

HOLSWORTHY BOWLING CLUB INFORMATION DOCUMENT

The Club shall be known as Holsworthy Bowling Club.

Thereafter as HBC in this document.

- Location:-** Stanhope Park Holsworthy.
The area of the park used by HBC is licensed to the Club by Holsworthy Town Council on behalf of the Charity Commission. The license agreement is reviewed at five yearly intervals by the councils Parks committee, a fee in accordance with the current license agreement is payable annually by HBC to the Town Council. The club is registered with the appropriate associations.
- Purpose:-** To provide throughout the year a purpose made venue for the playing of Flat Green and Short Mat Bowls. Rules of play shall be in accordance with appropriate association.
- Facilities:-** Club Pavilion.
Comprising of main hall, kitchen, male and female changing rooms and toilets and storage areas.
- All areas of the Pavilion and ancillary storage outside of the confines of the Pavilion are protected by intruder and fire alarm systems.
- Bowling Green and green surrounds.
Maintained by a designated green keeper and assistants.
- Machinery shed.
Storage for green maintenance equipment and green watering controls.
- Equipment Shed
Storage of match play items i.e. score boards, mats etc.

Club Organisation and Management Procedures.

The club is managed in accordance with the constitution and committee structure detailed below.

Constitution:-Reference constitution document for details.

Committee organisation:-

The committee comprises of elected officers who shall be fully subscribed members of the club and have voting rights on club issues relating to the management of the club.

President and Vice President
Chairman
Secretary
Treasurer and Assistant Treasurer
Competition Secretary
Captain and Vice Captain
Ladies Captain
Ladies Secretary
Ground Committee Representatives
Short Mat Section Representatives

The roles and duties of the committee members are as follows:-

President:- To represent the club as required re. official functions etc. In addition to carrying out any duties as assigned by the committee.

Chair:- To chair Committee and Annual General Meetings in addition to carrying out any duties as assigned by the committee.

Club Secretary:-

To maintain records of Club meetings and correspondence associated with club business together with other duties such as the arrangement of the Annual Club Presentation Luncheon, maintenance of the Competition boards and arranging for the engraving of the Club Competition Trophies plus any other duties assign by the committee Preparation of Secretary's Annual Report and distribution of Annual General Meeting Agenda. Represent the Club at Devon Bowls Section meetings. Ensure all returns required by Devon Bowls are duly completed and returned as required.

Ladies Secretary:-

To manage and arrange any business exclusive to the Clubs Ladies section also to prepare the Ladies section fixtures each year, liaise with the match secretary to produce the clubs annual fixtures booklet. To represent the Club at Devon Bowls section meetings.

Treasurer:-

Responsible for all matters concerning club financial matters to include preparing a audited financial report for the Annual General Meeting, advising the committee on any matter concerning expenditure of club funds, ensuring proper and adequate insurance is in place at all times, any other duties as required by the committee.

Match Secretary:-

Responsible for arranging men's and friendly fixtures. Liaising with Ladies Secretary to produce club fixture booklet and distribution of same. Rearrangement of fixtures as necessary in conjunction with Men's and Ladies Captains. To provide a diary to be available in the club main hall to enable members to book rinks for competitions. Any other duties as required by the committee.

Green Keeper:-

Responsible in conjunction with assistants for all matters concerning the maintenance of the bowling green and its surrounds. To advise as necessary on the suitability of the green for match purposes during inclement weather conditions. Ensuring that adequate cover is available to maintain the green suitable for play when personally not available. Ensure all equipment is fit for purpose.

Club Captains:-

Responsible for team selection which includes posting notices to the notice board for members to record availability to play in any given match. Rearranging fixtures in conjunction with the club captains as necessary. Posting notices of team selection for matches on the club notice boards and club information box in Holsworthy Square. Delegation of this requirement shall be at the discretion of the Captain.

Club Competitions:-

Managed by delegated members. Responsible for collating entries for club competitions and preparing competition timetable.

Short Mat sub-committee:-

The responsibility of this sub-committee is to manage and arrange a full season of matches and participation in various competitions within the club or other outside venues. Short Mat committee meetings including an Annual General Meeting are convened as required. Minutes of all meeting including any correspondence shall be maintained by the sub-committee.

Conditions of Membership:-

All persons who wish to gain membership of HBC shall be required to complete an application form, the committee or minimum of four committee members shall approve or reject the application, the committee's decision shall be final.

Application for membership can be made for Flat Green or Short Mat together or separately. The amount of annual subscription shall be determined by the COMMITTEE from time to time.

A condition of membership is that club colours shall be worn at all times, Club Shirts for flat green. Short Mat Tops for Short Mat, when participating in match play or club competitions.

Catering and match refreshments:-

The committee shall ensure that a rota for match refreshments is drawn up and posted in the kitchen. It is the responsibility of the appropriate Club Captain to notify persons on the rota if a match or matches have been cancelled or rearranged to avoid unnecessary journeys.

In the case of a lunch or tea being provided by the club a group shall be formed to provide this service.

There will be occasions when members will be requested to provide a plate of food for this purpose.

Pavilion and ancillary storage maintenance:-

All maintenance issues will be discussed by the committee and the appropriate course of action to be decided. The responsibility of carrying out these actions will be delegated to a committee member.