



# **BYLAWS**

*As amended October 2011*

# UMTENTWENI BOWLING CLUB BYLAWS

(As amended October 2011)

## 1. SOCIAL BOWLS

- 1.1. Social bowls (tabs in) shall be played on Wednesday and Saturday afternoons.
  - 1.1.1. Additional social bowls may be arranged on Sundays and public holidays (The dress for these games can be casual).
- 1.2. The dress for social bowls (tabs in) shall be whites or club colours.
- 1.3. Social bowls shall be mixed bowls.
- 1.4. During the summer months (from 1<sup>st</sup> September) tabs should be in by 14h00 and play to commence at 14h15.
  - 1.4.1. The Committee may designate a later starting time for summer months.
- 1.5. The winter months (from 1<sup>st</sup> May ) tabs should be in by 13h15 and play to commence at 13h30.
- 1.6. Social bowls "tab fees" for both members and visitors will be determined by the Committee.
  - 1.6.1 Visitors from Clubs which offer the use of their greens when ours are closed will be offered reciprocity with tab fees charged as members.
- 1.7. Practice games for teams representing the club in district tournaments may be permitted during social bowls on the Wednesday and Saturday before the tournament, subject to the approval of the Tab Master.
  - 1.7.1. Social (tabs in) games on Wednesdays and Saturdays take preference over club competitions.

## 2. GREEN

- 2.1. The green will be closed on Christmas day and Good Friday
- 2.2. A green keeping committee comprising of the green keeper, the President and up to two members will undertake all aspects of green maintenance.
- 2.3. The greens staff will be responsible to this committee and will take instructions only from this committee.
- 2.4. Members and applicants for membership, may practice on any day subject to rinks being made available by the greens committee.
- 2.5. Matches may be arranged on Wednesday and Saturday mornings subject to the approval of the green keeper.

## 3. MEMBERSHIP

- 3.1. Application for membership will be considered from residents within the IBA district, with preference being given to Umtentweni residents.
- 3.2. Beginners desirous of joining the club shall initially be introduced to the game and coached by one of the qualified Club coaches.
- 3.3. The coach shall be responsible for arranging coaching periods in Conjunction with the green keeper.

## 4. CLUB COMPETITIONS

- 4.1. Any player arriving at the green dressed for bowls may be requested to play in a club competition.
- 4.2. Each round of a club competition shall be played on or before the published date for that round.
- 4.3. If a competitor is absent from the club on the due date of the competition round, he/she will be scratched from the competition.
- 4.4. A scratched player may be substituted by a player of similar playing ability, provided such player has not already played in the same competition.
- 4.5. Should no suitable substitute be available the Selection Committee may draw a player of similar playing ability from players already eliminated from the competition.
- 4.6. There shall be no tea break in singles matches.
- 4.7. In the handicap singles the first to reach 21 shots shall be the winner.
- 4.8. The handicap should be played off at the commencement of a handicap match.

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- 4.9. The competition secretary in consultation with the committee will determine the format for the singles and pairs, depending on the number of entries.
- 4.10. Matches may be played after 10h30 or in the afternoon subject to the greens committee making rinks available.
- 4.11. Players may reserve rinks in advance by placing names on the chalk board in the club house and informing the green keeper.
- 4.12. Players will be responsible for setting out mats and scoreboards as required and for returning the same to the clubhouse on completion of the game.

## **5. DIARY COMPETITIONS**

- 5.1. These competitions will be organised according to the "first come first served" principle.
- 5.2. If the entry list is full, player's names will be entered on the reserve list.
- 5.3. Any names on the reserve list will be placed on the top of the following month's entry list.
- 5.4. In the case of inclement weather it is the duty of the skips to contact the competition secretary and to inform their teams of the situation.
- 5.5. Should a competition be cancelled as a result of inclement weather the competition secretary will attempt to reschedule the competition in the same month.

## **6. KBA MATCHES PLAYED AT UMTENTWENI**

- 6.1. It is the duty of the UBC competition secretary in consultation with the KBA competition secretary, to prepare the relevant score cards in advance.
- 6.2. In the absence of the KBA competition secretary the UBC competition secretary should arrange the draw for rinks.
- 6.3. At the conclusion of the game the competition secretary is responsible for collecting the score cards and for verifying they are in order.
- 6.4. If the KBA competition secretary is not present at the green the score cards should be forwarded to him ASAP.
- 6.5. The competition secretary shall arrange for an Umpire.
- 6.6. In a singles event the competition secretary is responsible for appointing markers.

## **7. TABMASTER**

- 7.1. Only persons nominated by the committee shall be Tab Master.
- 7.2. The tab master should be a team consisting of a man and a woman.
- 7.3. The duty period of the tab masters shall be one week.
- 7.4. Members are not permitted to enter the tabs room while teams are being selected.
- 7.5. One tab master should start preparing tabs at the tabs table while the other should stand at the board providing tabs and collecting fees.
- 7.6. Should it be necessary to withdraw a tab when selecting teams the tab master should ensure all visitors take preference over members.
- 7.7. Where possible the tab master will allocate players into teams according to their grading.
- 7.8. Depending on the mix of players a member may be requested to play above or below their actual grading.
- 7.9. The tab master should try to provide mixed games but strength will override gender.
- 7.10. Trips will be the favoured format for games but pairs and fours will be acceptable.
- 7.11. Late tabs may be accepted at the discretion of the tab master.

## **8. SELECTION AND GRADING**

- 8.1. Teams to play in club representative games should be selected.

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- 8.2. More than one team may be entered in the league should sufficient members indicate a willingness to play.
- 8.3. The first team will comprise of the strongest players in each position.
- 8.4. Grading of members will take place twice a year, in May and October.
- 8.5. Any disputes regarding grading and/or selection must be referred to the selection committee.

## **9. EXECUTIVE COMMITTEE**

- 9.1. Descriptions of the duties for the various office bearers and committee posts are available (see attached annexure Duties of committee members).
- 9.2. Should the President be unable to meet a commitment to represent the club at a function, he shall deputise a member preferably from within the committee, to carry out the commitment.
- 9.3. The committee shall meet not less than once a month on a date and time decided by the President.

## **10. DISCIPLINARY COMMITTEE**

- 10.1. A disciplinary committee consisting of the Vice President, a committee member and a member shall be installed annually.
- 10.2. The disciplinary committee's function is to ensure compliance with the Constitution and bylaws of the club and the accepted norms of etiquette.
- 10.3. The disciplinary committee is empowered to request a member to explain their actions and issue up to two verbal warnings, and if necessary, a third final written warning.
- 10.4. Failure to comply after three warnings may result in termination of membership.
- 10.5. The disciplinary committee shall operate within the bounds of section 21 of the Clubs Constitution.

## **11. BAR**

- 11.1. A maximum of two people (duty members) are allowed to serve in the bar at any time.
- 11.2. For security reasons the bar men should not be left alone when cashing and locking up.
- 11.3. When cashing up the outside doors should be secured.

## **12. FINANCE**

- 12.1. The treasurer will keep a record of members who default on payment of subscriptions for future reference.
- 12.2. The treasurer will update the committee monthly regarding outstanding subscriptions.
- 12.3. The skips of teams entering KBA competitions are responsible to pay the entry fees to the treasurer before the tournament starts. In the case of singles it's the players responsibility.
- 12.4. The Club will be responsible for paying league entry fees therefore any cash prizes will be for the Club.
- 12.5. Tea and lunch will be free to staff involved in organising KBA Competitions and hibiscus week
- 12.6. Anyone providing eats at social events may request compensation.
- 12.7. All meals at social events are to be paid for.

## **13. PRIVACY**

- 13.1. Email addresses of members may only be used for bowls related matters.

## COMMITTEE MEMBERS' DUTIES

### 1. President

- 1.1. Shall ensure the Club's Constitution and Bylaws are upheld and enforced at all times.
- 1.2. Shall preside over all committee, general and Special General Meetings.
- 1.3. Ensure all necessary sub-committees are setup and functioning correctly.
- 1.4. Ensure the club functions smoothly and effectively.
- 1.5. Represent the Club at district Executive meetings.

### 2. Vice President

- 2.1 In the absence of the President, the vice president should take over all his/her duties.
- 2.2 Ensure all committee members carry out their portfolio duties correctly.
- 2.3 Act as scribe to liaise with S C Herald, ensuring club activities are correctly reported.
- 2.4 Control distribution and security of Club keys (key register).
- 2.5 Convene the grading/ selection committee.
- 2.6 Convene the disciplinary committee.

### 3. Secretary

- 3.1 The Secretary is responsible to ensure the secretarial and administrative duties of the Club are in order.
- 3.2 Ensure there is an agenda for all meetings.
- 3.3 Record the minutes of general, special and committee meetings.
- 3.4 Distribute the minutes of committee meetings to all committee members and file a copy, duly signed by the President.
- 3.5 Attend KBA council meetings together with the President.
- 3.6 Handle all correspondence and notify the President of any urgent items.
- 3.7 Keep an up to date record of members details.
- 3.8 Notify acceptance of successful membership applications in writing.
- 3.9 Send a monthly return of membership form to the KBA. Including clearance certificates.
- 3.10 Upon receiving written resignation notices send clearance certificates after confirming with the treasurer the member is in good standing.
- 3.11 Place an up to date members' telephone list on the club notice board and issue same to members on request.
- 3.12 Produce certificates for the annual prize giving.
- 3.13 Provide an up to date club brochure to new members.
- 3.14 Post notices of AGM or SGM on the club notice board 30 days before the due date together with an Agenda (request the scribe to place a notice of meeting in the Herald).
- 3.15 In the case of the AGM place a nomination form on the notice board and have voting slips available together with an attendance register.
- 3.16 Notify the KBA of the names and telephone numbers of the new committee.

### 4. Treasurer

- 4.1 Keep and control the financial affairs of the club as per the constitution and bylaws.
- 4.2 Receive membership and affiliation fees from members.
- 4.3 Receive and record all moneys from fundraising projects.
- 4.4 Receive bar takings from bar convenor.
- 4.5 Settle creditors statements for goods and services received.
- 4.6 Ensure employees are paid on due date.
- 4.7 Keep personnel records and make payments for UIF and WCC.
- 4.8 Submit payments to KBA in respect of affiliation fees and levies.
- 4.9 Carry out regular banking duties, retaining a minimum amount of cash on hand.
- 4.10 Arrange signatories for all bank accounts at the commencement of the financial year.
- 4.11 Reconcile monthly bank statements with cash book.
- 4.12 Review Insurance Policy annually.
- 4.13 Ensure the clubs liquor license is renewed before the due date.
- 4.14 Report on the financial performance of the club at monthly committee meeting.

## COMMITTEE MEMBERS' DUTIES

- 4.15 Prepare and present a Balance Sheet and Income / Expenditure Statements duly audited at the AGM.
- 4.16 Prepare a budget for the ensuing year for approval at the last committee meeting before the AGM.
- 4.17 Retain all relevant documentation relating to financial transactions.

### 5. Competition Secretary

- 5.1 Submit diary information to KBA.
- 5.2 Maintain adequate stocks of scorecards, law and etiquette books.
- 5.3 Maintain competition section on notice board, ensure all outside invitations and matters of importance are brought to members' attention.
- 5.4 Attend committee meetings and report on competition matters.
- 5.5 Decide on sequence of Club competitions and provide an annual calendar.
- 5.6 Place competition entry forms complete with conditions of play, closing date for entries and dates competitions will be played, on club notice board.
- 5.7 Display KBA competition entry forms received on notice board. On the closing date submit names to KBA competition Secretary. Ensure the draw is displayed on notice board.
- 5.8 Ensure scribe is advised of club member's achievement and retain records for honours board.
- 5.9 Arrange for trophies to be engraved for prize giving and update honours board.
- 5.10 Liaise with green keeper and house convenor regarding number of rinks required for allocated games.
- 5.11 Arrange for markers and advise umpires convenor for duty umpire.
- 5.12 Prepare cards for games to be played.
- 5.13 Carry out draw for rinks and collect match fees from players on behalf of KBA.
- 5.14 Inform KBA Competition secretary of results immediately by phone and post completed cards soonest.

### 6. Green Keeper

- 6.1 Ensure the greens and surrounds are maintained to a high standard.
- 6.2 Ensure the green complies with Bowls SA regulations.
- 6.3 In the event of serious green problems consult District Greens Standing Committee for assistance.
- 6.4 Ensure poisons are secure under lock and key.
- 6.5 Ensure all equipment is maintained.
- 6.6 Ensure the committee and members are kept informed regarding green matters (green closing date and playing days).
- 6.7 Attend committee meetings and report on green matters.
- 6.8 Attend district Green keeper's meetings.
- 6.9 Provide the Treasurer with an up to date inventory of greens equipment and accessories before the AGM.
- 6.10 Supervise the staff for maintaining the green, gardens and club house.
- 6.11 Provide training for staff in mowing, fertilising and weed control. Also on preparing the Green for play.
- 6.12 Ensure staff keeps the storeroom neat and tidy.
- 6.13 Be present when KBA do green evaluation and submit report to committee.

### 7. House Convenor

- 7.1 Responsible for all catering equipment and requirements and the tidiness of the clubhouse.
- 7.2 Provide sandwiches for monthly competitions when necessary.
- 7.3 Attach a tea duty list to notice board.
- 7.4 Attend committee meetings and report on catering matters.

## **COMMITTEE MEMBERS' DUTIES**

- 7.5 Ensure there are adequate stocks for special events.
- 7.6 Liaise with Treasurer for a float and reconcile the account at the conclusion of the event.
- 7.7 Supervise the club house cleaning staff.
- 7.8 Maintain an effective First Aid box.

### **8. Bar Convenor**

- 8.1 Ensure the smooth and efficient operation of the bar.
- 8.2 Carry out a monthly stock take with the Treasurer.
- 8.3 Attend committee meeting and make recommendations regarding bar prices.
- 8.4 Ensure bar float is available and cash takings are placed in the safe before handing to treasurer.
- 8.5 Attach barman duty roster on notice board.
- 8.6 Ensure the bar area is maintained in a clean and tidy condition.
- 8.7 Ensure the alarm system is maintained in a good working order. Test regularly.
- 8.8 Ensure the requirements of the bar license are respected at all times.

### **9. Development officer**

- 9.1 Duties to be defined

### **10. Club manager**

- 10.1 Responsible for the maintenance of all buildings.
- 10.2 Responsible for the maintenance of gardens and surrounds.