

FELIXSTOWE INDOOR BOWLS CLUB



CONSTITUTION

&

CLUB RULES

DOMESTIC LEAGUE RULES

DOMESTIC RULES OF PLAY

COMPETITION RULES

ISSUE NO: 9

CONSTITUTION

1. TITLE

The Club shall be called the Felixstowe Indoor Bowls Club (later referred to as FIBC in all other parts of this document) and be an integrated part of the Felixstowe Leisure Centre.

2. OBJECTIVES

- To promote, foster and safeguard the level green game of indoor bowls for all persons in every legitimate way.
- To adopt and enforce the laws of the game as laid down by the World and National Indoor Bowls governing bodies.
- To hold championships, competitions, leagues, and other games as deemed desirable.

3. AFFILIATION

The Club shall be affiliated to:

- (a) The English Indoor Bowling association (EIBA Ltd).
- (b) The Suffolk County Indoor Bowling Association (SCIBA).
- (c) The Suffolk County Ladies Indoor Bowling Association (SCLIBA) and any other recognised body, at the discretion of the Club Management Committee

4. MEMBERSHIP

a) Full Member

- (1) Membership shall be open to all bona fide players without discrimination subject to paying an annual subscription to the club.
- (2) Membership of the Club shall be restricted to persons over the age of 18 years.
- (3) Temporary membership shall be granted to visiting teams and their guests for the duration of their stay.

b) Associate Member

- (1) Associate Membership shall be open to all bona fide players without discrimination subject to paying an annual subscription to the club.
- (2) Membership of the Club shall be restricted to persons over the age of 18 years.
- (3) Associate Members cannot participate in Club, County and National Competitions, Club and County League games which are exclusively for Full Members.
- (4) They will be eligible to attend the Club Annual General Meeting but will not be entitled to vote.

c) Junior Member

- (1) Members between the ages of 6 and 18 years of age on the 1st of September of the new season shall be referred to as Junior Members and will pay a reduced subscription whilst in full time compulsory education. On reaching the age of 18, a full membership subscription shall be payable.
- (2) Their membership, however, does not allow them the right to vote at the Annual General Meeting or any Special General Meeting.

d) Life Membership

Life Membership may be conferred to a member for meritorious or special service to the club. This honour may be granted to any member who is recommended by the Management Committee, proposed and seconded by a simple majority of the members present and eligible to vote at an Annual General Meeting of the Club. Life members shall be exempt from the payment of annual membership subscription fees.

***N.B** The Management Committee shall have the power to limit the numbers of members in any of the above categories and to defer the granting of new members until vacancies occur.*

5. MANAGEMENT COMMITTEE

a. The Management Committee shall consist of the following Officers and Committee members

Officers

1. Chairman
2. Vice-Chairman
3. Club Secretary
4. Treasurer
5. Men's Captain
6. Ladies Captain
7. League Secretary
8. Competition Secretary
9. Almoner

Officers shall be elected to serve a term of 1(one) year.

Committee Members

In addition to the Officers up to a total of 8 (eight) Committee Members (male or female) shall be elected at the Annual General Meeting of the Club to serve on the Management Committee for a term of 2(two) years.

b. Election of Officers and Committee Members

- (1) Nomination forms will be displayed on the Club notice board at least 30 days before The Annual General Meeting.
- (2) The Club Secretary must receive nominations at least 10 (ten) days before the date of the Annual General Meeting.
- (3) If insufficient nominations have been received members may be elected from the 'floor' at the Annual General Meeting.

c. Duties and Responsibilities

- (1) The Management Committee shall be responsible for all major policy decisions of The club. It shall conduct the affairs of the Club and shall meet at least once per month during the playing season.
- (2) The Management Committee shall have the authority to fill vacancies on the Committee during the year.

- (3) The Management Committee may co-opt a sub- committee for various special services.
- (4) A minimum of 50% of the total number of Committee members shall form a quorum for any Management Committee meeting.
- (5) Rink fees, Competition entry fees and all other charges relating to the running of the Club shall be set by the Management Committee.
- (6) The names and phone numbers of all Management Committee members shall be entered into the Club Members' folder and displayed in the Bowls Hall.
- (7) In the event of a tie in voting in any meeting the Chair shall have the right to exercise the casting vote.
- (8) No member under the age of 18 years old may be nominated for any post on the Management Committee.
- (9) Give Notice of Motion or make recommendations to the Annual General Meeting.
- (10) The Management Committee shall be empowered to rule on any challenge regarding interpretation of the Rules and decide on any question(s) not provided for in the rules. All other rules may be altered or amended by the Management Committee.
- (11) No Officer of the Club shall be held personally liable for any action taken whilst exercising his /her responsibilities on behalf of the club.
- (12) The Management Committee is responsible to the Leisure Centre for the conduct of its members and the efficient running of the Club.

6. ANNUAL GENERAL MEETING

- (1) The Annual General Meeting shall be held during the month of May and examined accounts shall be made available.
- (2) At least 14 days notice shall be given to members of the Annual General Meeting together with the notice of business to be conducted.
- (3) 5% of Full Members shall form a quorum of any General Meeting.
- (4) Annual Membership Subscriptions shall be approved at the AGM

7. SPECIAL GENERAL MEETING

- a. A Special General Meeting may be called at any time other than on a public holiday and shall be convened within 10 days of the receipt of a written request, signed by a minimum of 20 full members, specifying the purpose of any such meeting. The reason for the meeting and any proposal (s) for discussion shall be stated on the notice of the meeting
- b. 7 days notice of any such meeting together with the stated purpose shall be posted on the Club Notice Board.
- c. No business other than that stated for calling the meeting shall be discussed.

8. VOTING

- a. Voting at all meetings is normally by a show of hands of full members of the Club, but a paper ballot may be held at the discretion of the Chairman.

9. AMENDMENTS OF THE CONSTITUTION

- a. Amendments or alterations to the Constitution of the Club can only be made at the Annual General Meeting, or Special General Meeting called for that purpose, and then only by a two third majority of those members present who are eligible to vote. Any

proposed changes to the constitution must be made in writing to the Club Secretary at least 28 days before the Annual General Meeting

10. FINANCE

- a. The financial year shall be from the 1st April to 31st March.
- b. The Club shall in each year have the accounts and balance sheets of the last year examined by an external qualified accountant for the last financial year.
- c. Bank account / accounts shall be opened and all cheques drawn by the Treasurer must be countersigned by any two of the three nominated signatories.
- d. Annual membership subscriptions will become due on the 31st August each year. If any member fails to pay the agreed membership fee or charges due, they shall after 14 days be in arrears and will no longer be considered as members of Felixstowe Indoor Bowls Club.
- e. All expenditure on behalf of Felixstowe Indoor Bowls Club must follow the financial regulation of the Club.

11. DISSOLUTION OF THE CLUB

If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution. If at that Special General Meeting the resolution is carried by at least a two thirds majority of the members Present who are entitled to vote, the Management Committee shall thereupon, at such date as has been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club. After discharging all debts and liabilities of the Club the remaining assets shall not be paid or distributed amongst the members of the Club, but shall be given or transferred to another voluntary organisation having similar objectives to those of the Club, the sport's governing body or a Registered Charity as chosen/determined by the Management Committee.

12. RELATIONSHIP WITH THE LEISURE CENTRE

As the Bowls Hall is an integral part of the Felixstowe Leisure Centre, the Management body of the Leisure Centre will not permit the Club to take any action that would:

- (1) Contravene Health & Safety Regulations.
- (2) Damage the structure and or fabric of the building.
- (3) Alter the structure of the Bowls hall without Council permission.
- (4) Impair the enjoyment of other users.
- (5) Bring the Leisure Centre Management into dispute.
- (6) Conflict with Leisure Centre regulations.
- (7) Conflict with any hiring agreement between the Club and the Leisure Centre Management.

RULES

1. GENERAL RULES

- (a) All Members shall abide by the rules of the Club and the Leisure Centre.
- (b) All members shall be issued with a membership card which shall be carried when visiting the Bowls Hall.
- (c) Members shall be required to produce a current membership or access card if requested by an Officer of the Club or a Leisure Centre Official.
- (d) All applications for membership shall be submitted on the appropriate Membership Application Form with the signature of the 'proposer' and the 'seconder' who shall be full members of the Felixstowe Indoor Bowls Club. Applications are to be sent to the Secretary of the club who will obtain the Management Committee approval for membership. When approved the Secretary will send subscription request to the applicant. Membership will commence from the date of receipt of the subscription fees.
- (e) No member shall take away from the premises any article not belonging to or held in trust by the Club, or Leisure Centre Management without the necessary permission
- (f) Members will be required to reimburse the Club for any wilful damage caused by them to articles or premises.
- (g) The Club does not accept liability for loss, theft or damage to the personal property of members.
- (h) Bowls bags may only be left in the space provided under the benched seating or in the appropriate Changing Room.
- (i) Coats must be hung on hooks provided and not on the backs of chairs.
- (j) Oil on bowls is prohibited. Spray, chalk must be 'carpet friendly'
- (k) Club stickers shall be used for all representative matches.
- (l) The club shall consist of a Men's and a Woman's section. Both sections may work separately or jointly as required by the Management Committee
- (m) Smoking is strictly prohibited in the Leisure Centre.
- (n) Members shall not interfere with any controls of the lighting or heating in the Bowls Hall area. These may be operated by 'Authorised Personnel' only.
- (o) Dogs, other than Guide Dogs for the blind, are not allowed into the bowls hall.
- (o) Use of the emergency exits shall be restricted to 'emergencies only' and shall not be used for any other purpose.

2. DRESS CODE

- (a) For all bowling, other than where stated, all members shall be dressed in Club shirt or predominately white shirt or predominately white polo shirt with grey trousers for men and either grey regulation full length trousers, cropped trousers or skirt for ladies.
- (b) All members and guests must wear approved bowling shoes on the bowling green.
- (c) Casual Dress may be worn only for club social events and the initial coaching of new Bowlers only.
- (d) Club ties and badges may be purchased if required.
- (e) From 1st May to 1st September all Members are requested to wear appropriate dress and footwear while bowling at all times. Minimum correct dress code (Grey and White).

3. RINK BOOKING

- (a) All Full and Associate Members shall book rinks in accordance with the instructions as listed on the notice board.

4. PAYMENT OF RINK FEES

- (a) A notice of rink fee charges shall be prominently displayed on a club notice board.
- (b) All Members and guests shall pay the 'rink fees' as advertised on the Notice Board.
- (c) The person booking the rink is responsible for payment of the appropriate rink fee and may be asked for any unpaid fees.
- (d) For any League or Competition not played in accordance with the League or Competition Rules, the full payment must be paid by the default team/teams, unless the rink is cancelled in accordance with the rules for rink cancellation. Others utilising the rink /rinks will pay the correct rink fees on the basis of the number of the people playing.
- (e) Skips shall be responsible for ensuring that rink fees are collected from their team and all monies placed in the appropriate envelope and posted in the rink fees box. The home skip shall write his or her name in the appropriate section on the rink payment envelope.

5. DISCIPLINE

- (b) All members shall abide by the rules of the Club and the Leisure Centre.
- (c) No members shall be disciplined without first being invited to appear before the Club Disciplinary Committee to speak in defence of any such actions or words attributed to him/her. Such a member aggrieved by a decision of the Disciplinary Committee shall have the right to appeal to the Management Committee within 14 days of being informed of the decision of the Disciplinary Committee in writing. Any member having been suspended or expelled shall not be entitled to any monetary refund.
- (d) Any disagreements shall be passed to the Management Committee and their decision shall be final.
- (e) The Management Committee shall be empowered to reprimand, suspend or expel any member who infringes any rule of the Club or whose conduct, in or out of the Club, is judged to be prejudicial to the interests of the Club.

6. PERSONAL ACCIDENT PROCEDURE

- a) If any member has an accident within the bowls hall he/she must report the accident immediately to the Leisure Centre DUTY OFFICER. A follow up report to the Club Secretary within 24 hours of the incident is also required for any action that needs to be taken by the club.

7. COMPLAINTS AND SUGGESTIONS

- (a) Matters regarding the Bowls Club shall be made in writing and addressed to the Club Secretary. There may be no action or reaction to oral complaints.
- (b) Matters relating to the Leisure Centre shall be notified to the club Management Committee through the Club Secretary.

DOMESTIC LEAGUE RULES

1. League structures

- (a) The Management Committee shall retain the authority to make whatever changes are considered necessary to meet the current membership requirements. The maximum number of teams in a league shall be 9(Nine) and the minimum shall be 6 (Six).
- (b) Information regarding entry of a new team into the league will be displayed on the Club Notice Board.

2. Team Registration

- (a) Teams shall be accepted into a league when the appropriate league registration form has been signed, and the correct entry fees have been received by the League Secretary.
- (b) Players cannot play in different teams in the same league.
- (c) Any additional players to any team must be registered using the 'additional player registration slip' and 7 (Seven) days shall elapse before they can play.
- (d) Transfers will only be allowed at the discretion of the League Secretary.
- (e) It is recommended that in order to meet the requirement of league play, the minimum numbers of players registered to play in a team shall be as follows
Pairs =4, Triples = 5 and Fours = 6. No team should deliberately play one player short.

3. Length of game

- (a) All domestic games shall be played over a maximum of two hours duration or of 16 ends, whichever is shorter or if otherwise stated.
- (b) The bell will sound 5 minutes before the scheduled start time for all league matches. It will sound again 5 minutes before the scheduled finish time of the session. No jack may be cast after the 'finish bell'
- (c) If the bell has not sounded before the scheduled start of any league game, it is therefore considered 'not working' and no jack shall be cast less than 5 minutes before the end of the session which shall be determined by the bowls hall clock which is the official time piece in all cases. Any jack cast after the allowed time shall be considered illegal and the end shall be null and void.
- (d) All the following leagues will be played over a full 16 ends, (time permitting). No jack shall be cast following the bell 20 minutes after the scheduled finish time.
 - 1. Monday Evening Men's' Triples,**
 - 2. Tuesday evening Men's Fours,**
 - 3. Tuesday afternoon League,**
- (e) All matches shall be played in accordance with the League Programme.

4. Jack

- (a) If a jack is played over a rink dividing line during the course of play, it shall be placed on the designated spot on the same side of the rink where the jack went out of play .**THE END** shall then continue to a conclusion.
- (b) After two deliveries of the jack and no legal cast having been achieved, the jack shall be placed (2) two metres from the ditch on the "T". The mat may then be placed at the discretion of the lead providing it meets the required minimum length of 23 metres.

- (c) **“The last end”** shall be considered started only if the mat has been correctly placed and the jack delivered from the mat. If the jack does not come to rest within the confines of the rink, the opposing lead shall cast the jack. If again it is incorrectly cast, the jack shall be placed on the 2 metre mark. The mat may then be placed at the discretion of the lead who originally cast the jack as stated in Rule 4 (b) and the end shall then be played to a completion.

5. Visiting the head

- (a) Skips only shall be allowed to visit the head on one occasion per end, this includes staying at the head awaiting the opponent to bowl. All other players shall remain behind the head until the changeover takes place. This rule does not apply to National, County or Club Competition Finals.

6. Substitutes

- (a) A substitute (male in all men’s league and female in all ladies league) may be used to ensure that a team has the required number of players needed for a match in any of the leagues.
- (b) A substitute must not be a member of any other team in that league in which he/she has been requested to play as a substitute.
- (b) A substitute may only play two games for the same team in any league, but may also play in any other team in that league but only on two occasion.
- (d) A Substitute must not play as skip.
- (e) A substitute in a mixed discipline match must enable a team to play as a mixed team i.e. male and female participants.
- (f) The opposing team must be informed of any substitute being used before the game commences and must be clearly marked as “Sub” on the score card

7. Score Card and Match results

- (a) All score cards for all league and club competition games must be kept and agreed and signed by the skips of both teams. All tied ends to be recorded on the score card, which shall be posted in the designated results box following the match.
- (b) If a game is stopped for a valid reason, and at least 10 (ten) ends have been completed the score will stand as a result at the last end completed. **If less than 10 (ten) ends** have been completed the match shall be re-arranged.

8. Rules of Play

- (a) All games shall start on time
- (b) All games to be played in accordance with National EIBA rules unless otherwise stated.
- (c) In any game no player shall have more than the usual number of bowls for that competition other that the exception as stated in **“RULES AFFECTING PLAY”**

9. Rules affecting Play

All matches shall start on time where possible. Should a team have the incorrect number of players required for the match, the following format will be used to unsure that the game is played.

a) Triples League

If one team is a player short the match can be played using the following format.

All players will have 3 bowls each.

Order of play being Lead Lead Two, Lead Lead Two, Lead Lead Two, Skip Skip, Skip Skip, Skip Skip.

No adjustments to final score will be made.

Full rink fee **MUST BE** paid for each team.

(b) Fours League

If one team is a player short the match can be played using the following format.

All players will have 2 bowls each.

Order of play being Lead Lead Two, Lead Lead Two, Three Three, Three Three, Skip Skip, Skip Skip.

No adjustments to final score will be made.

Full rink fee **MUST BE** paid for each team.

10. Match cancellation

- (a) Cancellation of any game may be permitted **DUE TO INCLEMENT WEATHER** or to circumstances considered by the Management Committee to be of an acceptable nature.
- (b) Any fixture which cannot be played on the scheduled date may be played earlier than the scheduled date with the agreement of all parties involved and with the permission of the League Secretary or the nominated responsible person or the League Co-ordinator. Matches cancelled under these terms shall be defined as **deferred** matches.
- (c) **A RINK BOOKING CANCELLATION SHEET** must be completed and submitted to the Leisure Centre Reception a minimum of 48 hrs prior to the original start date. The match may then be played without penalty.
- (d) Failure to cancel the rink will be regarded as default and may result in the **payment of the rink fee**.
- (e) ALL cancelled matches shall be re-arranged within 7 (seven) days and to be played not later than 4 (four) weeks after the cancelled fixture date or prior to the end of the season. If not rearranged within 7 (seven) days, the teams will be given 3 (three) dates by the default committee on which to play the fixtures, and any subsequent failure to play the game will be referred to the default committee.
- (f) All cancelled matches shall be recorded on a default sheet by the defaulting team, excepting for match where only one team has turned up to play, then the team present shall fill in the default sheet and post in the default box.
- (g) The League Co-ordinator and/or League Secretary **MUST** be informed of all changes of fixture dates.
- (h) For all league matches not covered by Match Cancellation Rule 1a and 1b, and not played on the scheduled date, a 2-point deduction shall be applied against the offending team, who shall within 7 day submit a " default sheet" defining the reasons for the default.

11. Matches not played

- (a) Any fixture not played will result in the offending team being penalised a 2 (two) point deduction and a shots deficit of 0-10 in favour of the non offending team. The non offending team shall be awarded 2 points and a shots difference of 10- 0.

CLUB COMPETITION RULES

1. Competition Format:

All matches up to the finals shall be played in the regulation dress code. The competitions shall be as follows, subject to sufficient entries being received.

Men's Singles	Four Woods	- 21 shots or 2 hours
Ladies Singles	Four Woods	- 21 shots or 2 hours
Ladies Pairs	Four woods	- 16 ends or 2 hours
Men's Pairs	Four woods	- 16 ends or 2 hours
Mixed Pairs	Four woods	- 16 ends or 2 hours
Ladies Triples	Three woods	- 16 ends or 2 hours
Men's Triples	Three woods	- 16 ends or 2 hours
Mixed Triples	Three woods	- 16 ends or 2 hours

2. Competition Entry

Entries will only be accepted on the **OFFICIAL ENTRY FORM** and be accompanied by the appropriate entry fee. These should be placed in a separate envelope marked **COMPETITION ENTRY**, and posted in the **RINK FEE BOX**. There shall be no other fees included with the entry.

3. Entry Fees

Competition entry fees shall be displayed on the Competition Notice Board. This shall be for each competition entered.

4. Arranging Matches

Matches shall where possible be arranged prior to Disc Day or entered on the advance booking form in the rink booking folder.

5. Play By Dates

The first named player in the draw shall be responsible for offering his/her opponent 3 (three) appropriate dates of which one may be a weekend. Failure to offer dates within 7 (seven) days of the completion date for the previous round will result in the 2nd named player offering dates to the first named player.

6. Substitutes

- a. Any player finding for whatever reason that they are unable to play on Finals Day shall find a substitute player for the next and any subsequent rounds including the final.
- b. Any player used as a substitute in an earlier round of a club pairs / triples shall be eligible to play in the same set in a final, should he/she be required.
- c. A substitute in a final for all disciplines other than singles may be allowed but only in exceptional circumstances as deemed by Competition Secretary.

7. Visits To The Head

One visit per end is allowed by skips only. This includes remaining at the head to await opponent's bowl. This rule shall apply to all club competitions up to, but **NOT**, including the Finals.

8. Singles Competition.

The first named player in the draw shall find a marker excepting for the Final.

9. Results

A score card shall be completed for each match naming **ALL** competitors of both teams and duly signed by the individuals or team captains as appropriate. All completed cards shall then be placed in the Club Competitions results box.

10. Disputes and Problems.

Any disputes and/ or problems that may arise shall be brought to the attention of the Competition Secretary immediately. Decision regarding any issues raised will require the agreement of **THREE** members of the Management Committee and their decision shall be final.

11. Club Competition Finals

- (a) The date(s) of the Finals will be displayed on the club Notice Board.
- (b) **ALL** competitors must be aware of these dates and keep them available.
- (c) **ALL** Finals will be played in **WHITES** unless otherwise stated.
- (d) **ALL** Finals shall be played as a full game in accordance with National **EIBA** rules.

12. All club competitions shall be played in accordance with the dates and times and rules as displayed on the club notice board.

13. All **Club Competitions** (Except Club Finals) shall commence **without trial ends** and shall be played in accordance with the respective competition rules displayed on the notice board

14. General Notes

To enable the smooth running of Club Competitions it is essential that all games are played in the right spirit.

DOMESTIC RULES OF PLAY

1. When rinks for National, Inter Club & County Competitions are required, preference shall be given over those for domestic use.
2. The **allocation of rinks** for general or competition play shall be under the control of the Clubs General, League and Competition Secretaries .
3. Privileged Booking for County or National competitions must be notified to the club by use of the special rink booking sheet provided in the **RINK ALLOCATION BOOK**.
4. The Management Committee reserve the right to re-allocate rinks lost for this or any other cause.
5. **NO** running on the green.
6. Members wishing to be considered for 'friendly matches' shall enter their names on the appropriate sheet on the Club notice board. The selected team will be displayed on the Club notice board at the earliest convenient date.
7. The **MANAGEMENT COMMITTEE** shall reserve the right to prohibit any game which are in their opinion, unlawful or detrimental to the best interests of the Club.
8. When a Club or County Competition ends in a tie and the allocated time is exhausted an extra end **SHALL** be played and any subsequent matches shall be permitted to overrun by the equal amount of the delay, at the discretion of the relative skips.
9. When the emergency fire alarm sounds and the hall has to be vacated, play will resume in the order prior to the vacation. For League and Club competition the end being played remains live, unless the head has been disturbed and then Rule 7b (Scorecards and Match Results) will be applied. For County and National Competitions, E.I.B.A. Ltd rules apply and all ends have to be played.

LEAGUE AND COMPETITION PRIZES

For all Leagues and Club Competitions, prizes shall be awarded to the winners of League and Club Competition. Prize money to be presented will be determined by the Club Management Committee. All winners shall have the option of a cash prize or trophy to the equivalent value.

AMENDMENT OF CONSTITUTION AND RULES

RULES highlighted in grey	28/08/2018
CONSTITUTION & RULES	17/04/2018
CONSTITUTION & RULES	14/09/2016
CONSTITUTION AND RULES	07/05/2016
CLUB BYE LAWS	01/09/2000
COMPETITION RULES	01/09/2000
CONSTITUTION & RULES	21/07/1999
DOMESTIC RULES PLAY	22/07/1999