cupboards, the committee person who opens up should know where these items are if you cannot find them.

**The following list is a guide to what should be included in the cleaning routine:-**

- Hoovering and tidying club house, including rear kitchen area. Remove cobwebs from near PIR alarm sensors. Hoovering rear kitchen (Vinyl) floor or washing it with kitchen mop.
- Hoovering and cleaning Captains' Office
- Hoovering and cleaning Men's and Ladies Changing Rooms.
- Cleaning sinks and worktops in front kitchen area and washing front kitchen area floor using the kitchen floor mop.
- Cleaning Ladies Toilets.
- Washing sinks in ladies toilets and ladies toilets floors, using toilet floor mop.
- Emptying toilet bins and replacing paper towels, toilet rolls, etc., as necessary.
- Cleaning urinals, sinks and men's/unisex disabled toilet and replacing paper towels, toilet rolls, etc. as necessary and washing or sweeping floors.

### **If Necessary**

- Wipe plastic tablecloths over.
- Empty bins in kitchen area and replace black sacks.
- Please take all refuse away with you to dispose of at home. (This to be shared with colleague). (The club does not have a refuse collection)
- Empty outside bins, as necessary, and replace large refuse bags. Take rubbish home for disposal.
- Use Squeegee in Captains office and a suitable towel to wipe outside tables and chairs down. (If you use a tea-towel please take it home, wash it and return it to club). Thank you.

## Appendix 2 - TEA DUTIES

### (ROSTER ON CAPTAINS OFFICE NOTICE BOARD)

- On arrival fill urn and switch on.
- In hot weather, water containers and beakers to be put at end of rinks.
- Put appropriate number of cups, saucers and, if appropriate, small plates on designated tables depending on how many rinks are playing.
- On trays put milk jug, sugar bowl, little green coffee pot, tea pot and water jug. *(5 tea bags per tea pot. Check if coffee pots need refilling)*
- Selection of biscuits to be put on small trays. *(Average 3 per person)*
- *If necessary, butter currant bread or cut cakes into slices for tourist games.* (Bread will be left on kitchen surface, margarine/butter in fridge. Extra milk in fridge in back room)
- *Put out numbers on table for individual rinks,* (these to be found in small cupboard near the back door) (N.B. The first table by the main door is traditionally the Captain of the Day's Table, so check that whichever rink he/she is on has that rink number)
- *Put gavel on Captain's table*
- Put out raffle ticket containers.
- **Make tea and Ring bell at roughly half time. (9/10 ends on 21 ends - 8/9 ends on 18 ends)**
- After tea - Turn off urn and unplug.
- Assist with raffle and, when clearing tables, count money and enter into raffle book which is kept in the small cupboard near the back door. Put money in plastic money bag and give to whoever is manning the bar.
- Clear tables, wash up and put crockery away.
- If used, bring in water and beakers and wash up.
- Take tea towels home to launder and bring back.