



ALLOWAY BOWLING CLUB  
(A Section of Cambusdoon Sports Club)

BOWLS MARK APPLICATION FOR  
BRONZE ACCREDITATION

**ALLOWAY BOWLING CLUB**  
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# CAMBUSDOON SPORTS CLUB

## CONSTITUTION AND RULES

(As approved at the Annual General Meeting held on 27th March 2019)

1. **NAME**

The name of the Club shall be Cambusdoon Sports Club incorporating Ayr Cricket Club, Alloway Bowling Club and Cambusdoon Football Club.

2. **OBJECT**

The object of the Club shall be to provide facilities for and to promote and foster participation in the games of cricket, bowls, football and other such sports and activities as may be considered suitable by the Management Committee. The Club is a non-profit making organisation. All surpluses will be used to maintain or improve the Club's facilities and no surpluses or assets will be distributed to members or third parties.

3. **PROPERTY**

The property, effects and monies of the Club shall belong to the members during membership equally, and shall be vested in the Management Committee for the time being. The Management Committee may not dispose of, acquire or otherwise deal in the heritable property of the Club on behalf of the members unless empowered and instructed to do so by the members meeting in Annual or Special General Meeting. Any decision relative to the said heritable property of the Club will require the approval of 80% of the members attending and eligible to vote at such a meeting.

The invested funds now placed in the hands of a Stockbroker will be administered by the Portfolio Investment Committee (PIC) to include The President, The Treasurer and 5 other independent voting members, not being members of The Management Committee, but being elected by the Management Committee. The PIC Chairperson shall not be a member of the Management Committee. Each independent member will serve a maximum of 5 years and retire in rotation. A retiring member may then seek re-election.

Requests may be made by the Management Committee for a withdrawal from the invested funds; such requests must be approved by at least 4 of the members.

All income (dividend and interest) from the invested funds will be made available to The Management Committee.

4. **OFFICE BEARERS**

The Office Bearers of the Club shall consist of a President, Vice President (who will represent clubhouse sports members), Club Secretary, Treasurer, one appointed representative for each of the Cricket, Bowling and Football Sections, the Membership Secretary, the Ground Convenor, and the Clubhouse and Property Convenor. They shall be known collectively as the Management Committee. All Office Bearers in the Management Committee shall be elected at

the Annual General Meeting of the Club with the exception of Section representatives who will be elected at the respective Annual General Meeting of the section. In the event of any vacancies occurring during the year it shall be in the power of the Management Committee to fill such vacancies. The President, on retiral from office, shall be entitled to receive notice of, and attend at meetings of the Management Committee during the year immediately following their retiral from office but shall not be entitled to vote at such meetings.

Nominations for the posts of President and Vice-President who must have been members of the Club for at least the last three consecutive years must be in the hands of the Club

Secretary, and include the signatures of both the proposer and seconder, 28 days before the Annual General Meeting.

The Management Committee shall be empowered to appoint other Club members to its membership to cover any identified skills and knowledge gaps. This may take place at any time and is to ensure that the Management Committee is able to carry out its responsibilities effectively and efficiently. Such appointments will be approved by the Management Committee, notified to Club members through the Management Committee's monthly communication with Club members and formally reported at the Annual General Meeting.

The Management Committee shall be empowered to form Sub-Committees which will report to the Management Committee. Members of the said Sub-Committees need not be drawn solely from the Management Committee.

## 5. **MEMBERSHIP**

Membership of the Club shall consist of:-

- (a) Senior Playing or Participating Official (including coaches, conveners of teams and team umpires) members of the Club who shall be affiliated to one or more playing sections, subject to payment of the relevant membership fee.
- (b) Junior Playing members (refer rule 13) of the Club who shall be affiliated to one or more playing sections, subject to payment of the relevant membership fees.
- (c) Non-playing members over the age of 18 years who shall not be eligible to play any of the named sports provided by the clubs named in section 2.
- (d) Country members, being members whose place of residence is outwith a radius of 50 miles from the Clubhouse at the date when subscriptions are due.
- (e) Life membership - Limited to 30 members.
- (f) Temporary members. (Refer rule 20).
- (g) Honorary members comprising: The Honorary President, Honorary Vice Presidents and Honorary Life Members.
- (h) Corporate Membership/Affiliated Sports Club members - Non-voting and with qualifying criteria set by the Management Committee.

The Honorary President, Honorary Vice-Presidents and Honorary Life Members, senior playing, participating official and non-playing members and all Life Members shall be entitled to attend and vote at the Annual General Meeting and any Special General Meeting of the Club.

Non-playing juniors under the age of 18 years included within a Family membership will be retained within membership records as a dependent. They will be issued with a payment card for non-alcoholic bar purchases.

## 6. MANAGEMENT COMMITTEE

The Management Committee shall be responsible for the general affairs and administration of the Club, including the right to employ, suspend, or discharge any paid servant of the Club. The Management Committee shall have the powers to borrow monies as required and to grant security therefore, for the general day to day running of the Club's financial affairs. They shall also have power to frame regulations and to appoint sub-committees as the occasion may arise and may fill any vacancy arising in the Committee during the year. Any such regulations shall be binding on all members of the Club and spectators attending Club matches until set aside by the Committee or by the Annual or a Special General Meeting of the Club. All such regulations shall be posted on the Club Notice Board or other convenient place selected by the Committee.

As an elected membership, the Committee has the mandate on behalf of the club membership for managing the process and outcome of investigating complaints and undertaking the discipline processes as apply to club staff and members. This includes the expulsion of members following disciplinary proceedings.

The Chair of the Committee, who shall have a deliberative and casting vote at all meetings of the said Committee, shall be the President, in whose absence the Vice-President shall take the chair, or in their absence a Chair elected by the meeting. Five members of the said Committee shall form a quorum. The Management Committee shall normally meet once each month during the year and at other times as may be expedient or necessary for the administration of the Club. The Management Committee will operate under a formal charter and will maintain formal records of its meetings. The Charter will be subject to annual review with any material amendments requiring approval at the Annual General Meeting or a separate Special General Meeting.

There shall be a separate Cricket Committee, Bowling Committee and Football Committee which shall have vested in them by the Management Committee responsibility for the administration, playing finance, direction and development of their respective sports within the Club. All decisions of these Committees affecting Club Policy and Finance will require ratification of the Management Committee before they become binding on the Club. Office Bearers, Captains and the respective Committees will be appointed by their playing members at their respective annual general meetings.

## 7. ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held each year on a date determined by the Management Committee but no later than the 31<sup>st</sup> March annually.

The business of the meeting shall include:

- (a) The submission of the Annual Report.

- (b) The submission of the Accountant prepared Income and Expenditure Account and Balance sheet of the club as at 31<sup>st</sup> December.
- (c) The election of Office Bearers.
- (d) Confirmation of the continued validity of the Constitution or proposal of its amendment and any necessary approval.
- (e) The approval of annual subscriptions fees recommended by the Management Committee.
- (f) The approval of any Honorary Life Membership proposals.
- (g) Transacting any other competent business of the Club notified to the Club Secretary in writing twenty-eight days before the meeting.

Notice of the place, date and time of such meeting, and of the business to be brought before such meeting, together with a statement of the audited accounts shall be posted or emailed to each member of the Club at least fourteen days before the date of the said meeting. Where two or more nominations are proposed for office or offices at the Annual General Meeting, the exhaustive balloting system shall be used.

## 8. **SPECIAL GENERAL MEETING**

A Special General Meeting of the Club may be convened on the determination of the Management Committee at any time, or shall be convened on a requisition being lodged with the Club Secretary, signed by twenty five members entitled to vote or by order of the Management Committee. Notice of such Special General Meeting, to be held within 28 days of the date of such requisition must be posted or emailed to each member seven days before the date of the meeting, and such notice must state the day and hour of, and business to be brought before, such meeting. Any Notice in terms of this and the preceding rule is deemed to have been properly given if there shall be a quorum at the meeting so convened in terms of the Notice.

At all General Meetings of the Club, twenty-five members entitled to vote and personally present shall form a quorum. In the case of parity in voting the Chair will have a casting as well as a deliberate vote.

## 9. **ADMISSION OF MEMBERS**

9.1 Any person seeking to join the Club shall submit an application to the Management Committee. Members shall be admitted by the Management Committee. Membership is open to all and there will be no discrimination on grounds of the Protected Characteristics as defined by the Equality Act 2010. The Club may refuse membership only for good and sufficient cause such as conduct or character likely to bring the Club or sport into disrepute.

9.2 All members joining the Club shall be deemed to accept the terms of this Constitution and any bye-laws from time to time adopted by the Club, in particular without prejudice to the foregoing generality, the requirement to conduct themselves in accordance with the Club's ethical framework and the bye-laws as to discipline set out therein.

9.3 Applicants for playing Membership in any section, upon lodgment of their application form with the Membership Secretary may be offered temporary playing facilities while awaiting membership to the Club if their current subscription is lodged with the application.

9.4 An applicant who is refused membership shall have the right to appeal directly to the Club's members who shall be able to follow the procedure for calling a Special General Meeting under

Clause 8 in order for the membership to decide by a majority vote in regard to the refusal of membership.

10. **SALE OF ALCOHOLIC LIQUOR**

No alcoholic liquor shall be sold on the Club premises except to members or guests over 18 years of age.

11. **INTEREST IN SALES OF ALCOHOLIC LIQUOR**

No member of the Management Committee and no manager or staff employed in the Club shall have any personal interest in the sale of alcoholic liquors therein, or the profits arising from such sales.

12. **CONSUMPTION OF ALCOHOLIC LIQUOR**

No alcoholic liquor shall be sold or supplied in the Club premises for consumption outside the designated licensed areas of the Club.

13. **JUNIOR PLAYING MEMBERS**

Youths under the age of 18 years may become junior playing members with the Club on payment of the appropriate charge as determined by the Annual General Meeting. The Management Committee shall prescribe the times at which they shall be entitled to use the pavilion and ground. On attaining the age of 18 years they shall be entitled to apply for full membership of the Club.

The Club is committed to safeguarding the welfare of all children in its care. It recognises its responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Members, staff and volunteers will work together to embrace difference and diversity and respect the rights of young and vulnerable people. The Club has a Safeguarding Policy in place. Each playing section as appropriate will have a designated Safeguarding Officer.

14. **SUBSCRIPTIONS**

The Annual Subscription for each class of member shall be approved at the Annual General Meeting or Special General Meeting convened for this purpose. and shall be implemented annually on the 1<sup>st</sup> April. The subscription year runs from 1<sup>st</sup> April to the 31<sup>st</sup> March for Bowling, Cricket, Walking Football and Non-Playing memberships with payment due by the 15<sup>th</sup> May. The subscription year runs from 1<sup>st</sup> January to 31<sup>st</sup> December for all other Football memberships.

To enable the implementation of revised subscriptions the Football membership fees (excluding walking football) and the non-playing fees will be approved at the AGM in the calendar year prior to their introduction. If, at the following AGM when all other fees are approved, a necessary in-year change to the Football fees or the non-playing fee is required, adjustment to existing Debit payments are required by the 1<sup>st</sup> May payment and any adjustment or refund to fees paid annually will be made by 30<sup>th</sup> April.

If the Subscriptions are not paid by the final due date of the 15<sup>th</sup> May (for Bowling, Cricket, Walking Football and Non-Playing memberships) or 15<sup>th</sup> January for all other Football

memberships, they shall be considered to be in arrears and the Membership Secretary shall have power to intimate to any member who has failed to pay within said time that if his/her subscription be not paid within fourteen days, thereafter, his/her name shall be brought before the Management Committee, who shall have power to terminate membership. No member whose subscription is in arrears shall be entitled to the privileges (including training with or playing for a club team) of the Club or to attend or vote at any General Meeting. Each playing section is responsible and accountable for ensuring that all players who use the Club's facilities, attend Club training sessions or represent the Club have a current membership.

Payments from existing members received after the 15<sup>th</sup> May or 15<sup>th</sup> January (as applicable) will attract the late payment fee.

Monthly Direct Debit payment of the membership fee is available. Members are to be aware that this represents a means to spread the payment of the annual fee.

15. **RESIGNATIONS**

Any member may tender their resignation from membership by doing so in writing to the Membership Secretary and on its acceptance by the Management Committee they shall cease to be a member. Notice of resignation from Playing Membership must be in the hands of the Membership Secretary prior to the applicable late payment date of the relevant playing season. Notice of resignation of all other members must be in the hands of the Membership Secretary before the date of the Annual General Meeting. When notice is given subsequent to the issue of membership cards or club keys such notice will only be effective if accompanied by these items.

When a member resigns, a period of notice of two full months, with payment, is required irrespective of whether the member remains active in the Club or playing section. This is to protect the Club's financial position and the membership structure. Members who have paid a full subscription at the start of their membership year will be appropriately refunded. Members paying by Direct Debit are required to cancel the payment once the two months notice has elapsed.

The Club reserves the right to pursue any payments outstanding.

16. **EXPULSIONS**

Expulsion may only be considered for good and sufficient cause such as conduct and character likely to bring the club or sport into disrepute and will be the outcome of a disciplinary process.

17. **DISCIPLINE**

Any complaint about the conduct of a member, member's guest or club staff shall be made in writing to the Club Secretary or President. The recipient shall acknowledge receipt and advise the Management Committee of its content within one week or the next Committee meeting whichever is sooner.

The President will appoint a sub-committee of three of its members excluding the President and Club Secretary. The sub-committee shall follow the Club's Discipline Investigation Procedure as detailed below to investigate the complaint and meet with the individual who is



the subject of the complaint. Where the individual was a signed in guest of a member, the member will be also be subject to the discipline procedure.

Deadlines for the presentation of pertinent information and evidence (including attending investigative meetings) will be given. If the member or member's guest fails to meet these deadlines, the investigation will continue and the outcome will be determined on the basis of the information available to the sub-committee.

At the conclusion of their investigations the sub-committee will have the power in regard to the member complained of or to the member signing in the guest complained of, to:

- dismiss the complaint.
- reprimand or admonish the member.
- suspend the member for a period to be defined by the sub-committee.
- expel the member.

and in regard to a guest complained of; to bar the guest from entering the premises for a period defined by the sub-committee.

The decision of the sub-committee should be given to the individual complained of (and in the case of a guest also to the signing-in member) verbally where possible and confirmed in writing. The decision should also be fully minuted and lodged with the Club Secretary.

In regard to members, the sub-committee must advise the member of their right of appeal and if the sub-committee decides upon a period of suspension or expulsion they must report the decision to the Management Committee and post it on the Club Notice Board.

A member's right of appeal must be lodged in writing to the Club Secretary or President within 7 days of receipt of the written decision of the sub-committee. The President of the Club will then be required to call a special meeting of the Management Committee (excluding those on the sub-committee), hereinafter referred to as the "Appeal Committee", within 14 days for the purpose of hearing the appeal. The individual who is the subject of the complaint will continue to be a member of the Club pending the appeal before the Appeal Committee. The quorum for the Appeal Committee will be the President, (who will act as Chair), the Club Secretary and a minimum of three other full voting members.

At the meeting of the Appeal Committee, a member of the sub-committee shall report the circumstances of the case and the investigation carried out. The member appealing (who may bring a representative of their choice) shall have an opportunity to state their case. Both the Appeals Committee and the member appealing may ask questions. The Appeal Committee will then be asked to uphold the decision of the sub-committee and the appeal will be dismissed if a majority of the Appeal Committee endorses the decision.

If the appeal succeeds and the decision of the sub-committee is not endorsed then the Appeal Committee shall decide by a majority vote whether to dismiss the complaint entirely, apply a decision with lesser effect, or accept a compromise resolution proposed by the appealing member.

If the appeal fails then in the case of expulsion only the further right of appeal to members in Clause 16 exists.

The above procedure will not apply when the complaint is anonymous. In such cases, the complaint will be reviewed by the Management Committee, which will agree how the complaint will be dealt with. This may include some or none of the stages above.

18. **COMPLAINTS AND PROTESTS TO THE MANAGEMENT COMMITTEE**

Complaints and protests concerning the Club's services, decisions or actions or activity on its premises must be made in writing to the Club Secretary providing the details of the complaint and desired resolution.

The Club Secretary will acknowledge the complaint and advise the complainant how the complaint will be considered.

Where the complaint is about a service, a member of the Management Committee will be asked to investigate the complaint and provide a written response to the complainant within a two week timescale. The nominated Management Committee member will usually be responsible for the service of which the complaint is about.

Where the Complaint is about a Management Committee decision or action, it will be included as an agenda item for the next scheduled Management Committee meeting and the Club Secretary will contact the complainant to ascertain any further details in advance of the meeting.

Where the complaint is of a nature which suggests a service, action or decision might involve criminal activity or other activity which could bring the club into disrepute or jeopardise its operation, the Management Committee reserves the right to convene an emergency meeting to deal with the complaint.

The outcome of a Management Committee member's investigation of a complaint will be communicated to the complainant directly, with a copy submitted to the Club Secretary for note at the next management committee meeting.

The outcome of the Management Committee's consideration of a complaint will be communicated to the complainant within ten working days of the Management committee meeting.

If the complainant remains dissatisfied they may submit an appeal against the outcome to the Club Secretary.

Where the original complaint was about a club service, the Club Secretary will identify two non-associated members of the Management Committee to investigate further.

Where the original complaint concerned the actions or decisions of the Management Committee, a team convened by the Honorary Club President and made up of three other club members not associated with the Management Committee will investigate and report back its findings and decision to the Complainant within one calendar month of being appointed.

The decision of second stage investigations shall be final and binding on all concerned.

The above procedure will not apply when the complaint is anonymous. In such cases, the complaint will be reviewed by the Management Committee, which will agree how the complaint will be dealt with. This may include some or none of the stages above.

19. **FINANCIAL ACCOUNTS**

The Treasurer shall on behalf of the Club receive all monies payable to the Club and shall defray all liabilities due by the Club after the same has been approved and authorised by the relevant Management Committee member. He or she shall lodge all money coming into his/her possession to the credit of the Club in an account kept in such Bank as the Management Committee may decide. The Bank Account may be operated on the signature of any two Office Bearers from the President, Vice-President, Club Secretary and Treasurer or other Management Committee member approved by the Management Committee. The Treasurer shall keep a cashbook or electronic record showing all the financial affairs of the Club. After 31<sup>st</sup> December each year all books, records and relative vouchers shall be submitted to the Accountant appointed at the Annual General Meeting to prepare an Income and Expenditure Account and Balance sheet of the Club at 31<sup>st</sup> December.

The Management Committee are authorised to outsource the book-keeping of the Club as appropriate. The Treasurer in turn is responsible to the Committee for the effective management of that relationship.

Each Playing Section is responsible for its own expenses and income generation in relation to the costs associated with playing their respective sports and must maintain their own bank account and records as appropriate. Each will operate to a 31<sup>st</sup> December year end for the purposes of preparing an annual statement of account. They must also provide a copy of their income and expenditure statement for the six month periods leading up to the 30<sup>th</sup> June and 31<sup>st</sup> December. These must be provided to the Club Treasurer within 6 weeks of the end of each six month period.

Where a playing section requests that they collect monies from playing members to assist in meeting their playing costs via the Membership Fee payment process such financial arrangements will be approved by the Management Committee. The actual amount to be collected will be detailed in the Membership Fee proposal for approval by members at the relevant AGM.

20. **VISITORS**

No visitors shall be supplied with alcoholic beverages unless on the invitation and in the company of a member, and such member shall, upon admission of such visitor to the Club premises, or immediately on his being supplied with such beverage, enter his/her own name and the name and address of such visitor and the date of each visit in the Visitor's Book. No member may introduce more than four visitors at one time and may not introduce the same visitor any more than six times a year.

The Management Committee may at their discretion admit members of other Clubs having similar aims and objectives, users of the all-weather playing surface and individuals who are attending an approved event at the Club as temporary members for the day or for such other period as may be fixed by the Management Committee. The Management Committee reserves the right to refuse entry to any non-member.

21. **ALTERATION OF CONSTITUTION AND RULES**

No motion for the alteration of any of the rules of the Club or the enactment of any new rule shall be entertained by the Club unless the terms thereof shall have been intimated to the Club Secretary at least twenty one days prior to the date of the Annual General Meeting and communicated to the Members on the Notice convening such meeting. Alternatively, alterations to the Constitution and Rules may be enacted by a Special General Meeting convened in terms of Rule 8. Amendments to such alterations or enactments may be allowed at the discretion of the meeting. Any such motion for alteration or enactment must be approved by a vote of at least two thirds of the members present and voting.

22. **ACTIONS AND CONTRACTS**

These shall be in joint names of any two of the President, Vice-President, Club Secretary and Treasurer in their respective capacities of Office Bearers and shall attach no personal liability to any Office Bearer provided that their authority so to act has been approved by the Management Committee.

23. **RULES AND CONSTITUTIONS FOR PLAYING SECTIONS**

All rules and constitutions for playing sections, or other sections within Cambusdoon Sports Club are subservient to the rules and constitutions of Cambusdoon Sports Club. All playing sections rules and constitutions shall require to be approved by the Management Committee and will be subject to annual review.

24. **DISSOLUTION OF THE CLUB**

24.1 The Club may be dissolved only at a Special General Meeting or Annual General Meeting of the Club properly called and with intimation on the notice calling the meeting that the business to be considered at the meeting is to consider the dissolution of the Club. The Club may not be dissolved unless at least two thirds of those present and voting at the meeting shall vote in favour of dissolution.

24.2 In the event of dissolution:-

The net assets shall not be distributed to any member or members of the Club.

Any unspent grant monies or assets purchased by such monies shall be returned to the organisation making such grant or alternatively shall be disposed of by the authority of that organisation.

The net assets (that is remaining assets after all debts and liabilities of the Club have been repaid) shall be transferred to another organisation or organisations with similar objectives to those of the Club providing that such organisation or organisations shall be established for (a) charitable purposes or (b) for the promotion of amateur sport as a community amateur sports club or (c) for the promotion of sport through a sport's governing body but specifically for the use of community related sport similar to that of the Club.

This will be undertaken in accordance with relevant HM Revenue and Custom's rules prevailing at the time.

25. **FUND RAISING**

Playing sections may raise funds for their own sport related activities providing:

- (a) Their Constitution has been approved by the Management Committee with reference to rule 23 and such activities are approved by the Management Committee;
- (b) The annual accounts of each playing section are submitted to the Management Committee for oversight prior to submission to the relevant sections Annual General Meeting.

26. **ALL WEATHER SURFACE RENEWAL PROVISION FUND**

To fund the future replacement of the All Weather Surface, the Club will annually agree an amount as part of the approved budget for the operating year. This will be calculated to cover the total replacement costs for the All Weather Surface over the agreed life span of the facility and is expected to come from rental income from the All Weather Surface.

Should there be any shortfall the remaining balance outstanding will be raised through fundraising activity, donations and from grant applications.

27. **EQUALITY STATEMENT - AMENDED FEBRUARY 2015 TO COMPLY WITH EQUALITY ACT 2010 & SOUTH AYRSHIRE COUNCIL'S GENDER EQUALITY SCHEME**

Cambusdoon Sports Club is committed to ensuring that equity is incorporated across all aspects of its activities and development. In doing so it acknowledges and adopts the following definition of sports equity:

- Sports equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- The club respects diversity and individual's rights, dignity and contribution. It will treat everyone equally within the context of their sport, regardless of protected characteristic, ability and social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity and diversity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

# ALLOWAY BOWLING CLUB

## (A Section of Cambusdoon Sports Club)

### CONSTITUTION

#### (Agreed at the AGM held on 1 February 2016)

#### 1. GENERAL

- 1.1 The object of Alloway Bowling Club (ABC) shall be to promote the game of bowls within the local community and within Cambusdoon Sports Club (CSC).
- 1.2 There are two Appendices to the ABC Constitution via 1. The House Rules and 2. The Rules of Competition. As with this constitution, each of these documents will be separately agreed at an Annual General Meeting of the ABC members.
- 1.3 Membership of ABC shall consist of accepted senior playing members (18 years of age or older at the date of application for membership) and accepted junior playing members (under 18 years of age at date of application). A further category of associate member will be offered to former senior members of ABC of at least five years standing who have reverted to social membership of CSC.
- 1.4 Membership fees shall be fixed by CSC on an annual basis in March of each year.
- 1.5 The total number of members shall be restricted to 200.
- 1.6 The playing season will run typically from early / mid April through to mid / late September with the actual dates determined by the ABC committee.
- 1.7 During the playing season, the green shall normally be open for play between 11 am and dusk daily. To allow essential maintenance on the playing surface, the green keeper has the authority to restrict play on the green.
- 1.8 ABC competitions, in which fully paid up members may participate, will be played throughout the playing season to a schedule prepared by the Match Secretary and agreed by the committee.
- 1.9 Members are encouraged to enter all club competitions observing the rules of competition as required. Members are also encouraged to play regularly in club sweeps as well as club competitions so that members may get to know each other.
- 1.10 ABC may arrange friendly matches against other local bowling clubs to be played during the season. These matches would normally be arranged by the Match Secretary. Any member may add his / her name to the list to play in these matches.
- 1.11 ABC will promote and comply with the equality statement laid out in the constitution of CSC dated March 2019.

## **2. ANNUAL GENERAL MEETING OF ABC**

- 2.1 The AGM will be held at a suitable venue not later than the end of January / beginning of February following the closing date of the bowling season.
- 2.2 Three weeks notice of the AGM will be given at which twenty fully paid up members shall constitute a quorum.
- 2.3 Senior members and associate members are eligible to attend the AGM. Although encouraged to participate in all discussions, associate members will not have any voting rights.
- 2.4 The AGM agenda will include:-
- Reports from the President, Treasurer and Match Secretary.
  - Election of office bearers - see 3.1 below.
  - Other items of importance to ABC.

All members shall be encouraged to raise relevant issues for discussion at the AGM.

- 2.5 Nominations for President and Vice President must be received by the Secretary at least two weeks prior to the AGM and all nominations must be proposed and seconded in writing. Should there not be any nominations received then nominations will be taken from the floor at the AGM.
- 2.6 Nominations for all other committee positions will be requested at the AGM.
- 2.7 Two members of ABC will be appointed to audit the ABC accounts prior to the following year's AGM.
- 2.8 All nominees must have given their prior approval to having been nominated.

## **3. MANAGEMENT OF ALLOWAY BOWLING CLUB**

- 3.1 At the AGM, the following office bearers will be appointed:-

President	Vice President
Secretary	Match Secretary
Treasurer	One Other Member

- 3.2 The President and Vice President shall normally hold office for two years. Other committee members shall hold office for one year but may be re-elected at the AGM.
- 3.3 A maximum of two associate members may be elected to the committee at any one time, however, associate members cannot be elected to the posts of President, Vice President, Secretary or Treasurer.
- 3.4 Any office bearer resigning early must notify the Secretary in writing.
- 3.5 The committee shall have the power to co-opt a member to fill any vacancy arising.
- 3.6 Regular meetings of the committee will be held during the year at which the President or Vice President plus three other committee members shall constitute a quorum.

- 3.7 Minutes of meetings clearly showing decisions taken will be available to members in a file in the ABC club room after approval at the next committee meeting.
- 3.8 The President (or substitute) will attend management meetings of CSC to both represent the interests of ABC and to play a part in the overall management of CSC.
- 3.9 The committee shall have the power to create and amend "House Rules" governing the conduct of the affairs of ABC and create and amend "Rules of Competition" to assist in the administration of all competitions run by the club.
- 3.10 Any complaints about the conduct of an ABC member or about the management of ABC should be made in writing to the Secretary of ABC. Thereafter, the committee will follow the "Complaints and Discipline Policy" clearly laid out in CSC's constitution.
- 3.11 As ABC operates under the auspices of CSC, all ABC committee decisions affecting CSC policy and financial arrangements require ratification by the CSC management committee.

#### **4. FINANCIAL ARRANGEMENTS**

- 4.1 ABC is a non-profit making organisation which can raise funds as the committee sees fit.
- 4.2 The Treasurer, on behalf of the committee, shall:-
- Maintain full and accurate records of ABC's financial affairs.
  - Operate a bank account with any two of the Treasurer, President and Match Secretary being cheque signatories.
  - Submit the latest financial statement to the committee at its regular meetings.
  - Prepare annual accounts for approval at ABC's AGM.
- 4.3 A copy of the current financial statement shall be forwarded to the Treasurer of CSC at three monthly intervals or as requested.
- 4.4 A copy of ABC's draft annual accounts shall be submitted to CSC prior to presentation and approval at ABC's AGM.
- 4.5 The annual accounts of ABC, along with financial statements and all relevant financial records should be retained in a tidy condition suitable for any audit requested by either the President of ABC or by CSC.
- 4.6 Any expenditure expected to be funded by CSC must be agreed in advance with the office bearers of CSC.
- 4.7 On dissolution of ABC, any remaining funding will be distributed in line with the CSC constitution.

#### **5. SPECIAL GENERAL MEETING**

A special general meeting of ABC may be convened by the committee at any time or when requested in writing and signed by ten ABC members (senior, junior or associate). The special general meeting must be held within 28 days of such a request and all members must be given at least 7 days advance notice of the meeting. Associate members will be encouraged to attend but they will not have any voting rights.



## 6. CHANGES TO THE ABC CONSTITUTION

Any changes to the constitution should normally be made at the AGM of ABC with proposed details being submitted in writing to the Secretary of ABC at least two weeks in advance. All such proposals must be formally proposed and seconded. Any changes to the ABC Constitution must be ratified by CSC.

# ALLOWAY BOWLING CLUB

## (A Section of Cambusdoon Sports Club)

### HOUSE RULES

(Agreed at the AGM held on 1 February 2016)

#### 1. RULES

All members of Alloway Bowling Club (ABC) should familiarise themselves with the rules of bowling including the etiquette of the game as set out in the handbook of Bowls Scotland a copy of which is available in the ABC changing room.

For the avoidance of doubt in certain circumstances, Rules of Competition are in place (January 2016). These rules should assist the committee and members with any events or decisions required in club competitions. The Rules of Competition and these House Rules and Appendices to the ABC Constitution.

#### 2. CLUB COMPETITIONS

Competitions shall be defined as those competitions organised by the ABC committee and shall include:-

- 2.1 Internal club competitions e.g. gents and ladies singles, open singles, mixed pairs and league matches (gents and/or ladies) and any others during the season.
- 2.2 Sweeps, round robins and other playing events as the committee may organise from time to time.

Invitations for members to participate in other competitions organised during the season will be placed on the notice board at the appropriate time by the Match Secretary.

Members wishing to play in sweeps and other balloted competitions should arrive not later than 5 minutes prior to the normal commencement of play. As the starting times change during the season, a notice of the appropriate times will be placed on the ABC notice board. Members arriving after the ballot has been completed may only participate in the event at the discretion of the Match Secretary or his / her nominee.

Member must observe the Rules of Competition when playing any competitive matches at ABC.

- 2.3 Inter club matches.

#### 3. SELECTION OF TEAM MEMBERS FOR INTER CLUB MATCHES

Members interested in playing in inter club matches will be invited to record such interest on the appropriate match list. The Match Secretary, in consultation with other committee members, will select the team to play together with a reserve list and will then advise those chosen to play.

#### 4. DIRECTION OF PLAY

To promote evenness of wear and tear on the green, the direction of play (east to west and north to south) changes regularly. Members should comply with the instructions in the notice of direction of play

displayed in the changing room and observe the indicated direction of play for that day. Play normally starts from the club house (east / west) or astroturf (north / south) rink ends. On some summer evenings, the setting sun can be distracting to players when the direction of play is scheduled to be east to west. At such times, the Sweep Organiser may use his / her discretion to change the set direction of play from the start to north to south.

#### **5. RINK USAGE**

Similarly to prevent wear and tear, all rinks should normally be used in rotation, however, when competition matches are being played, individual members can avoid playing on rinks 1 and 6 and move to the next available rink. Members must record the players and the rink in the register of daily play which is held in the changing room. Note that the setting of markers in each rink changes, normally on a weekly basis, and the task of that setting and re-setting is the function of the member or members appointed by the committee.

#### **6. ACCESS TO THE GREEN**

Players should note that to prevent damage to the green and the risk of injury to the player, access to and from the green must only be made using the steps provided.

#### **7. DRESS CODE**

There is no specific club dress code to be applied in any competitions including finals weekend, sweeps or friendly matches. Players should dress in smart, casual, comfortable clothing.

#### **8. FOOTWEAR**

When playing or marking, all members must at all times wear the appropriate bowling footwear.

#### **9. BEHAVIOUR ON AND AROUND THE GREEN**

ABS is a small friendly club. Players should not, at any time, use language which could offend other club members. All players should demonstrate good sporting behavior to team mates and opponents at all times.

#### **10. RUNNING ON THE GREEN**

To avoid any damaged to the green or the player, running on the green is not permitted.

#### **11. COMPLAINTS REGARDING THE PLAYING SURFACE**

Any comments or questions about the condition of the green must be directed to the ABC President or a committee member to then be discussed with the ground staff. Members must not comment directly to the ground staff although any positive comments will generally be welcomed.

#### **12. REFRESHMENTS DURING PLAY**

Members may take refreshments during games but containers (glass bottles etc) must be kept clear of the bank of the green to prevent the risk of any broken glass falling onto the green. All drinks containers must be returned to the upstairs lounge promptly.

### **13. SMOKING**

Smoking in the changing room and on the green is not permitted.

### **14. GUESTS AND VISITORS**

Members should note the following conditions under which guests are permitted to play on the ABC green:-

- Members may invite up to four guests to play on any day accompanied by the member(s) provided a rink is available, however, at all times fully paid up members have priority on the green.
- Members introducing playing guests shall make a payment to ABC of £2 per guest. That payment must be passed to the Treasurer as soon as possible after the visit. The fee will not apply to visiting players participating in ABC organised matches.
- The names of the guests and the rink(s) used must be recorded in the rinks register.
- Individual guests may not play on the ABC green more than six times in a season.
- All the necessary equipment for guests is available in the bowling changing room.
- Members are responsible for their guests and must ensure that their guests abide by the house rules.
- If using the upstairs lounge, guests and non-playing visitors must be signed in by the ABC member.
- Guests are not permitted to play in any ABC competitions.

### **15. EQUIPMENT**

At the end of sweeps, events etc, members should assist in returning the bowling equipment to the ABC hut for tidy storage and assist in stacking chairs and re-positioning tables tidily in the open area.

### **16. CHANGING ROOM**

Depending on the number of members attending say for sweeps, space in the changing room can be cramped. To allow other members to get ready for play promptly on their arrival, members who are already changed and ready for play are encouraged to assemble outside the room (weather permitting of course) and await the ballot.

### **17. UPKEEP OF THE CHANGING ROOM**

All members have responsibility for ensuring that the changing room is kept in a clean and tidy condition and that all glasses etc obtained from the upstairs lounge are returned to the lounge promptly.

### **18. STORAGE LOCKERS**

Lockers, with one key, are available for hire from the Treasurer for a one off, non-refundable fee of £5.

## **19. VOLUNTEERING**

Occasionally a notice will be placed on the notice board in the club room by the club Secretary asking for volunteers to help with clearing weeds, tidying away club property after season closing day, preparing furniture for season opening day or the very welcome annual "Plant-a-Pot" project. All members are encouraged to give some of their time to helping the club whenever they can.

## **20. CHANGES TO THE HOUSE RULES**

The house rules will normally be reviewed on an annual basis. Members seeking an amendment to any house rule may do so by submitting their proposal, in writing, to the Secretary who will arrange for that proposal to be discussed at the first committee meeting following its receipt.

# ALLOWAY BOWLING CLUB

## (A Section of Cambusdoon Sports Club)

### RULES OF COMPETITION

#### (Agreed at the AGM held on 1 February 2016)

#### 1. RULES OF COMPETITION

- 1.1. These Rules of Competition have been drafted by the 2015 Committee of Alloway Bowling Club (ABC) and have been agreed and accepted by ABC members at the club's annual general meeting held in February 2016. This document is an appendix to the latest ABC Constitution as are the House Rules.
- 1.2. While these rules should assist the future ABC committee and club members with any queries and decisions arising in club competitions, they cannot cover every possible case which should arise in any set of, or combination of, circumstances. The rules should, therefore, be interpreted in line with the club's ethos and integrity and applied within the spirit of fair play in the game of lawn bowls. The Match Secretary shall resolve any disputes.

#### 2. RULES OF THE GAME OF LAWN BOWLS

- 2.1 All members should familiarise themselves with the Rules of Bowling including, importantly, the Etiquette of the Game as set out in the most recent handbook of Bowls Scotland a copy of which is available in the ABC club room.
- 2.2 Members should also review the contents of the notice boards in the club room as there may be important or updated club information of which they may not otherwise be aware.

#### 3. CLUB COMPETITIONS

- 3.1 It is the agreed policy of ABC that the finals of the current five all season long knock out club competitions shall be played over the finals weekend on the dates set out in April each year as advised to members.
- 3.2 Season long knock out club competitions are defined as those annual competitions organised by the ABC committee for which individual trophies are awarded. These include the gents and ladies singles (The Simpson Trophies - one for each championship), the open mixed singles (two - The McCluskey Cup / Optical Outlet Trophy for the club championship and the novices cup) and the mixed pairs (The Laughland Trophy).
- 3.3 The gents and ladies league competitions (The Robin Edgar Bowl and The Maggie Edgar Bowl), where each player in the respective league plays each other once, are played over the season and have their own specific competition rules posted in the club room. If the number of entrants in either Bowl is more than 10 (say), the Match Secretary has the option of forming two mini leagues with a play off at the end between the winners of those to decide the actual Bowl winner.

- 3.4 The Wednesday League (The McAdam Shield), based on a Wednesday evening sweep over the season, is run separately and has its own particular competition rules posted in the club room.
- 3.5 Other club competitions are run throughout the season. These are mostly one day competitions held on weekends, such as the charity games, the Coia Cup and the Henderson Shield. The Andy Marr Trophy is held over two days at the weekend. Entrants must be available for the whole duration of these competitions (on the day or days).
- 3.5.1 While entry sheets are placed on the notice board to seek likely attendances, these other club competitions are generally open to all members attending on the day. Once the number of players is known, the draws are made and play commences - a winner is declared on the day.
- 3.5.2 The Coia Cup, The Henderson Shield and The Andy Marr Trophy have a limited number of players set due to their formats and, if over entered, the Match Secretary may organise a ballot or arrange a preliminary round to reduce the entry to the required number for knock out play.

#### **4. COMPETITION FOR ENTRY SHEETS**

- 4.1 For the annual trophy competitions, entry sheets shall be placed on the club notice board soon after season opening day in April each year.
- 4.2 Any members knowing that they will be unavailable for both days of the finals weekend or who are unlikely to be available for long periods of time during the season should not enter these annual trophy competitions.
- 4.3 Taking the above into account, any member may enter any competition but only full paid up ABC members for the new fee year may actually play from the start in the ABC competitions.
- 4.4 Club members may choose to play in any competition as defined above but must note that the Novices Cup has a different criterion. That trophy is for players who have not previously won one of the other season long knock out club competitions noted in 3.2 above. For the avoidance of doubt, players who have won the mixed pairs trophy, any player who has previously won either of the Edgar Bowls or the Wednesday League, are permitted to play in the Novices Cup provided the player has not won one of the main singles trophies noted in 3.2 above.

#### **5. COMPETITION DRAWS**

- 5.1 After two or three weeks, the competition entry sheets shall be removed from the notice board by the Match Secretary and a draw (normally open to members to witness should they wish) for all competition ties will be made.
- 5.2 It may be that given the numbers entered in a competition, a player (or some players) may require to play a preliminary tie before the main first round or be given "byes" to the next round so that the necessary 32 or 16 required for knock out competitions is achieved. Which player receives a bye will be down to the luck of the draw - there is no seeding of players in ABC.
- 5.3 After the draw, the various competition tie sheets shall be placed on the notice board. These sheets shall indicate the due date for each round of ties to be played. Members entered for the competitions should then arrange to play the ties by the date set.

5.4 To avoid a negative impact on the completion of the competitions, all players reaching the quarter final of a competition (normally by a date in June), must, before playing the quarter final, confirm with the Match Secretary that they will be available to attend finals weekend should they be successful in reaching a final. This instruction shall be noted on the competition tie sheets.

## 6. THE MATCHES

### 6.1 Disqualification

Members must ensure that their subscription is paid prior to playing their first competition tie. Failure to pay the combined CSC / ABC fee by that date shall disqualify the member from playing any tie in which he / she has entered.

### 6.2 Arranging the Ties

The first person named in a tie on a competition list is the challenger and is responsible for arranging the tie to be played before the set end date for the round, however, in the spirit of the game, there is a joint responsibility to play the tie within the time set and both members should work together to achieve that end.

### 6.3 Timing

The end date for ties to be played in each round of competition may only be extended with the Match Secretary's permission. It is, therefore, in the player's and the club's best interests to have ties played well within the set end date as weather may impact on the ability to play.

### 6.4 Playing

Wherever possible, players should try to play all of their ties before the due end date for those ties before playing a next round tie in any other competition entered.

### 6.5 Markers

In any singles tie, a marker is normally required to set the jack, keep the score and if requested by a player, measure the proximity of shots to the jack. The marker must be a club member and may be appointed by either player. The member appointed as the marker cannot mark a tie which involves a spouse, partner or family member.

### 6.6 Scorecards

The marker in singles matches and the skip of each team in pairs matches must mark cards (usually two separate cards in pairs). The marker or skips should confer regularly with either the players (in singles) or with the other skip (in pairs) to verify scoring accuracy.

### 6.7 Rinks

When ties are played, members must observe the direction of play for the day of the tie as indicated in the club house and the date, direction and match names must be recorded in the rinks register also held in the club house. Play normally starts from either the club house or the astroturf pitch end. Rinks 1 and 6, in either direction, should not be used for competitive play.



## 6.8 Practice

In the interests of fair play, a player due to play a tie that day must not practice or play more than one competition match on the same rink on the same day.

## 6.9 Trial Ends

Where the players in a match agree, two trial ends of two bowls per player, up and down the green, is permitted prior to commencing the match.

## 6.10 Leaving the Green

A player may leave the green at any time during the match, with their opponent's permission, for a call of nature, to get refreshments, to retrieve equipment or clothing left in the club room etc. That player should be aware that he / she cannot be absent for too long a period - suggested 5 minutes maximum.

## 6.11 Abandoned Matches

In some circumstances, a match may have to be abandoned:-

6.11.1 Where a match has started but then has to be abandoned due to adverse weather conditions, poor light, illness of one player etc., the players may decide to continue the game at a later time that day or at a later date within the set end date for the round or depending on how long the match has lasted until being abandoned, they may agree the result as it stood when the match was abandoned.

6.11.2 Where that abandoned match re-commences on another day, the score shall start from where the match stopped but the players must observe the direction of play indicated on the notice in the club room for that day even where that indicates a different rink to the one played when the match was abandoned.

## 7. DIFFICULTIES IN PLAYING TIES BY THE SET DATE

7.1 Lawn bowls is a summer game and members may find that dates for family holidays may clash with end due dates for ties to be played. Where players are unable to arrange a suitable date for their match, the Match Secretary should be contacted as soon as possible after the difficulties are known for advice and to determine the action to be taken.

7.2 Examples of the decisions the Match Secretary may make, without delay, are e.g. a date extension (which does not have an impact on the set date for the next round of matches), the toss of a coin to determine which player progresses in the competition or the forfeiture of the tie by one player.

## 8. FAILURE TO PLAY TIES BY THE SET OR RE-ARRANGED DATE

8.1 As notes in 6.2 above, while the first named player in a tie is the challenger, both players should work together to arrange a date within the time set to play the tie. Where there has been contact failure, the Match Secretary shall decide on which player progresses to the next round.

## **9. THE COMPETITION FINALS**

### **9.1 Finals Weekend**

The dates for the finals are noted in the annual Calendar of Events provided to each member around season opening day. The weekend is one of our club's prestige events and every effort should be made by all members to make the two days as successful and enjoyable as possible. As in normal club sweeps, friendly matches against other clubs and other competitions, the club does not have a dress code for finals weekend. Players should be dressed in smart casual attire.

### **9.2 Weather**

It may be that a final, or the day or days of the finals weekend, are adversely affected by rain showers. If so, players shall be requested to continue to play during rain unless that rain is unpleasantly heavy or other extreme weather conditions impact the ability to play in reasonable circumstances. Having to re-arrange a final or one or other of the finals days may be difficult due to player's personal commitments, therefore, it is in the best interests of all players and members, that all finals arranged for finals weekend are completed at that time.

### **9.3 The Finalists**

Where a player has qualified for the final of a competition and having earlier confirmed with the Match Secretary before playing their quarter final tie that they will be available if they qualify for a final, that player is expected to play on the fixed day arranged for the final over finals weekend.

### **9.4 Failure of a Finalist to Play a Final**

In the circumstances where a player qualifies for a final but they cannot attend the final, that player shall forfeit the match. The exceptions to this ruling could be where there is an illness or bereavement or special circumstances which would ordinarily prevent the player from attending the final. Where necessary, any appeal for an exception must be discussed as early as possible with the Match Secretary.

Where no permissible exceptional circumstances exist and to ensure a final takes place, the semi-finalist beaten by the now absent finalist shall be given the opportunity to play in the final in the absent player's place. If the beaten semi-finalist declines to play in the final, for whatever reason, the qualifying finalist shall be declared the trophy winner by default as the original other finalist has forfeited the match.

### **9.5 Postponement of Final(s)**

In the unlikely event that the finals weekend or one of the finals days or one of the finals is, for whatever reason (possibly extreme weather related), required to be postponed (other than by a player's non availability), the ABC committee shall, in consultation with the finalists set another date for the match(es) and advise the finalists accordingly.

9.6.1 While this new date may allow a player who was not able to play on the previously fixed date for the final to then play, it still holds that that player has forfeited the tie due to being unable to play on the original date.

9.6.2 Where a previously available player cannot play on the re-arranged date for the final, the ABC committee shall decide on the action to be taken with a re-arranged date a possibility.

## **10. THE RULES OF COMPETITION**

Normally in a small, friendly club such as Alloway Bowling Club, the above rules should not require to be consulted and, if they are, probably not often. Most members will most likely be aware of these rules when they play their competitive matches, however, there may be occasions of uncertainty on procedure and what to do in certain circumstances, then the above rules should help. The Match Secretary shall resolve any disputes.

It should always be borne in mind, and it is worth repeating here that, as noted in 1.2 above, the rules cannot cover every possible case which could arise in any set of or combination of circumstances. The rules should, therefore, be interpreted in line with the Club's ethos and integrity and applied within the spirit of fair play in the game of lawn bowls.

Enjoy your bowling!

**ALLOWAY BOWLING CLUB**  
**(A Section of Cambusdoon Sports Club)**

**COMMITTEE : SEASON 2023**

President	Beryl Black
Vice President	John Kyle
Secretary	Alan Coulter
Match Secretary	Douglas Nelson
Treasurer	Dougie Howat
Social Convenor	Vida Cotton

**ALLOWAY BOWLING CLUB**  
**(A Section of Cambusdoon Sports Club)**

**ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN** that the 23<sup>rd</sup> Annual General Meeting of Alloway Bowling Club will be held on **Monday 30 January 2023** at **7.00 pm** in **Cambusdoon Sports Club**. As 20 members constitutes a quorum, a good turn out at the AGM is respectfully requested.

**A G E N D A**

1. Welcome by the President - Beryl Black.
2. Apologies for absence.
3. Approval of 22<sup>nd</sup> AGM draft minutes of meeting held on Wednesday 9 March 2022 (see below).
  - 3.1 Matters arising.
4. President's report - to be read out at the meeting.
5. Treasurer's report - see below.
6. Match Secretary's report - see below.
7. Election of office bearers:-

President	Vice President
Secretary	Match Secretary
Treasurer	Social Convenor
8. Duty of care 2022 - named officers.
9. Appointment of auditors.
10. Any other business:-
  - 10.1 Bowls Scotland Affiliation.
  - 10.2 Opening Day.
  - 10.3 Sweeps.
  - 10.4 Try Bowls.

Alan Coulter  
Secretary

# ALLOWAY BOWLING CLUB

## (A Section of Cambusdoon Sports Club)

Minutes of the 23<sup>rd</sup> ANNUAL GENERAL MEETING held on Monday 30 January 2023

### 1. Welcome

President Beryl Black extended a warm welcome to all in attendance who were:-

Beryl Black	Mary Black	George Bone	Nancy Bone
Vida Cotton	Alan Coulter	Russell Dick	Maggie Edgar
Robin Harris	Bill Hart	Allan Henderson	Dougie Howat
Joyce Howat	John Kyle	Jim Lambie	Cath Marr
Douglas Nelson	Mavis Pitman	Jimmy Ritchie	Maureen Short
Andrew Storrie	Sheila Templeton	Stewart Watson	

23 members in attendance.

### 2. Apologies for Absence

Apologies for absence were received from:-

Sandra Gardiner	Sam Hornell	Sheila Hornell	Alwyn Jones
Yvonne Lambie	Peter Rimmer	Gavin Roser	Ruth Shanta
Steve Shanta	Lesley Shepherd		

### 3. Minutes of AGM Meeting - Wednesday 9 March 2022

The Secretary asked for approval of the minutes of the AGM held on Wednesday 9 March 2022 which had been circulated previously. Proposed by Jimmy Ritchie and seconded by Nancy Bone.

#### a. Matters Arising

Matters arising related to the review of the membership of Bowls Scotland with Bery outlining the benefits which are as follows:-

- Full participation rights in Scottish and national bowls activities.
- Alloway Club identity - our own badge and sportswear.
- Access to advice, training and competitions.
- Insurance cover.
- Advertising and club recognition within the bowling community.
- Status within our own sports club.
- Attractive to younger members who may wish to compete outwith the club.

The 2 drawbacks are annual cost of membership and cost of training courses.

It was agreed that a vote would be taken later in the meeting in order to confirm if the membership should continue or not.

#### 4. President's Report

Beryl read out her report a copy of which can be found below.

#### 5. Treasurer's Report

This had been circulated prior to the meeting with a further copy below. Jim confirmed the Club's healthy financial position and also made the following points:-

- Current bank balance of just under £3,900.00 with funds increasing since the previous year.
- Consideration should be given on what to spend some of the money on.
- With regard to the forthcoming re-development of Cambusdoon, will the club require to pay for the fence being moved or will this be the main club?
- Polo shirts and fleeces available, however, may be difficult to sell due to sizing.
- There will be three home friendlies during season 2023 the costs for which will be borne by the club.
- £87.50 donated to the club from sweep winnings from 2022 which can be given to charity.
- Sweep takings were up on the previous year with lots of new members playing regularly.

Jimmy asked why the club paid for the raffle prizes for the presentation evening with Jim confirming that this was due to having a healthy bank balance and because of some of the prizes that have been donated previously.

Jim also confirmed that he would not be standing for re-election for the 2023 season.

#### 6. Match Secretary's Report

Again this report had been circulated prior to the meeting, however, a further copy can be found below. George giving a detailed overview to all in attendance. He also commented on the entries for the season long competitions based on 2014 and 2022. In general, the numbers were down last year in comparison to 2014.

George also suggested a survey be sent to the members with some potential questions being as follows:-

- What do members want?
- Are members satisfied with what is currently on offer?
- Should more friendlies be held?
- Should there be more or less Saturday games?

George also confirmed that he would not be standing for re-election for the 2023 season.

#### 7. Election of Office Bearers

Beryl advised that job descriptions were available for the posts being vacated and that the 3 year rule for the positions of President and Vice President only applies to the management committee and not the bowling club. Beryl also suggested splitting the Match Secretary's role due to the tasks involved. She was also willing to work with the new President until they became familiar with the role with another suggestion being to have two additional members on the committee.

Mary confirmed that she would not be standing for re-election for the 2023 season.

Following a rather lengthy process, the committee for 2023 was agreed as follows:-

**President: Beryl Black**  
Proposed by Sheila Templeton  
Seconded by Maggie Edgar

**Vice President: John Kyle**  
Proposed by Maureen Short  
Seconded by Cath Marr

**Treasurer: Dougie Howat**  
Proposed by Bill Hart  
Seconded by Mary Black

**Social Convenor: Vida Cotton**  
Proposed by Nancy Bone  
Seconded by Mary Black

**Secretary: Alan Coulter**  
Proposed by Beryl Black  
Seconded by George Bone

The Match Secretary role was split with some of the members agreeing to organise the following:-

- Jimmy & Allan H                      Ladies versus Gents
- Allan H                                      Henderson Shield
- Maureen                                    Friendly Matches
- Douglas                                    Saturday Competitions i.e. Coia Cup, Andy Marr & Australian Pairs
- Opening & Closing Day Competitions
- Weekly Changing of Green Markers
- Alan C                                      Calendar of Events
- Sweep Organisers
- Season Long Competitions
- Awards Ceremony
- Beryl                                        Primary School Bowling
- George                                      Charity Matches

Beryl agreed to contact Yvonne to enquire if she would be willing to organise and run the Edgar Leagues again this year.

As no one else was willing to take on the role of President, Beryl agreed to continue, however, will speak with Peter Rimmer to ascertain if he could help out with a view to taking over the position at a later time.

#### 8. Duty of Care 2023

Although Sandra wasn't present at the meeting, she was elected to be the Duty of Care person for 2023.

#### 9. Appointment of Auditors

Jim confirmed that there are 3 years worth of accounts to be audited. Sheila or Bill T will carry out this task with Jim advising that he will contact Gavin to ask if he will also assist. The audit to be carried out prior to the coffee morning on Wednesday 22 March.

#### 10. Any Other Business

##### Bowls Scotland Affiliation

A vote took place with it agreed to continue with membership of Bowls Scotland - 21 for 2 against.



### **Opening Day**

The opening day will be Sunday 23 April at 2.15 pm.

### **Sweeps / Coaching**

The sweeps will continue as per previous years i.e. Monday, Wednesday and Friday evenings and Sunday afternoon. During September, the evening sweeps will start much earlier due to light - exact start times will be confirmed in due course. The Thursday afternoon sweep trialed at the end of last season will also continue as will the coaching on a Tuesday afternoon.

### **Try Bowls Day**

There will be two Try Bowls Days taking place during the 2023 season. One will be for the families of the crickets and footballers with the second one for the general public. Dates to be agreed at the next committee meeting.

### **Coffee Morning**

The coffee morning will take place on Wednesday 22 March with the set up taking place the evening before. Cost will remain at £3.00. Helpers required and also home baking. Vida gave everyone tickets to sell. Further information will be communicated in due course.

### **Banners**

Sheila, assisted by Robin, agreed to continue with the role of Banner Co-Ordinator.

### **Vote of Thanks**

Bill Hart kindly gave a vote of thanks to the 2022 committee.

There being no further topics to discuss, the meeting closed at 8.45 pm.

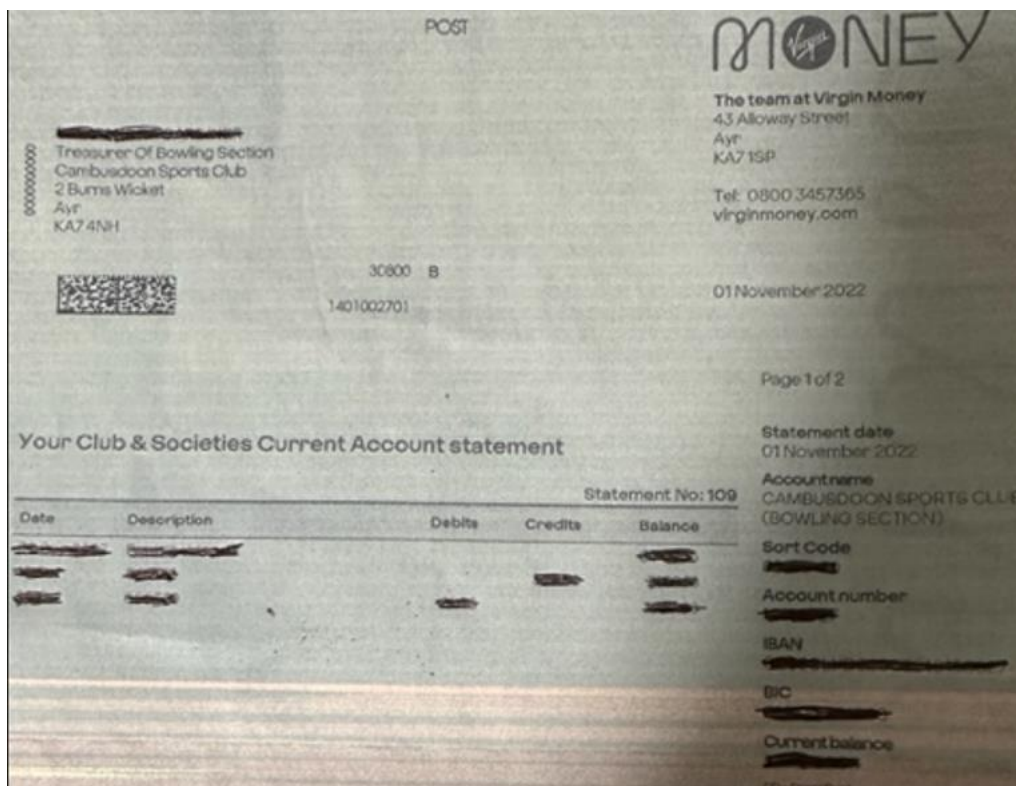
# ALLOWAY BOWLING CLUB (A Section of Cambusdoon Sports Club)

## BANK ACCOUNT

Bank account details are as follows:-

Virgin Money  
43 Alloway Street  
AYR  
KA7 1SP

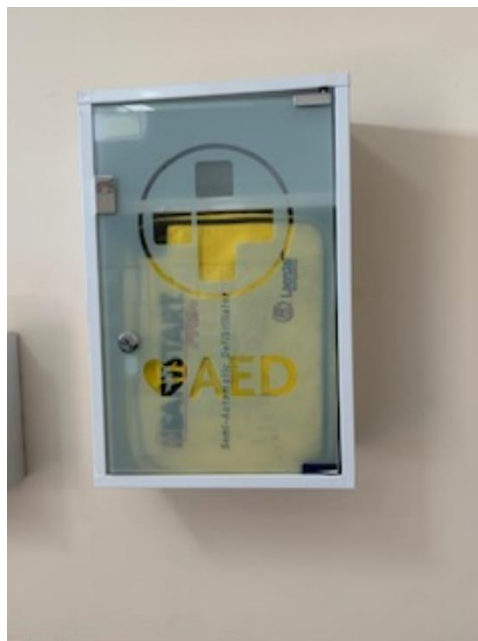
Confirmation of the above is noted below:-



# ALLOWAY BOWLING CLUB (A Section of Cambusdoon Sports Club)

## FIRST AID

A first aid box can be found within the club room with a defibrillator also available for use - this is located on the wall on the left hand side as you enter Cambusdoon Sports Club. Photographic evidence below:-



# CAMBUSDOON SPORTS CLUB

## SAFEGUARDING POLICY

### 1. INTRODUCTION

Cambusdoon Sports Club is a responsible and caring community sports club committed to providing a safe environment in which its members may participate in sport and social activities. The club's individual members are expected to conduct themselves in a way which upholds their own and the safety of other members.

As a provider of sport and social facilities, the club's management committee recognises the need for specific measures to be undertaken which are designed to protect vulnerable groups defined as under 18 and adults at risk. This policy sets out these measures.

### 2. PROTECTING OUR CLUB COMMUNITY

The Club Secretary will be responsible for the implementation and ongoing review of this policy. It will be approved by the Club Management Committee and displayed within the club house. Safeguarding will be a standard agenda item under membership of each Club Management Committee meeting. This policy will be formally reviewed annually.

Permissions for actions which could impact on the safety of members from vulnerable groups for example the taking and use of photographs and medical needs will be sought as part of the membership processes.

Each playing section will identify a safeguarding lead (the title Child Protection Officer / Safeguarding Officer may be used) and have a safeguarding procedure appropriate to its membership. This procedure will meet the requirements of the playing section's national body. These will be reviewed annually for ongoing compliance and this review and any action will be reported to the Club Management Committee.

In the absence of national body requirements, the playing section and Club Secretary will develop the procedure which will be approved by the Club Management Committee.

Non playing junior members remain the responsibility of their parents at all times on club premises.

Concerns for the safety of an individual whilst on club premises in a social capacity (for example, non-playing juniors) should be immediately raised with the bar staff who would take appropriate action.

The Club Management Committee recognises that its adult members could temporarily become vulnerable and, therefore, considered to be at risk. In such circumstances, the bar staff would follow appropriate health and safety protocols.

**ALLOWAY BOWLING CLUB**  
**(A Section of Cambusdoon Sports Club)**

**NOMINATED WELLBEING**  
**PROTECTION OFFICER**

To be confirmed.

# CAMBUSDOON SPORTS CLUB

## MEMBERS AND VISITORS

### PRIVACY STATEMENT

MAY 2019

1. Cambusdoon Sports Club (the Club) respects its members' and visitors' personal information. Information requested and held by Cambusdoon Sports Club will be for specific purposes. It will be retained securely, held for only as long as business needs and any applicable legislation require, and only shared, when necessary, with the Club's Committee members, the Club's employees, officers of the member's playing section and the Club's bank. Information may be held electronically, digitally (in the form of CCTV) or on paper.
2. Paper membership forms are retained for the subscription year and are destroyed at renewal time. Electronic records of non-renewed members are held for the first subscription year after the membership has lapsed and then deleted within 4 weeks after the following subscription year's applicable late application date. This is to enable the encouragement of lapsed members to renew their membership, and to provide anonymised information for management reports.
3. Once a member's' membership card is activated for use by the member (through the pre-loading of cash onto the card), any information the card provides forms part of the Club's financial records and will therefore be retained for a period of 7 years after the last transaction.
4. CCTV recording is held for a period of 14 days after which it is recorded over, unless it relates to an ongoing internal or external (i.e. police) investigation. The decision to retain recorded footage is to be taken by the President and Club Secretary. Notices are displayed advising of CCTV cameras in operation on the premises.
5. Personal Information is held and shared for the following purposes:
  - To facilitate the participation in the member's sport(s). This may include the sharing of contact and consent details with coaches and the registration with sporting authorities. Medical information will be held by the respective playing section, which is expected to manage this confidential information in a way which ensures it is secure, yet accessible when needed. Each playing section is required to notify their relevant members (or their responsible adult) of how this will be done.
  - To facilitate communication with members. This may include the sending of electronic notices and updates, correspondence by post and direct contact by a member of the Club's Management Committee to progress Committee business.
  - To enable the Club and its playing sections to appropriately discharge safeguarding responsibilities. This may include the creation and retention of PVG applications and statements.
  - To facilitate member's use of the Clubhouse and voting rights. This will include the signing in sheet at the Annual General Meeting and the members' listings held behind the bar.

- To facilitate members' benefits. This will include the set up and operation of the Membership Card System.
  - To enable the payment of membership and other fees through the banking process. This will include the processing of payment through cards, paying in of cheques, and the setting up of Direct Debit and Standing Order payments.
  - To promote the Club's activities and achievements. This would typically be in the media and on social media and may include personal images. The Club has appropriate consent permissions for the use of images (which are retained for the period of applicability) in place.
6. Exceptionally personal information may be shared to comply with legislative/statutory requests. In such cases the President and Club Secretary will authorise the release of information.
  7. Members' contribution to the Club's and playing section's social media platforms is voluntary. Members join groups, follow pages and participate in the creation of content on the understanding that this content, which may include personal information such as name and personal images, may be reposted/shared.
  8. Queries on the Club's holding and use of personal information should be directed to the Club Secretary by email [cambusdoonsecretary@yahoo.co.uk](mailto:cambusdoonsecretary@yahoo.co.uk) or in writing to Cambusdoon Sports Club, 2 Burns Wicket, Alloway, Ayr, KA7 4NH.

# CAMBUSDOON SPORTS CLUB

## PUBLIC LIABILITY INSURANCE

### Certificate of Public and Product Liability Insurance

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<b>Policy number</b>	080X3351067/N04
<b>1. Name of policyholder</b>	The Officers Committee and Members for the time being of Cambusdoon Sports Club
<b>2. Date of commencement of insurance</b>	16 December 2022
<b>3. Date of expiry of insurance</b>	Noon 16 December 2023
<b>4. Business(es)</b>	Sports Club; Lessees of Footpath from National Trust Scotland
<b>5. Limit of indemnity</b>	
Public Liability	£5,000,000 any one incident
Product Liability	£5,000,000 in total for any one period of insurance

This is to certify that the policyholder is insured under the above numbered policy, subject to the terms and conditions agreed with the Insurer.

Signed on behalf of

**The National Farmers Union Mutual Insurance Society Limited (Authorised Insurer)**

Head Office: Stratford upon Avon



Steve Bower  
Customer Services Director



# ALLOWAY BOWLING CLUB

## (A Section of Cambusdoon Sports Club)

### TRY BOWLS : FUN DAY 2019

We held our first Try Bowls Fun Day on Saturday 4th May 2019 - see below. There was an excellent response from the local community and friends who came along in large numbers to join us in learning to play Lawn Bowls.

Judging by the excitement and laughter throughout the green the day was a great success. To conclude the afternoon we held a free buffet upstairs in our Clubroom as a "Thank you" to all who participated - experienced club members who volunteered their skills as Coaches and our novice visitors who were more than willing to learn a new sport and join in the fun.

We hope that many visitors will return to become members of our very friendly Bowling Club (a section of Cambusdoon Sports Club). Our games are for all members - male and female alike who come along, pick a number at random and play in that team for the duration of the game.

We organise games, no uniform required and everyone is welcome to join in:-

Monday	7-9 pm.
Tuesday	2-4 pm with coaching available.
Wednesday	7-9 pm.
Thursday	2-4 pm.
Friday	7-9 pm.
Sunday	3-5.30 pm followed by meals available in the dining room (optional).

On the last Thursday of each month we hold a Quiz in the Clubroom. This is organised by our House Convener, Ted Murray and is held from 8-10.30 pm.

Most months we hold special events to entertain our members and raise funds.



**ALLOWAY BOWLING CLUB**  
**(A Section of Cambusdoon Sports Club)**

**TRY BOWLS : FUN DAY 2022**

**SATURDAY 14<sup>TH</sup> MAY 2022**  
**2-4 pm**

Alloway Bowling Club is a section of Cambusdoon Sports Club. We are a small friendly club who enjoy lawn bowling - no uniforms necessary. No separate men and women's bowling days.



We are holding a Try Bowls Day to introduce those who are interested or curious about the game to come along to try their skills for an introductory afternoon. We will supply bowls but please wear flat shoes.



No entry fee or commitment required. If you enjoy the sport we hope you may return to try again as we offer coaching sessions every Tuesday from 2 - 4 pm. Everyone welcome. The address of the club is 2 Burns Wicket, Alloway. For further information, please call Beryl Black on 07801 365488.



**ALLOWAY BOWLING CLUB**  
**(A Section of Cambusdoon Sports Club)**

**TRY BOWLS : FUN DAY 2023**

	<p><b><u>ALLOWAY BOWLING CLUB</u></b></p> <p>Alloway Bowling Club is hosting a Try Bowls event on <b><u>Monday 8 May from 2.00 pm to 4.00 pm</u></b> for the families of the footballers and cricketers who are part of Cambusdoon Sports Club.</p> <p>A fun afternoon of games has been planned, therefore, do please come along and join in. Bowls will be provided with flat shoes to be worn.</p> <p>For further information, please contact Beryl Black, Club President on 07801 365488.</p>	
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	<p><b><u>ALLOWAY BOWLING CLUB</u></b></p> <p>Alloway Bowling Club is hosting a Try Bowls event on <b><u>Saturday 20 May from 2.00 pm to 4.00 pm</u></b>.</p> <p>A fun afternoon of games has been planned, therefore, do please come along and join in. Bowls will be provided with flat shoes to be worn.</p> <p>The address of the club is 2 Burns Wicket, Alloway. For further information, please contact Beryl Black, Club President on 07801 365488.</p>	
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**ALLOWAY BOWLING CLUB**  
**(A Section of Cambusdoon Sports Club)**

**COACHES**

The following members have successfully completed the Introduction to Bowls Coaching course and are currently the Club's recognised coaches:-

- Beryl Black
- Douglas Nelson

# ALLOWAY BOWLING CLUB

## (A Section of Cambusdoon Sports Club)



## NEW MEMBERS WELCOME PACK

Welcome New Member.

Attached is some information which you should find useful in getting to know Alloway Bowling Club and maximising your membership. Members and Visitors regard the Club as a warm and friendly one with members placing the emphasis on having fun while playing the game of Lawn Bowls.

Please look at the notice boards in the changing room regularly for any new information. General information is sent out to Members by email where possible and when required. If you wish to use your email address for communications, please provide that to the Secretary as soon as possible.

We organise coaching sessions on a:-

- Tuesday afternoon            2-4 pm.

Our club room is situated upstairs where we have bar and restaurant facilities which we share with fellow club members - the Cricket Section and the Football Section. We have a monthly online magazine called The Banner which is full of current information about each section's activities and planned events within the club e.g. quiz nights, race nights, jazz nights, ladies days, Burns supper, coffee mornings. Please support us whenever you can.

We also advertise in the local "Going Out" Magazine and have affiliated to Bowls Scotland which gives us wider access to bowling events, training and competitions out with our own club.

# ALLOWAY BOWLING CLUB

## (A Section of Cambusdoon Sports Club)

### CLUB ACTIVITIES FOR MEMBERS

#### 1. GENERAL

Alloway Bowling Club (ABC) organises many activities for men and women to play together over the course of the season e.g. trophy competitions, sweeps, fun bowling days with different formats to normal and matches against other bowling clubs. The dates are shown in the season 2023 Calendar of Events but please check the notice boards to see which events are organised for when. Entry is open to all standards of players and the club encourages as many members as possible to enter. Trophy competitions are organised over the season and ties must be completed by the fixed dates.

#### 2. TROPHY COMPETITIONS

There are a number of club trophies for which members can compete over the season. While there is a ladies championship and a gents championship, all other trophy competitions are mixed. Entry sheets are placed on the notice boards early in the season with closing dates well highlighted.

#### 3. SWEEPS

These are organised for Sunday's, Monday's, Wednesday's, Thursday's and Friday's. Play in the Sunday sweep starts at 3.00 pm and the Thursday sweep at 2.00 pm. All other sweeps start and at 6.30 pm at the beginning of the season changing to 7.00 pm during May. There will be a note in the club room advising members of the change of starting time.

On Tuesday's, with play starting at 2.00 pm (arrival by 1.45 pm), members can join a coaching class or take part in a "bounce" game with other members. The number of rinks in play will be dependent on the number of members registering on the day.

Members wishing to play in the sweeps must register in the club room no later than 5 minutes before the relevant starting time to allow the playing list to be closed and the draw to be made. Players will be asked to blindly choose from a bag, a small plastic disc which will indicate a position (e.g. lead) on a rink. In some circumstances, players can change their disc / position within their team but not in the Wednesday league games. Play then commences for the number of ends advised by the Organiser on the night. The normal entry fee for the sweep is £1. That changes to £2 when there is a charity day or when there is a buffet provided by the club room - these are held throughout the season.

Normally the overall winning team, as determined by the Organiser, usually by the greatest winning margin, receives half of the total sweep entry money with the remainder going to the Treasurer to help fund events over the year. Each of the winning players receives an equal share of their team's winnings.

In the 2023 season, the sweep on Wednesday evenings will again be for the Wednesday League. The league this year will start as early as possible in the season with play commencing straight away on 26 April. This allows as many Wednesday's to be available as possible.

The Wednesday League has been in existence for a number of seasons. Players who win their match on the night are awarded two points with the losing players getting zero. Scores are recorded for and

against each player. Over the season, the best 12 results per player determine the league winner with shot difference used to separate the overall winner if there is a tie for first place at the end. While we know some players do not want the "pressure" of playing as drawn on the disc in the league, it is all part of the bowling experience and the committee encourages all members to play.

Normally in all sweeps, weather and daylight allowing, at the end of the game (which usually finishes at an uneven numbered end distant from the CSC clubhouse or the ABC shed), each rink plays a final end to finish the evening with a bit of fun while getting the bowls to the end where the bowls carriers are. Historically this was known as "the penny end" in bowling clubs. In this end, the jack is placed two metres from the far end of each rink just played and the players who have used that rink attempt to bowl closest to it. The closest receives 10 pence from each of the other players!!

#### **4. FUN BOWLING DAYS**

Occasionally the format of a sweep will change to provide something a bit more unusual. The Sweep Organiser will advise when this will happen e.g. opening day and closing day and one or two others.

#### **5. INTER CLUB MATCHES**

Over the years, the club has created a schedule of matches to be played during the season against local bowling clubs in the evening or weekend. These are played on a home and away basis in alternative years. A notice will be placed on the notice board to request players to enter.

Normally the number is limited to 18 i.e. six triples are agreed with the other club. If there are more players than required for the match, the Match Secretary shall ballot out some of those entered to achieve the number required. Those balloted out shall be held as reserves for the match in case a listed player has to drop out. Members not playing on the night are, of course, very welcome to attend the match and quietly encourage and support the players of Alloway Bowling Club!!

#### **6. OTHER INFORMATION**

If members want to use the bowling green out with the times noted above for club organised games say to bring visitors to the club, they may normally do so. The rink to be used should follow on from the last rink used as noted in the rink register held in the club room. The member must sign the rink register against the rink(s) used. To try to ensure even wear and tear on the greens, rinks follow a direction rotation system (east to west or north to south) and the direction for the specific day is noted on the chart at the register. There is no further charge for members to use a rinks, however, if visitors play, there is a charge of £2 per visitor.

The rinks are normally available for play each day from 11 am. Grass cutting and general maintenance is usually carried out prior to that time.

Playing equipment for the green, not bowls or shoes, is stored in the shed. A key is kept on a hook near the club room door (inside). All equipment must be returned to the shed after use and the shed must be securely locked with the key returned to its place in the club room. There is a supply of bowling shoes and bowls freely available in the club room for use by visitors.

ABC members are encouraged to support Cambusdoon Sports Club through the use of the bar and restaurant facilities. It is your club and members patronage will make it a success.

After the Sunday afternoon games, many members enjoy an evening meal, a drink and a chat in the club restaurant upstairs.

If you have any questions on any of the above just ask a committee member or any other member - we shall be pleased to help.

Finally - enjoy your bowling with Alloway Bowling Club.



## ALLOWAY BOWLING CLUB

### CALENDAR OF EVENTS 2023

#### APRIL

Opening Day	Sunday 23 April
Entries Open for Season Long Competitions	Sunday 23 April
Evening Sweeps Commence at 6.30 pm	Monday 24 April
Wednesday League Commences	Wednesday 26 April

#### MAY

Try Bowls Day (Cricketers & Footballers)	Monday 8 May
Evening Sweeps Commence at 7.00 pm	Monday 8 May
Ladies Versus Gents	Saturday 13 May
Closing Date for Season Long Competitions	Sunday 14 May
Draws for Season Long Competitions	Tuesday 16 May
Try Bowls Day (General Public)	Saturday 20 May
Charity Match (British Heart Foundation)	Sunday 28 May

#### JUNE

Henderson Mixed Pairs	Saturday 10 June
Dunaskin Doon Friendly (Home)	Saturday 17 June

#### JULY

Maybole Friendly (Home)	Saturday 1 July
Maidens Friendly (Home)	Saturday 15 July
Coia Cup	Saturday 22 July
Charity Match (South Ayrshire Autistic Society)	Sunday 30 July

#### AUGUST

Andy Marr Trophy	Saturday 5 August
Evening Sweeps Commence at 6.30 pm	Monday 14 August
Australian Pairs	Saturday 19 August
Finals Weekend	Saturday 26 & Sunday 27 August

#### SEPTEMBER

President's Charity Match (Hope Wellbeing)	Sunday 3 September
Ladies Versus Gents	Saturday 9 September
Closing Day	Sunday 24 September