

CLUB ADMINISTRATION

1. Name

The Club will be known as **MALVERN HILLS INDOOR BOWLS CLUB – a section of Manor Park Sports and Social Club [hereinafter referred to respectively as MHIBC & MPSSC]** and will be affiliated to the **ENGLISH INDOOR BOWLS ASSOCIATION [EIBA]**

2. Aims and objectives

The aims and objectives of the MHIBC will be:

- To offer coaching and competitive and social opportunities in the game of indoor bowls
- To promote MHIBC within the local community
- To manage the Indoor Bowls Hall and associated parts which are part of MPSSC.
- To ensure a duty of care to all members of the Club.
- To provide all its services in a way that is fair to everyone.

3. Membership

1. To ensure all present and future members receive fair and equal treatment.
2. Membership should consist of officers, committee members, and members of the Club.
3. All members will be subject to the Rules of the Indoor Bowls Club contained in the Handbook & Club Rules and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.
4. Each member agrees as a condition of membership to be bound by and be subject to these Rules and those of the MPSSC - Governing Body Rules and Disciplinary Code of the sporting section(s) of which they are a member.
5. There are two indoor seasons, a winter season from the 1st October to the 30th April. and a summer season from the 1st May to 30th September.
6. Experienced bowlers may play as guests under the supervision of a member in up to THREE roll-up sessions for a nominal fee set by the Indoor Bowls Committee, after which they can decide whether to join the club.
7. Guests / Applicants who have not played bowls before may join coaching sessions for up to six weeks for a nominal fee set by the Indoor Bowls Committee.
8. Any promotional material must not include member's names unless sanctioned by the Indoor Bowls Committee.

Membership is available to all age groups and Members will be enrolled in one of the following categories:

- Junior (aged 8-16 years)
- Intermediate (aged 17-21 years)
- Adult [Full Member] [Reduced rate for new members in first year]
- People with a Disability [Full Member]

4. Membership Fees

Membership fees will be set annually and agreed by the MPSSC after or in consultation with Indoor Bowls Committee and these will be published on the club notice board Fees will be paid: annually/monthly or as determined by the Indoor Bowls Committee, and will be paid through MPSSC's 'Clubspark' online system, Standing Order, or by exception with a cheque.

5. Officers of the Club

The officers of the Club will be:

- Chair
- Club Captain, [can be represented by the Club Vice Captain]
- Honorary Secretary
- Hon. Treasurer

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

6. Committee

The Indoor Bowls Club will be managed through the Indoor Bowls Committee consisting of:

- Chair
- Hon. Secretary
- Hon. Treasurer
- Club Captain
- Club Vice Captain
- Ladies Captain
- Membership Secretary
- Fixtures Secretary
- League Secretary
- Competition Secretary
- Public Relations Officer
- Club Welfare Officer
- Catering Coordinator

1. Only these posts will have the right to vote at meetings of the Indoor Bowls Committee.
2. All Committee Members will be elected annually at the Annual General Meeting and will retire each year but will be eligible for re-appointment
3. The Indoor Bowls Committee meetings will be convened by the Secretary of the Indoor Bowls Club and held no less than SIX times per year.
4. The quorum required for business to be agreed at The Indoor Bowls Committee meetings will be: SIX and must include the Chair, or acting Chair as temporarily elected by the Indoor Bowls Committee
5. The Officers of the Club shall in the case of an emergency arising have the delegated authority to make decisions and these must be reported to the Indoor Bowls Committee within seven days.
6. The Indoor Bowls Committee shall have power to fill such a vacancy that arises, and a member so elected shall hold office until the next Annual General Meeting, when they shall retire, and the vacancy shall be filled in the usual way.
7. Representatives of The Indoor Bowls Committee [Section], as and when required, to report / update the MPSSC Management Committee:
 - a. on decisions taken,
 - b. to present proposals on behalf of the Indoor Bowls Committee [Section]
 - c. to update on matters of interest,
 - d. the MHIBC shall generally be represented by its Chairman or appointee from the Committee, in the absence of the Chairman, unless special advice and expertise is to be provided by another member of the Indoor Bowls Club Committee [Section].
8. The Indoor Bowls Committee
 - a. will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Indoor Bowls Club.

b. will have powers to appoint sub-committees as necessary and appoint advisers as necessary to fulfil its business.

c. The Indoor Bowls Club Committee will be responsible for disciplinary hearings of members who infringe the indoor Bowls Club Rules

i. will be responsible for taking any action of suspension or discipline following such hearings and will report proceedings to the MPSSC Management Committee

ii. Where the Indoor Bowls Committee are unable to resolve any disciplinary matter to the satisfaction of all parties concerned, full documented proceedings shall be escalated to the MPSSC Management Committee

7. Finance

- All Indoor Bowls Club monies will be banked in an account held in the name of the Club
- The Indoor Bowls Club Treasurer will be responsible for the finances of the Indoor Bowls Club.
- Locker key deposits will be banked and the ladies and men's locker representatives will regularly report all changes to the Treasurer who will manage receipts and refunds as appropriate.
- The financial year of the Indoor Bowls Club will end on: 31st December [consistent with MPSSC the overarching body]
- The AGM shall appoint an independent checker of the annual accounts at each AGM. Should it be required the Indoor Bowls Committee shall have the authority to fill any vacancy so arising between AGMs.
- An independently checked and signed statement of annual accounts will be presented by the Treasurer at the Annual General Meeting
- Any cheques drawn against Club funds should hold the signatures of the Treasurer plus one other Indoor Bowls Committee Member on a 2 from 4 basis.
- To seek sponsorship through advertising in the bowling hall towards enhancing Club facilities.

8. Annual General Meetings

- The AGM shall be held in March each year, or within six months after the end of the previous financial year
- Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 28 clear days' notice to be given to all members.
- The notice of the AGM shall be posted on the Club noticeboard
- Motions for the AGM shall be displayed on the Club Noticeboard a minimum of seven days before the AGM. Each shall bear the signature of a proposer and seconder.
- The AGM will receive reports from each of the officers of the Indoor Bowls Committee and a statement of the independently checked accounts.
- Nominations for officers and Members of the Indoor Bowls Committee will be sent to the Secretary at least 14 Days prior to the AGM and these shall be duly proposed and seconded by FULL members.
- Elections of officers and Committee members to take place at the AGM.
- All FULL members, as described in Clause 3. Membership, have the right to vote at the AGM.
- The quorum for AGMs will be 8% of the FULL members
- The Indoor Bowls Committee has the right to call Extraordinary General Meetings (EGMs) at any time between AGM's.
- An EGM of the Club may be summoned at any time by any twenty members delivering to the Chair of the Indoor Bowls Committee, with a copy to the Secretary, a written request detailing the reason[s] to that effect. Notice of the meeting shall be displayed on the Club noticeboard a minimum of 28 days before the meeting. Such a meeting can only discuss and vote on the specific motion for the meeting.
- Procedures for EGMs will be the same as for the AGM.

9. Discipline and appeals

1. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's Child Protection Policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
2. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
3. The Indoor Bowls Committee will meet to hear complaints within **FOURTEEN** days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
4. The outcome of a disciplinary hearing should be notified in writing to the member who lodged the complaint and the member[s] against whom the complaint was made within **SEVEN** days of the hearing.
5. There will be the right of appeal to the Indoor Bowls Committee following disciplinary action being announced. The committee should consider the appeal and respond to it within **FOURTEEN** days of the Secretary receiving the appeal.
6. Club membership may be refused, suspended or withdrawn by the Indoors Bowls Committee for conduct likely to bring the club into disrepute. The person, or persons, concerned to have the right of a personal appearance, with a friend, before the committee. The friend is only there in the capacity of a witness of the proceedings. In accordance with Rule 3c of the Manor Park Constitution, the person, or persons, concerned would have the right of appeal to the Manor Park Management Committee.

10. COMPLAINTS BY MEMBERS

Complaints by members shall, in the first instance be made in writing to the Secretary of the Indoor Bowls Club who will, if within their power, deal with them, but members shall have the right to appeal if they are not satisfied with the resolution and to have their complaint[s] submitted to and adjudicated upon by the MPSSC Management Committee, whose decision shall be final.

PLAYING RULES (2022/23)

11. Dress

11.1 **Matches** - Club matches will normally be played in club shirts, unless match sheets show a divergence from this mode of dress. 11.2 **County & Nationals Competitions** - White or club shirt above the waist with grey trousers or grey skirt

11.3 **Casual play** - Casual clothing can be worn for practice sessions and individual roll-ups [not organised ones].

11.4 **Footwear** - Only regulation bowling shoes will be allowed on the green. These shoes must not be worn outside the hall.

11.5 **Club Coloured Shirts** – Coloured shirts may be worn for weekday leagues and club competitions.

12. Conduct

Members should avoid creating any disturbance that would distract players on the green. Children at all times must be under the strict control of the parent during periods when bowls games are being played.

13. Rink reservation

13.1 Members may book up to two weeks in advance. For Club, County & National competitions three reservations may be made in advance of the two weeks.

13.2 In leagues when a team has a bye because there is not a full League then the vacant rink is available for anyone to book. The team without a game must NOT just assume that they have the rink.

14. Club Leagues

14.1 Registration

14.1.1 All league players must be fully paid-up members. The organiser of each team is responsible for the eligibility of their team and will nominate players for their team at the start of the season using the League Entry Form.

14.1.2 Additional players may be registered, verbally or in writing after the start of the season up to a maximum of eight players per team.

14.1.3 A player can only be registered for one team in each league.

14.2 Order of play

14.2.1 There shall be no trial ends.

14.2.2 The Mat must be placed lengthwise along the centre of the rink, with the mat at least 2 metres from the rear ditch.

14.2.3 Both skips must leave the head together.

14.2.4 Visiting the head is not permitted.

14.2.5 In the event of the jack being delivered incorrectly the opposing skip can place the jack in any chosen legal position and the opposing lead may reposition the mat.

14.2.6 In the event of the jack being displaced from the rink it shall be replaced on the spot level with the "T" on the same side that the jack left the rink. Play will then continue to the conclusion of that end.

14.2.7 Details of leagues will be shown on the league notice board. A league schedule will be published before the winter season starts. However, because of updates members should check the league notice board for any changes.

14.3 Substitutes

14.3.1 A player who is registered for a team may not substitute for any other team in the same league.

14.3.2 Once a player is used as a substitute they will automatically be regarded as registered.

14.3.3 The word 'sub' must be entered clearly against the name of a substitute on the scorecard.

14.3.4 A 'sub' in their first game may play in any position.

14.3.5 If a member of a team has not played for that team during the month of October then, after consideration by the Indoor Bowls Committee, that member may be allowed to transfer to another team in the same league.

14.4 Postponements

14.4.1 Where circumstances are such that a game cannot be played at the scheduled time, notice shall be given to all concerned and the game rearranged by mutual consent. In such circumstances the Organiser of the team requiring postponement of the game must notify the League Secretary with a minimum of 48 hours notice to cancel the rink reservation.

14.4.2 The team organiser agreeing to the postponement shall offer two dates (not consecutive and which do not coincide with a fixture, involving either team, and within 4 weeks of the original fixture date) to the opposing team, one of which must be accepted. Failure to accept one of the offered dates will result in the non-default team being awarded the points. The League Secretary must be informed (phone call or email will be acceptable) of the date agreed by both teams concerned. If not played within 4 weeks of the original play date, then NO points will be given to either team. All Teams entering the competition have an obligation to fulfil all its fixtures.

14.5 Late Attendance – If a team is not present on the rink ten minutes after the start time it shall be in default.

14.6 Absent player

14.6.1 If a single player is absent from a team in a rink game, the game may proceed. Lead and No. 2 play 3 bowls each. A team playing with three players instead of four will lose 25% of the shots scored ($1/2$ & $3/4$ rounded up).

14.6.2 For a triples game if one team has only two players available the following format should be adopted: The team with three players should play lead with two bowls, player two with two bowls and skip with four bowls. The team with two players should play lead with four bowls and skip with four bowls, this would allow the lead and number two, plus the other lead to crossover together and the skips would also crossover together. The team with two players will lose 33% (a third) of the shots scored.

14.6.3 In the event that a player has to leave a game the following options may be adopted:

14.6.3.1 If available a substitute, of either gender, may be used. 14.6.3.2 In a rinks, if no substitute available, the game to continue as at paragraph 14.6.1 above and the score to be adjusted from the end when the change occurred.

14.6.3.3 In a triples, if no substitute available, the game may continue as at paragraph 14.6.2 above.

14.7 Default

14.7.1 A team in default will be deemed to have lost the game by ten shots.

14.7.2 A team will be in default if:

14.7.2.1 it fields an ineligible player

14.7.2.2 it contravenes Rule 14.3 (substitutes)

14.7.2.3 it fails to notify, to its opponents, its non-attendance for a match. An objection by participants in the same league is lodged to the League Secretary within 24 hours and upheld.

14.8 League Tables

14.8.1 Two points will be awarded for a win and one point for a tie. 14.8.2 The number of points will determine league positions, then if equal, on shot difference. If shots difference is also equal, the team that has scored the highest number of shots will take the higher position.

14.8.3 Use prepared score cards and replace in correct box file.

14.9 General

14.9.1 Any disputes will be referred to the League Secretary for a judgement. If still in dispute this shall be referred to the Indoor Bowls Committee whose decision will be final.

14.9.2 The Indoor Bowls Committee reserves the right to use discretion or alter the programme if situations arise which are not covered by these rules.

14.9.3 Subject to these rules' games shall be played in accordance with the laws adopted by the E.I.B.A. Ltd.

15. Competitions

The Club will arrange individual and team knockout competitions annually.

15.1 Competition Rules

15.1.1 All players must be fully paid-up members of MHIBC

15.1.2 Games Format (all rounds)

- Singles First player to score 21 shots
- Pairs & Fours Played over 18 ends
- Triples Played over 18 ends

15.1.3 The club membership subscription includes all rink fees with the **exception** of playing in the following matches: Weekend Leagues Weekend friendlies County Matches National Matches

15.1.4 Finals will be played on a Saturday and Sunday specified by the committee at the beginning of the season.

15.1.5 All other rounds must be played by the date specified on the competition plan. There will be no dates delayed in any round of any club competition. **The challenger** will offer their opponent **three dates**, one of which must be a weekend. The opponent must accept one of three dates offered.

15.1.6 In singles the challenger to arrange for the marker. For Finals weekend the overhead cameras to be used for all finals. For the singles final a camera operator, at the scoreboard end, to be employed to position the camera.

15.1.7 Two trial ends are permitted.

15.1.8 If jack improperly delivered it will be returned and the opponent may reposition the mat before delivering the jack. If the jack is improperly delivered twice in one end then it will be placed on the 'T' and the mat repositioned.

15.1.9 If during the game the Jack is driven out in a Team Game it will be replaced on the side spot on that side This Rule will apply to Finals Games. If during a Singles Game the Jack goes out of Rink it will be played again in all Rounds as per EIBA Rules.

15.1.10 Players must not follow their bowls except in the normal course of change over.

15.1.11 In singles each player may visit the head **ONCE** only per end.

15.1.12 In pairs and triples only the skip may visit the head **ONCE** only per end.

15.1.13 In rinks the three may stand at the head whilst lead and two deliver their bowls (threes up). The skip may visit the head after playing his/her first bowl.

15.1.14 In Australian pairs only the players delivering their teams last two bowls may revisit the head.

15.1.15 If a complete team is not on the green within ten minutes after the scheduled start time, it shall be in default and will forfeit the game.

15.1.16 The use of the overhead cameras will be at the discretion of both skips. However, players should remember the screens are of great benefit to spectators. If cameras are used the camera should

be positioned over the jack before the second bowl in each end is played and cannot be repositioned if the jack is moved.

15.1.17 Competition Entry Forms: All players must be named and will be considered as "The Team"

15.1.18 Substitutes

15.1.18.1 Only one substitute is allowed in pairs, triples and rinks. 15.1.18.2 If a substitute is required on more than one occasion the same substitute must be used.

15.1.18.3 A substitute may play in any position.

15.1.18.4 A player may not substitute for another team if she/he has entered in the same competition irrespective of whether or not she/he has played for her/his original team.

15.1.19 Subject to the domestic rules above all games shall be played in accordance with the laws of the game as adopted by the EIBA Ltd.

15.1.20 If despite the above a dispute arises it must be referred to the Competition Secretary. If her/his judgement is not accepted then it must be referred to the Indoor Bowls Committee whose decision will be final.

16. Club lockers

16.1 An annual payment for rental of a locker is collected commencing on 1st October each year.

16.2 A deposit is also collected on initial rental of the locker and refunded on return of key when locker is no longer required.

16.3 If the annual locker rental fee is not paid by 1st January of the following year the locker will be emptied, the contents recorded and stored in a safe place.

16.4 Master Keys to the lockers are only to be held by the managers of the lockers (ladies and gents). Any further master keys must be kept securely in the office.

17. Amendments to the RULES

These RULES can only be changed through agreement by a majority vote at an AGM or EGM.

18. Declaration

MALVERN HILLS INDOOR BOWLS CLUB - a section of MPSSC hereby adopts and accepts these rules, as part of the handbook, and as a current operating guide regulating the actions of members.
