



# Policies and Bylaws

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# Policies and Bylaws

## How to update the Table of content in this manual

### To add a new page

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- In the [Insert Tab](#) click on blank  page icon
- A new page with the standard heading will be inserted.
- In the [Home Tab](#) chose the “**Heading 1**” style from the Styles menu.  
Type **the Category** to which the new page refers. Press Enter.
- Chose “**Heading 2**” from the Styles menu. Type the **Subject** to which the new page refers in capital letters.  
Press Enter.
- Chose “Normal” from the Styles menu. Type the source of the Policy or Bylaw.
- Type the new page in the format of the others in the document.
- File the complete document.
- When  finished click on the [References Tab](#). In the Table of Contents  section click on the Update Table icon .
- Chose the “Entire Table option.

### Updating an existing page

When updating the contents of an existing page (and the Category and/or Subject have not changed) the updated document may just be saved.

If either one of:

- a) The Category or
- b) The Subject or
- c) An additional page has been generated

The update the Table of Content procedure as above has to be followed.



# Policies and Bylaws

## BOWLS

### PRIZE MONEY FOR SUPA THURSDAYS

SOURCE: COMMITTEE MEETING 13TH MARCH 2017

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- 1) The First Thursday of each month is Seeff Supa Thursday. The prize is R200 ex Seeff **PLUS** R5 taken from the Greens Fee of each player.

Operation: Take R200 from the Bar till and put in a reimbursement slip saying "R200 for Seeff Supa Thursday". Put the R200 in an envelope together with the R5 from each player. Hand the envelope to the presiding official running the day.

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- 2) All other Thursdays are Club Supa Thursdays. The prize is R50 ex the Bar **PLUS** R5 taken from the Greens Fee of each player.

Operation: Take R50 from the Bar till and put in a reimbursement slip saying "R50 for Club Supa Thursday". Put the R50 in an envelope together with the R5 from each player. Hand the envelope to the presiding official running the day.



# Policies and Bylaws

## BOWLS

### TABS-IN ELIGIBILITY

SOURCE MANAGEMENT COMMITTEE MEETING: 20/01/1997

The Committee specifically confirmed the principle, which will be strictly adhered to, that at no time will any eligible player, who has tendered his or her tab and paid his or her green fee in time, be denied a game, except when all available rinks have been filled, when the Last IN – First Out rule will apply.

In this respect, it was further ruled that at Separate Bowling sessions when numbers of either gender do not warrant segregated games, any surplus players **MUST** be absorbed into the other draw.





# Policies and Bylaws

## BOWLS

### MOORE SHIELD SELECTION

SOURCE MANAGEMENT COMMITTEE MEETING: 23/06/1997 Clause: 9 I (d)

1. Replies have been received to our letters to Port Alfred and Kowie Bowling Clubs and the Eastern Areas secretary regarding the principles under which teams are selected for this Event. All of them are insistent that the best teams available must be selected.
2. This has always been the practice but it is up to the individual Clubs to select as they see fit.



# Policies and Bylaws

## BOWLS

### RECREATIONAL BOWLS

Source: Management Committee meeting 2017/05/08

#### Introduction

It is an unintended consequence of Roy Wilkins' success with the recruiting of new bowlers to the game of bowls, that a formal structure needs to be put in place to cater for these Recreational Bowlers and subsequent bowlers that may follow them.

The objective of the project is to encourage new players into the sport of bowls by:

- Initially removing some of the more "formal" aspects of entry in to the game.
- Instruction through playing the game in a relaxed and fun environment.
- An informal introduction to the basic rules and etiquette.

#### Try-before-buy

To allow a **recruit** to the game time to evaluate if they would like to take up the sport more seriously, they will be allowed participate in the special Wednesday Recreational Bowls events organised by a committee appointed convenor (currently Roy Wilkins). The Green Fees will be the same as for Affiliated members (currently R25).

The evaluation period will be no longer than 3 months after which the player is expected to become a member of the club, either as a

- Social Member to continue to play Recreational Bowls or
- Affiliated Member to participate in all the bowling activities of the club.

#### Playing regulations governing Recreational Bowls

1. Players will at all times be subject to the rules of the club.
2. Wednesday afternoons will be set aside for afternoon play as organised by the convenor.
3. The Greenkeeper will allocate special rinks for Recreational Bowls on Wednesdays.
4. Players will be allowed to play in normal sports attire (i.e. civvies) but with the requisite (flat soled) footwear.
5. Recreational Bowlers will not be allowed to participate in the normal bowling activities (tabs-in, competitions etc.) of the club.
6. Green Fees will be the same as those for Affiliated players.
7. Bounce Games may be played on the morning of bowling days, subject to the same rules applicable to Affiliated members (booking of rinks, etc.).

#### Affiliated Members playing Recreational Bowls

No Affiliated Members may play Recreational Bowls unless their participation therein is approved by a Committee Member.



# Policies and Bylaws

## BOWLS

### REPRESENTATIVE TEAM SELECTION

SOURCE; MANAGEMENT COMMITTEE MEETING 1997/08/18 (CLAUSE 8g)

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#### Team Selection

All representative teams will be selected by the selectors without calling for names.

When the teams are published, any players who are unable to play will be replaced by players selected by the selection committee at its discretion.

This will apply to all Club Selected teams, except for the NATIONALS and the INGGS CUP which have, traditionally been selected from members wishing to participate. This is due to the long-distance transport and overnight accommodation required.



# Policies and Bylaws

## BOWLS

### DUAL MEMBERSHIP

SOURCE: MANAGEMENT COMMITTEE MEETING 1998/07/20 (CLUASE 8C)

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E.P. Bowls' interpretation is that if a player is a fully paid up member of more than one Club, he/she is at liberty to play for or enter competitions controlled by any of those Clubs but he/she may not enter the same competition in or for more than one Club



# Policies and Bylaws

## BOWLS

### SPONSORED TOURNAMENTS – ETIQUETTE

SOURCE MANAGEMENT COMMITTEE MEETING: 30/09/2003 Clause: 11

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#### **Team Leadership**

Etiquette demands that a minimum of a Skip or experienced Third should lead a team for all Sponsored tournaments.



# Policies and Bylaws

## BOWLS

### GRADING OF PLAYING MEMBERS

SOURCE MANAGEMENT COMMITTEE MEETING: 26/04/2004

As per attached Policy



# Policies and Bylaws

## BOWLS

### HONOURS BOARD

SOURCE      MANAGEMENT COMMITTEE MEETING: 18/03/2008      Clause: 8 (f)

#### Qualification for names to be displayed on honours boards

Members must have played in the final of an event to earn the right to have their name recorded on the HONOURS BOARD.



# Policies and Bylaws

## BOWLS

### VISITORS' DRESS CODE

SOURCE      MANAGEMENT COMMITTEE MEETING: 19/02/2013      Clause: 14.7

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Visitors on holiday in Kenton and surrounds, may play in mufti, but must have flat soled shoes.





# Policies and Bylaws

## BOWLS

### DRESS CODE

SOURCE SPECIAL GENERAL MEETING – 2016/03/31

As is known, Competitions at Internal Club Level are played in Whites and External Competitions are played in Club Colours – irrespective of the day of the week.

At the Special General Meeting held on 31<sup>st</sup> March 2016, the following additional proposals were voted upon and approved.

#### **Whites/Mufti days**

The Dress Code is Whites on all bowls occasions except

1. Bounce games played outside normal days and times
2. Thursdays (Seeff Supa Thursday) (or its successor).
3. Nursery Bowls

#### **Definition of “Whites”**

Whites shall mean a Kenton Club Shirt or a plain white, collared shirt. Sponsor labelled shirts or shirts from other Bowls Clubs shall not be allowed.

Attention is further drawn to the Notice of 19 Sep 2013 regarding acceptable attire. Members are requested to ensure compliance with this.



# Policies and Bylaws

## BOWLS

### DRESS CODE FOR EASTERN AREAS COMPETITIONS

SOURCE MANAGEMENT COMMITTEE MEETING: 17/12/2013

As per attached Notice



# Policies and Bylaws

## BOWLS

### INVITATIONS TO OUTSIDE TOURNAMENTS

SOURCE MANAGEMENT COMMITTEE MEETING: 24/02/2014 Clause: 5, 2

As per attached Notice.



# Policies and Bylaws

## BOWLS

### GRADING FREQUENCY

SOURCE      MANAGEMENT COMMITTEE MEETING: 17/02/2014      Clause: 8.3.2

The Management Committee request that the Selectors do a full Grading twice a year, in February and July. Captains may attend these meetings in an observer capacity.



# Policies and Bylaws

## BOWLS

### RESTRICTIONS IN USE OF GREENS

SOURCE MANAGEMENT COMMITTEE MEETING: 17/02/2014 Clause: 8.3.2

#### **STANDING RULES:**

- a. No internal matches, bounce games or practising is allowed on Greens being used for Inter – Club or Eastern Areas matches.
- b. Practising shall be allowed during the mornings and after 16.00.
- c. Practising in an adjoining rink to an Internal Match should be avoided wherever possible.
- d. Teams participating in the All Cape may practise as a team twice on TAB days during the two weeks preceding the All Cape Competition.



# Policies and Bylaws

## BOWLS

### TABS - PROCEDURES

SOURCE MANAGEMENT COMMITTEE MEETING: 2015/03/16 (updated 2017/04/10)

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- a) The TABS door will close 5 minutes before TABS time.
- b) The duty roster shall list a cashier and ONE of the club's selectors.
- c) The duties of the cashier shall be:
  - i) Collect the Green Fees.
  - ii) Collect tabs and hand to the selector on duty.
  - iii) Total cash, add Green Slip and deposit cash in an envelope in the cash box.
  - iv) The cashier may call in an assistant if needed.
- d) The duties of the selector shall be (NB. If no selector is available, the cashier may call on a senior player present to do these duties):
  - i) Arrange TABS according to the format of the day.
  - ii) "Balance" leads as necessary.
  - iii) Place tabs in the TABS box and scramble.
  - iv) Pass TABS box to an experienced bowler present for hanging.
  - v) The experienced bowler will again scramble the tabs in the box before hanging the tabs on the board.
- e) The club captains (or a competent committee member) shall "balance" individual rinks by adjusting the players in that rink to enhance the quality of competition in the rink. (Committee decision dated 2017/04/10)



# Policies and Bylaws

## BOWLS

### BOUNCE GAMES DURING TABS-IN DAYS

SOURCE MANAGEMENT COMMITTEE MEETING: 2015/02/09

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1. Bounce Games should be arranged by members themselves
2. Bounce Games may be played in conjunction with TABS games on the 2<sup>nd</sup> Saturday afternoon of a month only but not on any other TABS afternoon.
3. TABS games will have priority on rink allocation.
4. Bounce Games are subject to the standing rules below.
5. Players of all levels are encouraged to organise Bounce Games. They provide an ideal opportunity to play in various positions and so gain experience to improve their own personal level of bowls.
6. All players playing in a Bounce Game to be played on a TABS Saturday afternoon must enter their names in the book provided in the Tabs room by the end of the Friday preceding the Bounce Game. Positions and sides are not required.



# Policies and Bylaws

## BOWLS

### INTERNAL COMPETITIONS – PLAY DAYS

SOURCE            MANAGEMENT COMMITTEE MEETING: 9/02/2015

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Matches may be played on **ALL** bowling days with the proviso that TABS bowls has priority on rink allocation on TABS days (Wednesday, Thursday and Saturday).





# Policies and Bylaws

## BOWLS

### SQUAD PRACTICE

SOURCE MANAGEMENT COMMITTEE MEETING: 9/02/2015

#### **FRIDAY AFTERNOONS (Summer 15.00, Winter to be decided)**

- a. The Club Selectors will invite potential competitive players to join a pool of players to practise on Friday afternoons. This will give the selectors the opportunity to assess and select players for upcoming competitions. Green fees will be R10.
- b. Teams selected to play in the various leagues may play as a team on the Friday afternoons preceding the League matches. Attendance is strongly recommended as non-participation without an acceptable reason will jeopardise selection.
- c. Ladies and Men will manage and run their individual programs.
- d. Coaching will form an integral part of the practise sessions.



# Policies and Bylaws

## BOWLS

### MATCH BOOKINGS

SOURCE      MANAGEMENT COMMITTEE MEETING: 13/04/2015    Clause: 8.1,2

Match bookings must be recorded on the BOOKING SHEET at least the day before the rink is required for the Greens staff to prepare the rink(s).

Cancelations are to be communicated at least the day prior to the booked matched.



# Policies and Bylaws

## BOWLS

### SUPA THURSDAY

SOURCE MANAGEMENT COMMITTEE MEETING: 13/04/2015 Clause: 8.1,4

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As per attached notice.



# Policies and Bylaws

## BOWLS

### RETURNING BOARDS TO STOREROOM

SOURCE      MANAGEMENT COMMITTEE MEETING: 11/05/2015      Clause: 9.3

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In the WINTER MONTHS (JUNE – AUGUST) players who finish after 5 pm. will be required to return their own boards, etc. to the Storeroom to alleviate the necessity of Greens Staff hanging around unnecessarily.



# Policies and Bylaws

## BOWLS

### PUBLIC HOLIDAYS AND DRESS CODE

SOURCE MANAGEMENT COMMITTEE MEETING: 09/01/2017

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All PUBLIC HOLIDAYS except for: -

CHRISTMAS DAY	25 December
DAY OF GOODWILL	26 December
NEW YEARS DAY	1 January
GOOD FRIDAY	.....

Will be treated as normal TABS IN days and can be played in casual clothes, if so wished.



# Policies and Bylaws

## BOWLS

### INTERNAL COMPETITION - PLAYING RULES

SOURCE      MANAGEMENT COMMITTEE MEETING: 15/12/2014    Clause: 8.1,2

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Refer attached summary.



# Policies and Bylaws

## BOWLS

### DEFINITION OF NOVICE FOR INTERNAL COMPETITIONS

SOURCE – MANAGEMENT COMMITTEE MEETING 13TH MARCH 2017

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A bona-fide affiliated member of the Kenton Bowling Club, having been registered with any National Bowling Association for not more than four (4) years at the date of the commencement of a specific KBC Novice event, is considered to be a Novice.

It is to be noted that this definition is not necessarily applicable for Novice events outside Kenton Bowling Club and members should verify the ruling when entering such other Novice events.



# Policies and Bylaws

## BOWLS

### MEN'S AND LADIES CLASSICS – SUB COMMITTEES

SOURCE MANAGEMENT COMMITTEE MEETING: 13/01/2014

Clause: 8.1

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#### **Continuity of organising committee**

Sub Committees are to stay in Office for the duration of the Competitions and will not change at the AGM.





# Policies and Bylaws

## BOWLS

### SOCIAL SATURDAYS

SOURCE MANAGEMENT COMMITTEE MEETING: 9/01/2017

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SOCIAL SATURDAY will be the 1<sup>st</sup> Saturday of each month, excluding December and January.

#### **Format of day**

- TABS IN
- MIXED GENDER
- EATS WITH TEA
- COMPETITION WITH PRIZE
- FORMAT / SCORING DECIDED BY THE MEN'S OR LADIES CAPTAIN (VARIABLE)



# Policies and Bylaws

## BOWLS

### CLUB LEAGUE

SOURCE: MANAGEMENT COMMITTEE MEETING - 2017/04/10

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#### Objective of Club League

To improve the standard of competitive bowling in the club by creating an opportunity for interested bowlers to regularly play in a competitive environment. To ensure that the event engenders a desire to win in the participants, the Club League should:

1. Provide a prestigious status to winning the league.
2. Stimulate a team spirit by preserving team composition throughout the series (as far as possible).
3. Attempt to “balance” the teams initially to allow a fair opportunity of winning.

#### Format of the competition

1. Composition of teams.
  - a. At the beginning of the season the club selectors will select as many “balanced” teams as have been agreed upon by the Management Committee, to participate in the Club League (initially four).
  - b. The composition of the teams should be the same as that of the Eastern Areas League teams i.e. fours if the EA League is fours, trips if EA League is trips etc.
  - c. After the initial selection of teams, the Skip of each team will assume responsibility for the continued composition of the team.
  - d. No “poaching” is allowed and substitutes must be sourced from club members other than the initial players selected by the club selectors. This rule may be relaxed if both skips and the player agree to the change.
2. The competition.
  - a. The teams will play two rounds of Round Robin.
  - b. A total score of 10 points per game. 2 points per set of 7 and 4 for a win based on shot profit.
  - c. After two rounds the team with the highest aggregate points wins the League.



# Policies and Bylaws

- d. If two teams have the same number of points at the end of the season, the winner will be determined on shot profit.
  - e. In case of a draw after d) above, the winner will be the team with the best performance against the other team.
- 3. Scheduling of games.
  - a. The Club League will commence in early May of each year.
  - b. The games will form part of the Supa Thursday competition and teams will qualify for the usual Supa Thursday prizes.
  - c. The games will be scheduled approximately 2 weeks apart so as not to clash with existing competitions. A complete schedule will be published at the start of the series.
  - d. Where scheduled games are cancelled due to inclement weather (or for any other reason) they will be rescheduled to a later date.
- 4. Conditions of play.
  - a. The conditions of play will be the same as for EA League except for:
    - i. One trial end.
    - ii. One burnt end per team. After that, the Jack is placed on the 2-meter mark.
    - iii. The 10-point scoring system (this is done to accommodate the Supa Thursday competition).



# Policies and Bylaws

## CATERING AND HOUSEHOLD

### CATERING FOR ANNUAL / REGULAR FIXTURES

SOURCE      MANAGEMENT COMMITTEE MEETING: 5/09/2014      Clause: 2

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Refer attached summary.



# Policies and Bylaws

## CATERING AND HOUSEHOLD

### KITCHEN STAFF HOURS / REMUNERATION

SOURCE MANAGEMENT COMMITTEE MEETING: 5/09/2014 ((Special Management Meeting))

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#### **PERMANENT EMPLOYEES:**

PATRICIA (SENIOR)

JULIA

#### **STANDARD WORKING HOURS:**

MONDAY	NIL
TUESDAY	NIL
WEDNESDAY	PATRICIA & JULIA 8am – 4pm (8 hrs)
THURSDAY	PATRICIA & JULIA 8am – 4pm (8 hrs)
FRIDAY	JULIA 8am – 10am (2 hrs)
SATURDAY	PATRICIA & JULIA 8am – 4pm (8 hrs)
SUNDAY	PATRICIA 8am – 10am (2 Hrs) @ DOUBLE TIME

#### **PUBLIC HOLIDAYS & SUNDAYS:**

DOUBLE PAY (EXCLUDING CASUAL STAFF)

#### **TRANSPORT:**

Should Patricia / Julia be required to work on a SUNDAY or PUBLIC HOLIDAY for a Bowls Function, they will be paid cash on the day, at the agreed cost of transport and will arrange their own transport to and from work.

#### **CASUAL KITCHEN STAFF:**

Paid per hour and a transport allowance per day.

Payment to be made on the day.



# Policies and Bylaws

**Wages and Transport allowances should be confirmed with the Treasurer wherever possible.**



# Policies and Bylaws

## CATERING AND HOUSEHOLD

### KITCHEN MANUAL

SOURCE      MANAGEMENT COMMITTEE MEETING: 1/10/2012      Clause: 6.9 -12

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#### Annual Review of Manual

The Management Committee shall within 3 months of taking office, following each Annual General Meeting, review the CLUB KITCHEN MANUAL, in order to keep it up to date, with particular reference to Wages, Transport, Food & Drink allowances etc.



# Policies and Bylaws

## CATERING AND HOUSEHOLD

### STAFF FOOD & DRINKS AT WHOLE DAY TOURNAMENTS

SOURCE

MANAGEMENT COMMITTEE MEETING: 1/10/2012

Clause: 6. 12

This ruling was adopted, as set out below for the upcoming Men's Classic (15<sup>th</sup> – 16<sup>th</sup> September 2012) and the Men's Inter Regional (21<sup>st</sup> – 24<sup>th</sup> September 2012)

The ruling was tabled at the KBC Committee Meeting on Monday 1<sup>st</sup> October 2012, for adoption as a Resolution of the Committee for all applicable Tournaments and was approved.

#### EARLY MORNING TEAS & RUSKS, MID MORNING TEA & SANDWICHES

- I) All volunteer Kitchen Staff who serve early morning tea / coffee & rusks are entitled to free tea / coffee and a rusk.
- II) All volunteer Kitchen Staff who make sandwiches and tea for the morning break are entitled to free tea / coffee.

#### LUNCHTIME

Staff WHOSE CLUB and / or TOURNAMENT DUTIES REQUIRE THEIR PRESENCE OVER LUNCHTIME and who are thus not able to make alternative arrangements are entitled to a Free Lunch and a Drink from the Bar.

These are:

1. Volunteer Kitchen and Bar Staff on duty over lunchtime. See note a) below
2. Paid Kitchen & Greens Staff – Lunch and a free Soft drink
3. Official Scorers
4. Umpires on Duty that Morning. See note b) below
5. Duty Green Keeper
6. Tournament Controlling Body
7. Tournament Director (If not a member of the controlling body)
8. VIP Guests

Notes:

- a) The Kitchen and Bar Staff are those listed on the Agreed Duty Rosters. Being called from the floor and asked to help for 5 minutes carrying food to the tables does not qualify as being "Kitchen Staff".





# Policies and Bylaws

- b) Afternoon Umpires and Duty Bar volunteers get Late Afternoon Snacks, if there are such and a free drink for the Bar.

## LATE AFTERNOON SNACKS

Volunteer Kitchen Staff who prepare and serve Late Afternoon Snacks are entitled to a free drink from the bar.



# Policies and Bylaws

## CATERING AND HOUSEHOLD

### CATERING ROSTER - CHANGES

SOURCE MANAGEMENT COMMITTEE MEETING: 30/10/2006 Clause: 8. 1 (c)

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#### Catering Convenor to co-ordinate all amendments

The problems regarding changes / substitutions to the CATERING ROSTER were discussed at length and it was agreed that ALL amendments be routed through the Club Member in overall charge of Catering either directly or through the Convenor for that specific day.



# Policies and Bylaws

## FINANCE

### PRESIDENTS FUND

SOURCE            MANAGEMENT COMMITTEE MEETING: 16/09/1996

The Committee approved the establishment of a PRESIDENTS' FUND for use in certain special circumstances. The FUND is to be publicised among members and subscriptions sought. It is to be administered in confidence by the PRESIDENT and VICE – PRESIDENT as Trustees.

#### **PRESIDENT'S FUND**

While it is appreciated that, in certain circumstances, some members may at some time have difficulty in meeting their Club dues, the Management Committee feels that it would not be appropriate to use Club funds to assist those concerned.

It has, therefore, been decided to establish a PERMANENT SPECIAL FUND to be known as the PRESIDENT'S FUND, which will, in complete confidentiality, assist members who may find themselves in this predicament.

The PRESIDENT'S FUND will be administered by the PRESIDENT and the VICE PRESIDENT in office each year acting together as Trustees.

The Trustees will, at their own discretion, allocate funds for assistance with the subscriptions, but any other relief shall be subject to discussion with and agreement by two other members of the Management Committee.

A separate SAVINGS ACCOUNT will be maintained for the Fund and withdrawals shall be signed for jointly by the Trustees. The account will be audited annually by the Club's Auditor.

Donations to the Fund shall be acknowledged to the donors, but will remain totally confidential.

Members who may be assisted by the Fund will be assured that such assistance will be in TOTAL CONFIDENCE.

Members who would like to contribute to the PRESIDENT'S FUND are asked to contact the PRESIDENT or the VICE PRESIDENT.



# Policies and Bylaws

## FINANCE

### APPROVAL OF FUNDING FOR MAJOR COMPETITIONS

SOURCE MANAGEMENT COMMITTEE MEETING: 18/11/1996

Referring to the financing of major competitions, it was noted that Entry Fees and Prizes had in some instances been arbitrarily set by the Organisers.

The Committee confirmed that in future the Entry Fees, the Prize Money and the overall funding for all sponsored competitions must be approved by the Management Committee, acting on proposals put forward by the sub-committee responsible for that event.



# Policies and Bylaws

## FINANCE

### ANNUAL STAFF BONUSES

SOURCE            MANAGEMENT COMMITTEE MEETING: 17/12/1996

It was agreed that in future, STAFF BONUSES would be neither automatic nor at a fixed rate.

Bonuses will only be paid when the financial state of the Club warrants and strictly related to individual productivity and loyalty.



# Policies and Bylaws

## FINANCE

### SPONSORSHIP INCOME

SOURCE      MANAGEMENT COMMITTEE MEETING: 16/02/1998

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It was agreed that the principle of allocating money entirely to prizes should not be inflexible and that on occasions a portion should be retained against future competition requirements.



# Policies and Bylaws

## FINANCE

### PROFITS – 100 CLUB

SOURCE - MANAGEMENT COMMITTEE MEETING: 17/01/2005    Clause: 5 (B)

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It was unanimously agreed that any profit from the 100 CLUB draw would go to the PRESIDENT'S FUND.



# Policies and Bylaws

## FINANCE

### INCOME & EXPENDITURE STATEMENTS

SOURCE      MANAGEMENT COMMITTEE MEETING: 22/08/2005      Clause: 5

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#### Allocation of expenses

It was agreed that in future substantial items of capital expenditure be shown separately. This would also apply to monies spent on the maintenance of the greens and maintenance of the machines.





# Policies and Bylaws

## FINANCE

### GREEN FEES PAYABLE

SOURCE MANAGEMENT COMMITTEE MEETING: 19/05/2008

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Copy attached.

ADDENDUM: 19/08/1996

REFER "MEMBERSHIP" - HONOURARY LIFE MEMBERSHIP

#### Waiving of Greenkeepers fees

The waiving of the GREENKEEPERS Club Subscriptions and the Green Fees (Tabs In only) were confirmed.



# Policies and Bylaws

## FINANCE

### PLAYERS ALLOWANCES

SOURCE MANAGEMENT COMMITTEE MEETING: 14/02/2014 Clause: 7 (a) (b)

#### SPECIAL MANAGEMENT COMMITTEE MEETING

##### 7 (a) INGGS CUP, WHITESIDE, BUCO TRIPS, LEAGUE:

The Club will pay entrance fees only.

##### 7 (b) INGGS CUP & Winners / Runners Up to EP Competitions: -

The Committee will consider each Competition as it arises. Depending on the Club's financial status at the time, a certain amount of subsidisation may be awarded.



# Policies and Bylaws

## FINANCE

### FUEL COST SHARING

SOURCE      MANAGEMENT COMMITTEE MEETING: 14/02/2014 (Special Management)

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Guidelines will be posted on the Noticeboard regarding the equitable sharing of fuel costs for transport to neighbouring Eastern Areas venues.

The Club is not responsible for any portion of these costs and it remains a matter between the driver of the car and the passengers, on the day.



# Policies and Bylaws

## FINANCE

### INDIVIDUAL FUND RAISING

SOURCE MANAGEMENT COMMITTEE MEETING: 14/02/2014 (Special Committee Meeting)

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Members defending titles (e.g. ALL CAPE – NATIONALS) are allowed to raise funds to assist in financing this expense, by raffles or similar means. The Club will facilitate this fund raising as far as possible.



# Policies and Bylaws

## MEMBERSHIP

### MEMBERSHIP CONDITIONS

SOURCE MANAGEMENT COMMITTEE MEETING: 28/10/2002

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### APPLICATIONS

In view of the fragmentation of procedures laid down in the minutes in the past regarding applications for membership, the Committee agreed that all previous resolutions on the subject be rescinded and resolved that the following procedures apply with immediate effect. These procedures shall be in addition to those laid down in Clause 7 of the Club Constitution.

1. The Proposer of a prospective member shall arrange for that person to have an interview with a Management Committee member who shall sign the applicant's form as confirmation that they have met the applicant.
2. The completed application form shall be handed to the Secretary who, after checking that the form has been correctly completed, shall date and post the form on the Notice Board for a period of 14 days, following which the Secretary shall present it at the next Management Committee Meeting for approval.
3. Once the applicant's membership has been approved, the Secretary shall allocate a tab number and hand the application form to the Treasurer who shall invoice the new member and return the form and Invoice to the Secretary.
4. The Secretary shall send the new member a letter of welcome, enclosing their tab number and locker availability, if applicable. In this letter new bowlers will be reminded that as a new bowler he/she may only put in their tab to play social bowls once approval has been given by.....
5. **COUNTRY MEMBERS**  
Before approval, the Secretary shall verify that the applicant is a registered player and member of another Club.
6. **ORDINARY MEMBER** – registered bowler  
Before approval, a Clearance Certificate, as required by the Constitution, shall be obtained by the Secretary.
7. **ORDINARY MEMBER** – new bowler  
No new bowler may play formal bowls, i.e. Tabs In or competitions until:



# Policies and Bylaws

## MEMBERSHIP

### NEW MEMBER JOINING FROM ANOTHER CLUB - GRADING

SOURCE      MANAGEMENT COMMITTEE MEETING: 14/01/2013

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In all cases when a member joins us from an existing Club, he / she will automatically be 'DOWNGRADED' one level from that held at such Club, until the player has been observed and re-graded by our Selectors.

This should be done within three months.



# Policies and Bylaws

## MEMBERSHIP

### CLOTHING – NON-MEMBERS

SOURCE      MANAGEMENT COMMITTEE MEETING: 8/06/2015

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The committee confirmed that Non - members may not wear Club clothing.



# Policies and Bylaws

## MEMBERSHIP

### HONORARY LIFE MEMBERS – MODUS OPERANDI

SOURCE            MANAGEMENT COMMITTEE MEETING: 16/06/2015

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#### GUIDELINE:

Refer attached letter from the Secretary – Mr T Mann

Prepared for Management Committee Meeting on 15 July 2015





# Policies and Bylaws

## MEMBERSHIP

### HONORARY LIFE MEMBERSHIP (Payment of fees and dues)

SOURCE MANAGEMENT COMMITTEE MEETING: 11/07/2016

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At a Special Committee Meeting held at 15.30 on 20 July 2015, the Members present ruled on the interpretation of the last eight (8) words of Clause 6(c) of the Constitution (as below).

6 (c) Honorary Life Members: A Member may, by a two thirds majority vote at the Annual General Meeting, be elected as an Honorary Life Member in recognition of distinguished service to the Club. All such nominations shall be submitted to the Management Committee not later than 30<sup>th</sup> June in any one year and first be approved by the Management Committee before submission to the Annual General Meeting. An Honorary Life Member shall have full privileges of and be subject to the Rules of the Club in all respects, other than payment of further dues or fees.

It was ruled that “further dues or fees” refers only to charges and levies made by the Club, for the Club’s account and benefit.

The Honorary Life Member **shall not pay:** -

- a) Annual KBC Membership subscriptions
- b) Green Fees for KBC Tabs Days
- c) Entrance Fees for Internal (i.e. KBC only) Competitions
- d) Green Fees for Internal Competitions (which include PT Trips)

The Honorary Life Member **shall pay:** -

- e) Affiliation Fees to BSA, EP and Eastern Areas
- f) Entrance Fees to External Competitions whether played at KBC or elsewhere
- g) Green Fees for External Competitions whether held at KBC or elsewhere.



# Policies and Bylaws

## PROPERTY

### USE OF FOR CULERY AND CROCKERY FOR PRIVATE PURPOSE

SOURCE MANAGEMENT COMMITTEE MEETING: 22/01/2007 Clause: 10 (c)

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A request had been received from a member for the loan of cutlery and crockery from the Club for use at a function at her home.

In view of the fact that a similar request made by a sponsor in the past had been refused, it was felt that this should not be allowed unless the function in question was "bowls related".



# Policies and Bylaws

## PROPERTY / ASSETS AND SECURITY

### ANIMALS IN CLUB HOUSE

SOURCE

MANAGEMENT COMMITTEE MEETING: 18/10/2002

Clause: 15.2

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There have been further complaints about dogs in the Club House.

The Committee re-affirmed the rule that NO DOGS were to be allowed in the Club House and that this was to be rigidly enforced by all Committee members.



# Policies and Bylaws

## PROPERTY / ASSETS AND SECURITY

### PRIVATE USE OF CLUBHOUSE AND / OR ITS FACILITIES

SOURCE      MANAGEMENT COMMITTEE MEETING: 16/01/2006      Clause: 12 (c)

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The use of the Club House and /or its facilities could only be sanctioned by the President or, in their absence, a senior Committee member.



# Policies and Bylaws

## GENERAL

### LETTERHEADS AND SIGNAGE

SOURCE      MANAGEMENT COMMITTEE MEETING: 19/05/2010

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The design of the Club's Signage shall be:

- a. Lettering in Cursive Brush Script
- b. Colouring: Dark blue on a white background
- c. The logo shall consist of a yellow seahorse, looking from right to left, on a dark blue background. Oblong in shape. (Sample attached)



# Policies and Bylaws

## GENERAL

### REMEMBERANCE BOARD

SOURCE	MANAGEMENT COMMITTEE MEETING:	12/01/2004
	Amended	08/05/2017

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It was agreed by the Committee that only the Tabs of fully paid up affiliated members or Honorary Life Members be hung on the Board.

The “fully paid up affiliated member” provision may be relaxed in the case where the committee believes a past affiliated member should be honoured because of exceptional service rendered to the club (08/05/2017)



# Policies and Bylaws

## GENERAL

SUBJECT PRIVATE SALE OF COMMODITIES (FRUIT / VEG / ETC.)

SOURCE MANAGEMENT COMMITTEE MEETING: 20/10/2006

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The private sale of various commodities such as vegetables, food etc. by any Club Member for their personal gain, is not permitted on the day of any sponsored competition.



# Policies and Bylaws

## GENERAL

### NOTICE BOARDS / PROMOTIONAL SELLING

SOURCE MANAGEMENT COMMITTEE MEETING: A: 21/07/2008

B: 31/10/1996

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No promotional selling posting or reading of Notices, not directly pertaining to Bowls, be allowed on the premises.

No private sales, raffles etc. not relating directly to the Club, can be permitted in the Club and that Notices may only be posted on the Club Notice Boards by the relevant Club Officials.





# Policies and Bylaws

## GENERAL

### BAR PERSONNEL - HOURS

SOURCE      MANAGEMENT COMMITTEE MEETING: 29/04/2003

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#### **TABS IN & FRIDAYS**

Open: 5 pm

Close: 7 pm

Should members wish to stay after 7 pm, the designated Bar Personnel may, if they wish to leave, pass the Keys to a Committee member or Bar Duty member, who is present.



# Policies and Bylaws

## CATEGORY GENERAL

SUBJECT BAR - CORKAGE

SOURCE MANAGEMENT COMMITTEE MEETING: 18/06/2007

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A corkage levy will be charged for any alcoholic beverage brought into the Club House for consumption.