

# Norfolk Bowling Club: Section Rules

The administration of the Indoor Section and Outdoor Section will be in accordance with the General Rules of the Norfolk Bowling Club and any additional rules agreed by the members at the respective Annual General Meeting or Special General Meeting.

## Indoor Section

1. Annual General Meeting
  - a. The Annual General Meeting of the Indoor section shall be held during March at a time to be decided by the Indoor Committee.
  - b. The Indoor Committee Secretary will give at least twenty-eight days notice of the meeting.
  - c. The display of such notice and agenda on the relevant notice boards and club website, shall be deemed to be notice of any Annual General Meeting to all members.
  
2. The business of the Annual General Meeting shall be: -
  - a. To receive the Indoor Chair report.
  - b. To receive the Indoor Ladies Secretary's report.
  - c. To receive the Indoor Men's Secretary's report.
  - d. To receive the Indoor League Secretary's report.
  - e. To receive the Indoor Competition Secretary's report.
  - f. To discuss and vote on any Notices of Motion/Propositions.
  - g. To receive from the Management Committee representative a report on items related to the Indoor Section.
  - h. To elect Indoor Officers as listed under Rule 4.
  - i. To elect the following who do not serve on the Indoor Committee (rule 4)
    - President – by election annually
    - Club Captain – by election annually
    - Team Captains (\*) – by election annually
  - j. To transact any other business relating to the affairs of the Indoor section.

(\*) the number and of gender of the team captains to be elected required will be determined by the Indoor Committee in advance of the AGM notice (1.b)
  
3. Special General Meetings must follow the requirements laid down in the Norfolk Bowling Club rules.

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4. The Indoor Committee shall consist of the following: -
  - a. Chair - by election annually.
  - b. Ladies Indoor Secretary – three-year term.
  - c. Men’s Indoor Secretary – three-year term.
  - d. Indoor Committee Secretary - three-year term.
  - e. Indoor League Secretary – by election annually.
  - f. Indoor Competition Secretary – by election annually.
  - g. Welfare officer – by election annually.
  - h. Management Committee representative – appointed by the Management Committee (\*)
  - i. Elected members – three female and three male – one female and one male to retire annually.

(\*) Management Committee representative will have no voting rights

5. Any Officer or Indoor Committee member shall be eligible for re-election provided at the time of the AGM they are a member of the club.
6. Candidate Nomination & Selection
  - a. Candidates for the Indoor Section committee (rule 4) must be nominated in writing by two members, such nominations to be signed by the candidate and sent to the Indoor Committee Secretary not less than fourteen days before the Annual General Meeting.
  - b. Candidates for the roles that do not serve on the Indoor Committee (rule 2.i) must be nominated in writing by two members, such nominations to be signed by the candidate and sent to the Indoor Committee Secretary not less than seven days before the Annual General Meeting.
  - c. If more than one nomination is received for any of the aforementioned positions in 6.a or 6.b above a ballot shall be held at the Annual General Meeting. If no nominations are received for a position, then recommendations to fill the post may be submitted by the Indoor Committee to the Annual General Meeting.
  - d. In the event of insufficient nominations being received the Indoor Section Committee may, at their discretion accept nominations at the Annual General Meeting, the election to be by a majority vote of those present.
7. Any casual vacancy among the members of the Indoor Section Committee may be filled by co-option, and any member so chosen shall retire at the following Annual General Meeting and shall be

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eligible for election to the Indoor Committee at such Annual General Meeting.

8. A Management Committee representative shall make a report at each Indoor Committee Meeting of any matters appertaining directly or indirectly to the Indoor section.
9. Committee Meetings
  - a. The Indoor Committee shall meet at least every two months and other additional times as may be considered necessary.
  - b. Five members of the Indoor Section Committee shall form a quorum.
  - c. The Indoor Section Committee shall, by the end of October prepare a list of Budget items for submission to the Management Committee meeting to be held November.
  - d. Minutes of the proceedings of all Indoor Section Committees shall be open to inspection by any member of the club, on application to the Indoor Committee Secretary
  - e. At all Meetings of the Indoor Section Committee the Indoor Chair shall have the casting vote only.
10. The Indoor Section Committee shall have the power to appoint any sub-committee, co-opt any Member and make by-laws and regulations as may be considered necessary for the proper administration and management of the Indoor Section, provided that the same shall not be inconsistent with these rules.
11. The Indoor Section Committee shall have the power to decide all questions arising under the rules, by-laws and regulations.
12. All matters regarding buildings, Bar and Catering are the responsibility of the Club Management Committee.
13. The duties of the Indoor Chair shall be: -
  - a. To ensure that the administration of the Indoor activities for the club are undertaken within the section rules herein outlined.
  - b. To oversee any meetings which fall within the indoor section rules.
  - c. Will have the casting vote in any matters before the indoor section.
14. The duties of the Indoor Secretary's shall be: -

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- a. To prepare, on behalf of the Committee reports as may be required for the consideration by the members at any General Meeting.
- b. To prepare, for the Indoor Section Committee a report for each Indoor Section Committee meeting.
- c. To attend to the administrative needs of, EIBA Ltd, NCIBA, NCWIBA, and attend Council/Executive meetings or delegate to another member of the Indoor Section committee as allowed.
- d. To co-ordinate, with the club competition captains, the entry of the club competitive teams to the EIBA, NCIBA and NCWIBA leagues and competitions.
- e. To liaise with the club competition captain(s) to obtain reports and updates as input to any indoor section meeting.
- f. To obtain feedback from members on the running of the indoor section and the section rules on an annual basis and recommend changes for consideration at the AGM.
- g. To ensure that the club President, Vice-President and/or Club Captain are aware of all relevant matters related to the Indoor Section.

15. The duties of the Indoor Committee Secretary shall be: -

- a. To call Committee meetings and record proceedings thereof.
- b. To call General meetings and record all business transacted those meetings.
- c. To ensure that the club President, Vice-President and/or Club Captain receive copies of minutes etc. for information.

16. The duties of the Indoor League Secretary shall be: -

- a. To administer via Bowlr all rink bookings, National and Club/County Competitions, County Leagues and matches including reservations on a rota basis, drives, hosted games or friendlies and tournaments.
- b. To co-ordinate a program of internal club leagues each season, via Bowlr, overseeing the entries, scheduling of games to maximise rink usage. To update results, monitor league rules, produce on a regular basis league tables and monitor or reschedule any cancelled games.
- c. To obtain feedback from members on the format and rules pertaining to internal leagues on an annual basis and recommend changes for consideration at the AGM.

17. The duties of the Indoor Competition Secretary shall be: -

- a. To co-ordinate a programme of internal club competitions

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each season, overseeing the entries, draws and schedule of games in line with any county deadlines and club finals which will be held during April.

- b. To obtain feedback from members on the format and rules pertaining to internal competitions on an annual basis and recommend changes for consideration at the AGM.

18. The duties of the Welfare Officer shall be: -

- a. To contact members who are unwell or have something such as a bereavement and maintain contact with members with long term issues.
- b. To provide an update at the indoor committee meeting.

19. The duties of the Elected Members shall be: -

- a. To provide a focal point for members to raise concerns, issues and other matters pertaining to the administration or running of the indoor section and for these to be raised at a committee or general meeting.

20. Dress Code

- a. Ladies - Ladies may wear any bowls manufactured shirt, with collar and sleeves (but must be predominantly white) or Club registered shirt. Grey regulation skirt/tailored trousers/culottes, or club registered trousers/shorts or any bowls manufactured trousers/shorts of any colour. Regulation bowls shoes, of any colour.
- b. Men - Men may wear any bowls manufacturers shirt, with collar and sleeves (but must be predominantly white) or Club registered shirt or white tailored shirt (Club tie optional). In all cases men must wear regulation style trousers, or club registered trousers/shorts or any bowls manufactured trousers/shorts of any colour. Regulation bowls shoes, of any colour.

21. All members may play at any time when the indoor green is open for play, subject to availability and having booked rink time via Bowlr before play commences.

22. Nobody except those engaged in play shall be allowed on the green.

23. Amendment to rules related to the Indoor Section

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- a. Any amendments or additions to these rules must be agreed by the Indoor Section Committee and the decision to do so recorded in the Committee minutes.
- b. Any amendments or additions to these rules must be advised to members by notices being placed on appropriate notice boards in the Clubhouse and via the club website.
- c. Ratification of changes made during the course of a year must be confirmed at the Indoor Section AGM.

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## Outdoor Section

1. Annual General Meeting
  - a. The Annual General Meeting of the Outdoor section shall be held during October at a time to be decided by the Section Committee.
  - b. The Hon Outdoor Secretary shall give at least twenty-eight days notice of the meeting.
  - c. The display of such notice and agenda on the relevant notice boards and club website, shall be deemed to be notice of any Annual General Meeting to all members.
  
2. The business of the Annual General Meeting shall be:-
  - a. To receive the President's report.
  - b. To receive the Outdoor Secretary's report
  - c. To receive the Outdoor Captain's report
  - d. To receive the Outdoor League Secretary's report
  - e. To receive the Outdoor Competition Secretary's report
  - f. To discuss and vote on any Notices of Motion/Propositions.
  - g. To receive from the Management Committee representative a report on the Budget items agreed for the Outdoor Section.
  - h. To elect Outdoor Officers as listed under Rule 4.
  - i. To nominate representatives to Norfolk Bowls
  - j. To transact any other business relating to the affairs of the Outdoor section.
  
3. Special General Meetings must follow the requirements laid down in the Norfolk Bowling Club rules.
  
4. The Outdoor Committee shall consist of the following:-
  - a. President – by election
  - b. Vice President – by election annually
  - c. Hon Outdoor Secretary – three-year term..
  - d. Hon Outdoor League Secretary – by election annually.
  - e. Hon Outdoor Competition Secretary – by election annually.
  - f. Club Outdoor Captains – separate Men's and Ladies by election annually
  - g. Team Outdoor Captains as required.
  - h. Elected members of the Management Committee – three members for a three-year term (if not already holding one of the above offices)
  - i. Non-voting Company Trustees of the Management Committee – announced
  - j. Elected members – one to retire annually.
  - k. Welfare Officer – by election annually and who may be a co-opted member.

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5. Any Officer or Outdoor Committee member shall be eligible for re- election.
6. One member shall retire annually, by seniority of membership of the Committee and by rotation at the AGM and the vacancies filled by election. In the case of equal seniority, the order of retirement shall be determined by lot.
7. Candidate Nomination & Selection
  - a. Candidates for the Outdoor Section committee must be nominated in writing by two members, such nominations to be signed by the candidate and sent to the Hon Outdoor Secretary not less than twenty eight days before the Annual General Meeting.
  - b. If nominations exceed the number of vacancies voting papers shall be returned before the Annual General Meeting to the scrutinisers, appointed by the Committee, who shall examine the voting papers and those having the highest number of votes shall be considered elected, such results to be made known at the Annual General Meeting.
  - c. In the event of insufficient nominations being received the Outdoor Section Committee may, at their discretion accept nominations at the Annual General Meeting, the election to be by a majority vote of those present.
8. Any casual vacancy among the members of the Outdoor Section Committee may be filled by co-option, and any member so chosen shall retire at the following Annual General Meeting and shall be eligible for election to the Outdoor Committee at such Annual General Meeting.
9. A Management Committee representative shall make a report at each Outdoor Committee Meeting of any matters appertaining to the Outdoor section.
10. Committee Meetings
  - a. The Outdoor Committee shall meet at least once a month between the months of April and October and other additional times as may be considered necessary.
  - b. Five members of the Outdoor Section Committee shall form a quorum.
  - c. The Outdoor Section Committee shall, by the end of October prepare a list of Budget items for submission to the Management Committee meeting to be held November.

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- d. Minutes of the proceedings of all Outdoor Section Committees shall be open to inspection by any member of the club, on application to the Hon. Outdoor Secretary
  - e. At all Meetings of the Outdoor Section Committee the President shall have the casting vote only.
11. The Outdoor Section Committee shall have the power to appoint any sub-committee, co-opt any Member and make by-laws and regulations as may be considered necessary for the proper administration and management of the Outdoor Section, provided that the same shall not be inconsistent with these rules.
12. The Outdoor Section Committee shall have the power to decide all questions arising under the rules, by-laws and regulations.
13. The outdoor greens will be the responsibility of the relevant Greens Committee.
14. All matters regarding buildings, Bar and Catering are the responsibility of the Club Management Committee.
15. The duties of the Hon Outdoor Secretary shall be:-
- d. To call Committee meetings and record proceedings thereof.
  - e. To keep a record of all business transacted at any General Meeting.
  - f. To prepare, on behalf of the Committee reports as may be required for the consideration by the members at the Outdoor Annual General Meeting.
  - g. To administer all rink bookings, National and Club/County Competitions and matches including reservations on a rota basis, drives and tournaments.
  - h. To make match programme for County Leagues and friendly matches.
  - i. To attend to the administrative needs of Bowls England, Bowls Norfolk, and attend Council/Executive meetings with other Club delegates as allowed.
16. The Hon Outdoor League Secretary where elected shall administer all Leagues for the Outdoor Section and to produce on a regular basis league tables and monitor the replaying of cancelled games.
17. The Hon Outdoor Competitions Secretary, where elected shall administer all Outdoor Club Competitions.

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## 18. Dress Code

- a. Ladies - Ladies may wear any bowls manufactured shirt, with collar and sleeves (but must be predominantly white) or Club registered shirt. Grey regulation skirt/tailored trousers/culottes, or club registered trousers/shorts or any bowls manufactured trousers/ shorts. Regulation bowls shoes, of any colour.
- b. Men - Men may wear any bowls manufacturers shirt, with collar and sleeves (but must be predominantly white) or Club registered shirt or white tailored shirt (Club tie optional). In all cases men must wear regulation style trousers, or club registered trousers/shorts or any bowls manufactured trousers/shorts. Regulation bowls shoes, of any colour.

19. All members may play at any time when the outdoor green is open, subject to availability. Outdoor members shall be governed by the conditions specified under Order of Play and Green Code. Nobody except those engaged in play shall be allowed on the greens.

20. Any Officer, Committee member or the groundsman shall have the power to close the outdoor green, or any part of the green, or order the use of ground sheets, when they deem it necessary, to preserve the playing surface of the green.

21. Teams/squads for County Competitions/County Leagues shall be selected by the captains or selection committee members nominated by the Outdoor Section Committee.

## 22. Amendment to rules related to the Outdoor Section

- j. Any amendments or additions to these rules must be agreed by the Outdoor Section Committee and the decision to do so recorded in the Committee minutes.
- k. Any amendments or additions to these rules must be advised to members by notices being placed on appropriate notice boards in the Clubhouse and via the club website.
- l. Ratification of changes made during the course of a year must be confirmed at the Outdoor Section AGM.

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