

RULES MADE PURSUANT TO ARTICLE 16 OF THE CONSTITUTION

OF BRUNSTANE BOWLING CLUB

RULE 1

OFFICE BEARERS MANAGEMENT COMMITTEE:

1. Either Club President shall preside at all meetings of the Management Committee and shall represent the Club on appropriate occasions when required.
2. The Gentlemen's President and Ladies' President shall represent the Club on those occasions that would be appropriate to their office except where otherwise arranged.
3. The Gentlemen's Vice President and Ladies' Vice President in the absence of their respective President shall deputise on all occasions.
4. The Secretary shall be responsible for the secretarial work of the Club and shall record and retain Minutes of all General Meetings of the Club and of the Management Committee. The Secretary shall give proper notice to each member of the Club or Committee of all meetings held out of the bowling season but it shall be sufficient during the playing season that notice of such meetings be posted on the Notice Board in the Club House. A copy of the membership list for the current year will be on view in the Club House for the benefit of members. The list shall contain names only as per requirements under the Data Protection Act 1998. A copy of the full membership list with telephone contact information shall be retained behind the bar and available on request. The Secretary may create and organise a sub-committee / group to assist with the duties of the post.
5. The Treasurer shall have charge of the finances of the Club and shall keep proper books and records. The Treasurer will prepare and submit a report to the monthly Committee meeting. After the end of each financial year the Treasurer will prepare a Statement of Accounts which after audit by the external auditor will be presented to the Management Committee for approval at the Annual General Meeting. The Treasurer may create and organise a sub-committee / group to assist with the duties of the post.
6. The Bar Convener shall be responsible for the efficient running of the bar. The Bar Convenor may create and organise a sub-committee / group to assist with the duties of the post.
7. The Entertainment Convener shall be responsible for the running of social events and will also be responsible for the promotion of these events and the selling of tickets. They shall provide the Treasurer with a written breakdown of costs for these events and profits from ticket sales, bingo tickets and any raffles which they are responsible

for running. The Entertainment Convenor may create and organise a sub-committee / group to assist with the duties of the post.

8. The Building Convener shall be responsible for keeping the Club House and the surrounds in good repair and where necessary organise/arrange maintenance work with all major repairs requiring approval of the Management Committee. The Management Committee may allocate the Building Convener an annual budget. The Building Convenor may create and organise a sub-committee / group to assist with the duties of the post.

RULE 2

OFFICE BEARERS BOWLING COMMITTEE:

- 1a) The Gentlemen's Match Secretary, Ladies Match Secretary and Senior Match Secretary shall be responsible for arranging all matches and competitions in relation to their respective sections and for keeping records thereof. The Match Secretaries for each section will have joint responsibility for scheduling all club fixture dates for the season ahead and providing this information in good time for the committee to organise the printing of the club syllabus cards. They will also be responsible for the organisation of Club competitions as follows:

Gents Match Secretary

Opening Day
Two Bowl
Mixed Pairs
End of Season Singles
Open Pairs
Belhaven Triples
Invitation Pairs
Closing Day

Ladies Match Secretary

Swift Trophy
Ian Saunders' Trophy
Steel Trophy
BBQ and Open Triples (Game only)
Ladies v Gents

Senior Match Secretary

Friendlies (Annual matches plus any one off seasonal games organised)
June Trophy

Although the responsibility for the initial organisation of the above events lies with each Match Secretary, it does not mean that they are responsible for the running of the events and can enlist the support of any other member to carry out this duty.

- 1b) The Green Ranger shall be responsible to the Bowling and Management Committee for the maintenance of the green and the surrounding grounds. The Green Ranger shall have sole control of the Green Keeper and the discharge of his/her duties and shall have power to set the rinks as he/she thinks proper and will determine when the green is unfit for play. In the absence of the Green Ranger this last mentioned duty will devolve upon the Bowling and/or Management Committee. The Green Ranger may create and organise a sub-committee / group to assist with the duties of the post.
- 1c) The Junior Section Co-Ordinator shall be responsible for planning and developing the coaching of the Club's Junior Members. The Junior Section Co-Ordinator may create and organise a sub-committee / group to assist with the duties of the post.

RULE 3

MANAGEMENT COMMITTEE:

1. The Management Committee shall meet to transact business once each month and at other times on demand.
2. Meetings will be called by either President or Secretary or on the requisition of not less than three Management Committee Members. At least three days' notice shall be given except in the case of an emergency. Five Members shall form a quorum.
3. In the absence of the Gentlemen's President and Ladies' President or their respective Vice Presidents the meeting shall appoint its own Chair Person.
4. At all meetings of the Club and of the Management Committee the Chair Person shall have an ordinary vote as well as the casting vote.
5. The Management Committee shall have power to delegate special duties to one or more of its Members.
6. The Management Committee may appoint Convenors of Sub Committees from its number. With the Management Committee's approval the Convenors may co-opt Club Members for Sub Committees. Each Sub Committee will consist of at least three Members, one of whom shall be the Convenor.
7. Any member of the Management Committee during the bowling season (April to September inclusive) who is absent from three consecutive meetings without due cause shall be considered to have resigned office.
8. The Management Committee shall have power to appoint and determine the conditions of service of any employees and to terminate such service as may be necessary.

9. Failing the presence of a Member of the Bowling Committee, the Management Committee shall have power to prohibit play at any time if it considers it would be detrimental to the green or the surrounds.
10. The Management Committee shall have power to impose temporary suspension not exceeding 12 months on any Member of any class whose conduct is, in its opinion, contrary to the interest of the Club. Should the Management Committee decide that further disciplinary action is necessary, it shall have the power to expel the offender without reason given.
11. Any infringement of the Constitution and Rules shall be immediately noted by the Management Committee or individual Members. Complaints from Members shall be communicated to the Secretary in writing and will be considered by the Management Committee at its next meeting

RULE 4

BOWLING COMMITTEE:

1. The Bowling Committee shall be responsible for organising Club Competitions. Guidelines and Instructions relating to Competitions shall be displayed in the Clubhouse and the Bowling Committee will have power to vary those Guidelines and Instructions without recourse to the Members.
2. In the absence of the Green Ranger, the Bowling Committee shall have the power to prohibit play at any time if it considers it would be detrimental to the green or the surrounds.
3. The Bowling Committee shall meet once each month during the bowling season and at other times as required. These meeting will be chaired by either President or in their absence an elected member of the Bowling Committee. The chair of said meeting shall report details of business discussed to the Management Committee at the next appointed meeting.

RULE 5

MEMBERS:

- 1a) Only FOUR rinks may be booked at any point for a tie. Unless approved by the Bowling Committee, TWO rinks must be left to members for "bounce" / "practice" games. This does not prevent a further TWO provisional bookings being made in the book. The provisional bookings may play after 6.30pm if either of the two spare rinks are unoccupied, however, if any member attends to have a "bounce" / "practice" game, they have the option of precedence and the tie playing would need to stop and only continue when a spare rink would become available.

1b) Although the green is open, in the most from 10am, it has become necessary to allocate session periods when games can be played. This is to prevent members trying to gazump other games and placing ties in the book a short period prior to the original bookings. FOUR rinks will now be available for booking between the times as follows:-

- 10am - 12pm
- 12pm - 2pm
- 2pm - 4pm
- 4pm - 6pm
- 6.30pm - Close

Once the four rinks have been booked, provisional bookings for the other two rinks may be made but can only be played after the last time booked in that session.

1c) Members must allow themselves a reasonably expected period to play their game. It is not allowed to place a tie in the book prior to the session end time and clearly not allowing sufficient time to play and finish the games.

1d) Members placing a tie in the diary must take the next corresponding number from 1 to 4 in order to evidence when their tie was booked. Members making provisional bookings will number these 5 and 6.

1e) Members, guests and visiting players will at all times adhere to the following guidelines and/or instructions which will be displayed within the Club House and are deemed to form part of these rules:-

- (i) Guidelines for players;
- (ii) Use of green;
- (iii) Hat games; and
- (iv) Competition explanations.

1f) The terminology with reference to dress code "GREYS AND WHITES" is a historical generic phrase for appropriate bowling attire and as such will now be referred to as "OFFICIAL CLUB DRESS CODE" as detailed:-

Any Member representing the club in an external match or competition will be required to wear the dress code as agreed by the Section they are representing unless the Governing Body of that competition who have overruling power dictate otherwise.

Any Member playing internal club competitions which require "OFFICIAL CLUB DRESS CODE" as indicated by the Bowling Committee, will be required to wear CLUB SHIRT/ COLOURS with BLACK TROUSERS/SKIRT or WHITE SHIRT/TOP with GREY or BLACK TROUSERS/SKIRT.

2. Each Member shall have the use of a locker in the Club House for the accommodation of bowls and equipment.
3. When bowling care must be taken to avoid damaging the turf. Bowls must not be dropped or thrown onto the green and players must not stand, sit or walk on the banks or edges. Players must use the steps provided.
4. Any Member identified, by a member of either the Bowling Committee or the Management Committee, as persistently bouncing or dropping their bowls so as to cause damage to the green will be spoken to by a member of that committee. If such damaging delivery continues they will be offered remedial coaching and as much support as the club can offer.
5. Members may introduce a visitor to play on the green. The visitor's name, address and date of visit together with the name of the Member shall be entered into the Green Visitors Book which will be available in the Club House for inspection. Members introducing these visitors shall be responsible for their behaviour both on the green and in the premises.
6. Members must at all times conduct themselves courteously in the Club premises and on the green in accordance with normal bowling etiquette and bad language and unauthorised gambling are strictly forbidden. Members must dress so as not to cause offence or embarrassment to any other Member(s) or their guests.
7. Life Members shall enjoy all the facilities of ordinary Members but shall not pay an annual subscription.
8. For the avoidance of doubt, any member opting to represent another club will not be selected to represent Brunstane Bowling Club in any external competitions. Further, they will not be permitted entry in to any internal competition which carries exclusive entry to an external competition. Currently the Ladies and Gents Champion only can play in the EWBA Singles and the Tait Trophy respectively.
9. Where children are present they must be supervised and in the control of a responsible adult at all times and in any event should not be on or running around the green area and the clubhouse

RULE6

JUNIOR MEMBERS:

1. The age limit for Junior Members shall be eight to eighteen and application must be made before attaining the age of eighteen.
2. On attaining the age of eighteen Junior Members shall be admitted to Full Membership on payment of their annual subscription. (As per Article 11 of the Constitution). They shall have precedence over any on a waiting list.

3. The hours of play for Junior Members shall be determined by the Bowling Committee.

RULE 7

SOCIAL MEMBERS

1. Social Members will have access to the Club's social facilities but will have no playing or voting rights.
2. Social Membership will not exceed one third of the number of Ordinary Membership.

RULE 8

APPLICATIONS FOR ADMISSION TO MEMBERSHIP

1. Application in the approved form shall be submitted to the Secretary and will contain the applicant's full name, address, telephone number, date of birth, previous and current other bowling Clubs and the names and signatures of two Ordinary Members sponsoring the application. These forms will be retained, stored and managed as per the guidelines and requirements of the Data Protection Act 1998.
2. The name and date of birth of the Applicant shall be displayed on the Club Notice Board for eight days. Objections must be in writing to the Secretary during this period. On the expiry of this period, the application may be considered by the Management Committee. Applicants will normally require to be interviewed by two Members of the Management Committee but the Management Committee will have the discretion to waive this requirement.

RULE 9

FINANCE

1. The Management Committee shall be responsible for all finances of the Club, the business of which is transacted through the Club Treasurer. All monies received by any Sub Committees shall be handed to the Treasurer.
2. No expenditure shall be made by a Sub Committee without the approval of the Management Committee except in cases of emergency.
3. The financial year of the Club shall be from 1st January to 31st December.

RULE 10

MISCELLANEOUS

1. A Member nominated for office shall signify their consent either at the meeting or in writing to the Committee in advance of the meeting.
2. The Laws of the Game as adopted by Bowls Scotland shall be observed in all respects. A copy of the Laws shall be available for inspection in the Club premises at all times.

3. No dogs, except guide dogs, will be allowed inside the Club Rooms. Any dog taken inside the Club grounds must be kept on a leash at all times unless clearly under control of its owner.
4. A stock taker appointed by the Committee will check the bar stock at regular intervals.
5. All complaints shall be made in writing to the Secretary who shall submit the matter to the next subsequent meeting of the Committee. However, should a complaint be received within 10 days prior to the next scheduled meeting the Secretary will have the discretion to carry the matter forward to a later meeting.

RULE 11

SALE OF ALCOHOLIC LIQUOR

1. No Member or servant employed by the Club shall have any personal interest in the sale of alcoholic liquor by the Club or from the profits of such sale.
2. No alcoholic liquor shall be sold or supplied in the Club premises for consumption off the premises except to a Member of the Club for personal consumption.
3. No alcoholic liquor shall be sold or supplied to any person under the age of 18.
4. The permitted hours shall be in accordance with the licensing conditions or extended at the discretion of the Management Committee.
5. The Management Committee shall have power to apply for Special or Regular Opening Licensing Extensions of Permitted Hours should the occasion arise.
6. The Management Committee reserves the right to refuse to sell alcohol to any member or visitor.

RULE 12

VISITORS:

1. A visitor shall not be supplied with alcoholic liquor in the Club premises unless on the invitation and signed into the Clubhouse by an appropriate Member.
2. Partners of Members, Associate Members, Social Members and Life Members may on any occasion visit the Club in the company of these Members. Partners must be signed in as visitors.
3. No visitor, other than partners, shall be signed into the Club after 10.30pm.

4. All classes of Membership when introducing visitors shall be held responsible for their behaviour whilst in the premises. These Members must remain with their visitors during the period of the visit.

RPNS/SF/BRU/5/3

These Rules were adopted at a Special General Meeting held on 3 October 2004

Note: Rule 3 paragraph 8 adopted at AGM of 12th March 2012.

Note: Rule 2 paragraph 8 adopted at AGM 10th. March 2014

The following Rules were agreed and adopted at the Management Committee Meeting held on Monday 18th January 2016 within Brunstane Bowling Club.

Note: Rule 1 paragraphs 1,4,5,6,7 and 8

Note: Rule 2 paragraphs 1, 2 and 3

Note: Rule 4 (additional)

Note: Rule 5 paragraphs 1(a,b,c,d,f),4 and removal of 8 (to constitution)

Note: Rule 6 removed (Related to Associate Members no longer relevant)

Note: Rule 7 paragraphs 1, 2 and 3

Note: Rule 9 paragraphs 1and 4 (removed) 2 and 3 (changes)

Note: Rule 11 paragraph 4 (removed)

Note: Rule 12 paragraphs 4 and 5

Note: Rule 13 paragraph 1

Rule 5 Article 4 adopted by Management Committee 21/3/17