



1. MEMBERSHIP:

A person may apply to the Directors for active, junior, or social membership in the Club, and on the acceptance by the Directorship, shall become a member on payment of Membership Dues.

(BYLAWS: Part 2 – Membership, Sections 3 to 6)

CLBC Membership categories include:

(a) Active Member: is a Club Member who bowls, participates in Club activities, and has voting rights and pays Membership Dues including the Bowls BC/Bowls Canada Boulingrin Affiliation fee as per the Annual Fee Schedule.

(b) Junior Member: Juniors (<19) will pay Membership Dues as per Annual Fee Schedule. This is a non-voting membership, and they will pay all regular fees for tournaments, jitneys, coffee, food, etc. They will complete a membership form and be registered as an active member for insurance purposes. Juniors may not bring friends onto the green to play unless there is a regular member present.

(c) Social Member: is a Club member who does not bowl, has no voting rights, and participates only in social activities. The Membership Dues will be as per Annual Fee Schedule.

(d) Fully Paid-Up Member: is an active bowler who has voting rights, is exempt from the Club Dues but is required to pay the Bowls BC/Bowls Canada Boulingrin Affiliation Fee as per Annual Fee Schedule, as well as regular fees for tournaments, jitneys, refreshments, etc.

(e) Life Member: is an active bowler who has voting rights, is exempt from the Club Dues but is required to pay the Bowls BC/Bowls Canada Boulingrin Affiliation Fees as per Annual Fee Schedule, as well as regular fees for tournaments, jitneys, refreshments, etc. *(see P&P Clause 17. Life Member:)*

(f) Extended Member: As a result of a fundraising initiative, Extended Members are active bowlers, have voting rights and are exempt from Club Dues (based on prepayment of a defined fee for the defined term of May 1, 2022, to April 30, 2031), but are required to pay Bowls BC/Bowls Canada Boulingrin Affiliation Fees as per Annual Fee Schedule, as well as regular fees for tournaments, jitneys, and refreshments, etc. Upon expiration of the above stated term, membership reverts to Active Member status with Club Dues payable as per the Annual Fee Schedule.

(g) Duncan Manor Resident Member: is an active bowler, has voting rights and is not required to pay the Club Dues for bowling but will be required to pay the Bowls BC/Bowls Canada Boulingrin Affiliation Fee as per the Annual Fee Schedule. The waiver of Club Dues for Duncan Manor Residents will be limited to 5% of the Club's total membership.

They will pay regular fees for tournaments, jitneys, coffee, cookies, etc., and other Club sponsored events.

The Directors may refuse acceptance of an application for either non-payment of dues or if the applicant has been unable to demonstrate an acceptable skill level of bowling. The acceptable skill level of bowling will be determined by a Club coach (Coaching Coordinator) and include such skills as being able to bowl without causing significant damage to the greens and the ability to deliver a bowl the length of the green.



2. MEMBERSHIP DUES:

- a) Annual Membership Dues include Club Dues plus Affiliation Fee paid to Bowls BC & Bowls Canada Boulingrin, as per the Annual Fee Schedule posted at the Club.
- b) Are ratified annually by the membership at the CLBC Spring General Meeting upon the recommendation of the Board of Directors, detailed in the Annual Fee Schedule, and are due and payable by May 1st.
- c) All Membership Privileges (including bowling, communications, locker use) expire when Membership Dues have not been paid by May 15th. (*see Bylaws Part 2 Membership 6.*)
- d) The amount of Membership Dues for inexperienced new members is determined by the date when they have demonstrated an acceptable skill level of lawn bowling (including the ability to deliver the bowl the length of the green, and not causing damage of the green), as determined by the coaching staff. Amounts due will be prorated for the months of June, July, August, and September, as per the Annual Fee Schedule.

Inexperienced, prospective bowlers visiting the Club after September 1:

In September, bowling is free to people who are trying bowling for the first time.

As they are not paying Membership Dues, they do not enjoy voting privileges.

Their contact information will be recorded in order to include them in future Coaching email notices.

Fees for experienced bowlers in September are covered under the next Section Rules for Visitors (b).

Rules for Visitors:

- a) **Local:** A visitor who resides in our area may bowl with the Club member sponsoring the visitor. If after three (3) visits, the visitor meets the requirements to become a member of the Club under Clause 1. Membership, they may only continue to bowl if they become Active Members.
- b) **Non-local:** A visitor who does not live in our area but meets the requirements to become a member (*see P&P Clause 1. Membership:*) may participate in Club activities for three (3) days at no charge. After the three (3) days, there will be a charge, as per the Annual Fee Schedule. It is the responsibility of the Club member sponsoring the visitor to collect the fees from the user and give to the Treasurer.

e) Membership Dues are non-refundable.

3. MEMBER PROTECTION

SAFE SPORT

Safe Sport is a Bowls Canada Boulingrin (BCB) Belonging in Bowls initiative which advocates the physical and emotional safety of all participants. This strategy includes injury prevention, and the provision of environments free from bullying, abuse, harassment, discrimination, and other forms of maltreatment.

All Board Members and Coaches are required to take Safe Sport related training indicated below to ensure understanding of these principles and to better provide a safe bowling environment.



SAFE SPORT (*cont.*)

Board Members:

- Safe Sport Participants Training Video
- Safe Sport Help Video
- Safe Sport Policy 101 Video

All of the above videos are available online at BCB.

Coaches:

- Club Coach Course
- Respect in Sport Video
- Medical Emergency Action Plan (in clubhouse)
- RCMP Criminal Record Check

CODE OF CONDUCT

The purpose of this Code of Conduct is to ensure a safe and positive environment for all Club Members by making participants aware that there is an expectation of appropriate behaviour which treats individuals with respect, fairness and without discrimination.

Participants shall

- Treat each other with respect and integrity.
- Demonstrate sportsmanship and fairness.
- Use only inoffensive language.
- Dress neatly and inoffensively.
- Respect Club facilities, equipment, and the property of others.
- Refrain from any behaviour that constitutes Maltreatment, which includes Abuse, Bullying, Discrimination, or Harassment.
- Act to correct or prevent any **witnessed** occurrences of the Maltreatment of others.
- Support Club activities by volunteering whenever possible.
- Adhere to the Club Bylaws, Policies and Procedures and the Laws of the Sport.

Board Members, Committees, League & Event Organizers (in addition to the foregoing) shall:

- Act with honesty, integrity, and impartiality.
- Recognize the power inherent in the position and respect the rights of all participants.
- Respect the confidentiality appropriate to issues of a sensitive nature.
- Respect the decisions of the majority.

Executive Officers [Past President, President, Vice President, Secretary, Treasurer] (in addition to the foregoing) shall:

- Provide for a safe facility and playing environment.
- Act quickly to address any reported Maltreatment of participants.
- Ensure that the Club's financial affairs are conducted in a responsible and transparent manner.
- Keep apprised of Governing body policies, implement initiatives and changes as required.



CODE OF CONDUCT DEFINITIONS

- Abuse:** to hurt by treating badly; to inflict physical, sexual, or psychological harm upon; to use insulting, coarse, or bad language about or to someone.
- Bullying:** the repeated use of threats or violence in an attempt to harm or intimidate others.
- Confidential:** information that is meant to be kept secret or private.
- Discrimination:** the practice of treating one person or group of people less fairly or less well than other people or groups; unfair treatment of a person, racial group, minority, etc.; action based on prejudice.
- Harassment:** any unwanted behaviour, physical or verbal (or even suggested), that makes a reasonable person feel uncomfortable, humiliated, or mentally distressed; annoyance, intimidation, or torment.
- Honesty:** being truthful, trustworthy, or upright: sincerity; fairness; straightforwardness.
- Impartial:** being not directly involved in a particular situation, therefore able to give a fair opinion or decision about it.
- Inoffensive:** not objectionable; causing no harm, discomfort, or annoyance.
- Integrity:** adherence to moral principles; honesty.
- Maltreatment:** cruel behaviour, including but not limited to: Abuse, Bullying, Discrimination, and Harassment.
- Respect:** to show consideration for; having a good opinion of someone's character, customs, ideas, rights, or wishes; avoid intruding upon or interfering with.
- Responsible:** behaving properly and sensibly, without needing to be supervised; dealing with **one's** duties and making appropriate decisions.
- Transparent:** easily understood; very clear; easily recognized or detected; obvious; without concealment; open; frank; candid.

CLUB COMMITMENT

The Cowichan Lawn Bowling Club is committed to providing a safe, welcoming, and inclusive environment where people want to stay and belong. The Club's ability to attract and retain members is integral to the success of the Club. CLBC fully endorses the Safe Sport BCB Belonging in Bowls strategy as a fundamental path to achieving this goal. The CLBC believes that everyone has a right to enjoy the sport at whatever level or position they play. We commit to being respectful and inclusive and acknowledge that negative experiences are a potential cause of lack of retention of Members.



MEMBER PLEDGE

The document signed by each person joining CLBC or renewing their membership, encourages and commits members to demonstrating behaviours that foster the goal of maintaining a safe, welcoming, and inclusive culture at our Club.

THE CLUB SAFETY OFFICER:

The Club Safety Officer role is to encourage a safe, respectful, and inclusive lawn bowling environment and respond to any incidents that are in contravention of CLBC's Bylaws and Policies & Procedures.

The Club Safety Officer's responsibilities include, but are not limited to:

- Championing the Safe Sport BCB Belonging in Bowls program by engaging with all Members.
- Responding to all safety incidents.
- Initiating conflict resolution process.
- Reporting to the Board.
- Supporting Return to Play guidelines, when applicable.
- Supporting Club Health and Safety Protocol.

4. COMPLAINTS and DISCIPLINE

Rationale

This policy provides a process by which complaints regarding misconduct or contravention of the Club's Bylaws or Policies & Procedures are resolved.

Complaints may be filed by a member(s), be investigated, and dealt with by the Safety Officer (and /or the Disciplinary Committee).

Principles of Natural Justice

CLBC shall adhere to the principles of natural justice, as described below:

- a) The parties will be given an opportunity to present evidence in support of their positions and to defend themselves against allegations.
- b) The issues will be clearly and concisely stated, in writing, so that the parties are aware of the allegations.
- c) The parties will receive copies of all notices, statements, reports, and decisions.
- d) The decision-makers have a duty to listen fairly to both sides and to reach a decision untainted by bias.
- e) The parties have the right to an appeal pursuant to the provisions of the Appeal Policy.

Confidentiality

Subject to any limits or disclosure requirement imposed by law, any and all information, oral and written, created, gathered, received or compiled during and through the course of a proceeding under these policies, including details regarding a proceeding itself, is to be treated as confidential by all parties, provided that decisions of the Disciplinary Committee shall be made.



Filing a Complaint

Any individual member may file a written complaint of misconduct to be received by the CLBC Safety Officer. Complaints should be filed as soon as possible but no later than 3 days after the infraction. The individual filing a complaint is “the complainant.”

Transfer of Presidential Responsibility

If the President is named in the Complaint, or has a conflict, all Presidential responsibilities under this Policy will be undertaken by the Past President.

Complaints Procedure

Within 3 days of receiving the conduct complaint, the Safety Officer shall:

- a) Serve in an unbiased capacity.
- b) Provide information about the resources and support available to the parties.
- c) Facilitate and administer the process under this policy up to and including conducting investigations into a complaint.
- d) Advise the person against whom the complaint is filed about the complaint and provide information about the policies and procedures outlined herein. This person is “the respondent”.
- e) Review the complaint and may conduct, or appoint an investigator to conduct, an investigation into the allegations to determine the validity of the complaint.
- f) As an option to pursue resolution may speak to both the complainant and respondent about the CLBC Dispute Resolution Process.
- g) Make all attempts to conclude their work in a timely manner.
- h) If the complaint is found to be incomplete, or is invalid, or is considered to be trivial, vexatious, or untimely, the Safety Officer will inform the complainant and respondent within 3 days of the dismissal of the complaint.

Types of Conduct Infractions

Misconduct is divided into two types of infractions which are dealt with using different procedures: minor infractions, and major infractions.

Minor Infractions

Minor Infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others. Examples of minor infractions include, but are not limited to:

- a) Instances of disrespectful verbal or written comments directed towards others.
- b) Single instance of minor misbehaviour in the CLBC setting.
- c) Instances of unsportsmanlike conduct.
- d) Instances of non-compliance with the policies and rules of CLBC.

Dealing with Minor Infractions

Disciplinary situations involving minor infractions will be dealt with in a timely manner by the CLBC Safety Officer.



Types of Conduct Infractions (*cont'd*)

Major Infractions

Examples of major infractions include, but are not limited to:

- a) Repeated minor infractions.
- b) Activities that endanger the safety of others.
- c) Deliberate disregard for the policies and rules of CLBC.
- d) Conduct that intentionally damages the image, credibility, or reputation of CLBC, including entering a conflict of interest.
- e) Behaviour that constitutes Maltreatment.

Dealing with Major Infractions

Major infractions that occur within competition and are reported or discovered at that time, may be dealt with immediately by the appropriate person having authority, such as the CLBC Safety Officer, and/or a Board member. In such situations, disciplinary penalties will be for the duration of the competition only. Further penalties may be applied but only after review of the matter using the Disciplinary Committee Procedures set out in this policy.

Disciplinary Committee

A Disciplinary Committee will be comprised of a Quorum of Officers of the Board (min of 3). Will serve in an unbiased capacity.

No member of the Disciplinary Committee shall have any personal or professional involvement with the parties involved in the complaint and no prior involvement with the matter under consideration.

Disciplinary Committee Procedures

Where the conduct being reviewed by this policy is of a sensitive nature, the Disciplinary Committee will keep all proceedings confidential.

The Disciplinary Committee must ensure that procedural fairness is respected during the disciplinary process and that the process is carried out in a timely manner.

- a) Upon receipt of the complaint and any investigation report by the Safety Officer, the Disciplinary Committee may authorize further investigation into the alleged infraction.
- b) The Disciplinary Committee may determine that an alleged infraction is of such seriousness as to warrant immediate suspension of membership privileges for the respondent, pending a hearing and a disciplinary decision.
- c) The Disciplinary Committee will determine the format of the disciplinary hearing, which should be held in a timely manner, and which may be in person, or online video-conference, based on written submissions, or a combination of these methods.



Disciplinary Committee Procedures (*cont'd*)

- d) The complainant and respondent will be given reasonable notice of the hearing format as well as date, time and place of the hearing and will be sent a copy of any investigation Report. They will have the right to present evidence and argument before the Disciplinary Committee.
- e) After hearing the matter, the Disciplinary Committee will reach a decision as to whether an infraction has occurred and if it has, what penalty should be applied.

Disciplinary Committee Decision

The Disciplinary Committee will issue a written decision within 5 days, including reasons, Disciplinary Penalties to be applied (if any), and application date of such Penalties.

Potential Disciplinary Penalties

Disciplinary penalties that may be applied, singly or in combination, include but are not limited to and are representative penalties only:

- a) Written reprimand to the respondent with direction to provide a written apology to the complainant;
- b) Suspension from all CLBC activities for a designated period of time;
- c) Expulsion from membership in CLBC.

Communication of the Disciplinary Committee Decision

The complainant and the respondent will be informed of the disciplinary decision and action taken (if any) in writing, via registered mail.

Opportunity for Appeal

If either the complainant or the respondent is not satisfied with the decision of the Disciplinary Committee, an Appeal may be filed in writing to the President.

The President may invoke an independent review by Members of Bowls South Island Officers or by Bowls BC Disciplinary Committee.

If after 10 days no written Appeal has been delivered to the President, the ruling of the Disciplinary Committee shall stand and be deemed final.

5. CLUB BOWLS

- a) New members may use Club bowls without charge; however, members are encouraged to purchase their own bowls after the first year.
- b) Bowlers must have purchased their own bowls for use by the end of the third year.
- c) Any member wanting to take Club bowls off-site must notify the Club Bowls Monitor and complete the sign-out Form located on the clipboard above the Club bowls with all required information.
- d) Borrowed bowls must be returned prior to the next scheduled bowling activity.



Cowichan Lawn Bowling Club
320 1st Street @ Centennial Park
Duncan, BC V9L 0H6

CLBC Policies & Procedures

Amended 22 October 2023 Annual GM

6. CLOTHING

Whites or Club colours are recommended for tournament play. Mufti acceptable for all other Club play.

7. SHOE REQUIREMENTS - A Guideline for CLBC Play Only:

Flat-soled shoes (i.e., walking shoes and running shoes) that have no separation between the front sole and heel (flat from toe to heel) that possess a shallow tread pattern or grooves less than 1/4-inch deep are acceptable footwear. Flat-soled wedge shoes are not acceptable --- these shoes have flat soles but increase in height markedly from toe to heel, forming a narrow heel as a base of support.

The Club should use its best judgment and not unduly eliminate members from play unless they clearly have a shoe that would damage the green. Common sense must prevail.

Enforcement: This is a CLBC policy and is to be enforced by the Club. It will NOT be the responsibility of the Umpire to enforce this Club policy at tournaments.

8. CELL PHONE USE

In order to prevent distraction/disturbance and delays, cell phones must be silenced or turned off during play. Cell phone use is limited to before play begins and after play is completed. Use is restricted to the patio area, the locker shed, and the clubhouse.

9. LOCKERS

Lockers are available to members following payment of a \$10 key deposit which is refundable when locker is no longer required, and the key is returned. Replacement keys are at member's expense.

10. PETS

Pets (NOT including registered service animals) are not allowed within the CLBC fenced boundary.

11. SMOKING

Smoking, including in the use of electronic cigarettes, is not permitted within the CLBC fenced boundary.

Players may not leave the green during organized play for the purpose of smoking. Members or guests in violation of this policy are subject to the procedures outlined in section 4. COMPLAINTS and DISCIPLINE Minor Infractions.*

** Organized play is defined as: activities planned and sponsored by the club for members and guests – leagues, tournaments, competitions, jitneys, fun days, and evening and morning draws.*

** Pick-up games and practice sessions are not organized play.*

12. BEVERAGES

(a) The consumption of liquids within the playing area is restricted to non-alcoholic beverages.

(b) All beverages must be in an unbreakable container.

(c) All beverages, other than water, must be in a securely closed container.

PLEASE NOTE: the "playing area" is defined as the green and the surrounding bank & bench areas.



13. FRAGRANCES

In consideration of those members who are sensitive/allergic to scented products (e.g., perfume, cologne, aftershave, lotions, potpourri, air fresheners, etc.), all members are encouraged to refrain from the use of such products when attending club activities and meetings, so as to minimize exposure and discomfort.

14. NOTICE of GENERAL or EXTRAORDINARY MEETING:

All notices of general meetings will be sent by mail or by email to all members. Postal delivery will continue to be used for members not having email or, on written request.

15. CLUB EXPENDITURES:

Approval for Expenditures:

All individual expenditures over twenty-five hundred dollars (\$2,500.00), with the exception of expenditures to repair and/or maintain the integrity of the Club's major assets, must have advance approval at a General Meeting.

All individual expenditures over five hundred dollars (\$500.00), but under twenty-five hundred dollars (\$2,500.00) and not included in the approved budget, must have advance approval of the Board.

Individual day-to-day expenditures for miscellaneous items/services, included in the current budget, may be made without further Board approval.

16. MEMBER EXPENDITURES:

(a) General Invoices and Receipts:

Any purchase made by a Club Member for materials, services, etc. required for the operation of the Club and requiring payment or reimbursement by the Treasurer, must be supported by a valid invoice/bill or receipt and be submitted within a reasonable time period, accompanied by the following:

- Advise Treasurer: (a) if payment to be made directly to supplier --- provide the Invoice; (b) if reimbursement to member --- provide the Receipt.
- Name and telephone number of the Member submitting the Invoice or Receipt.
- Short description of the item/service purchased, its purpose, and date received.

(b) Cash Receipts:

All cash receipts for the Club must be itemized on a list as to date, name of the activity &/or source, dollar amount, member's name collecting, and must be submitted to the Treasurer within a reasonable time period.

(c) Event Expenditures:

Where monies for events are collected and where cash expenditures are made from the cash received, a summary must be prepared and submitted to the Treasurer.

The event summary is to list the following:

- Name of member collecting the money.
- Name of event, date, and amount collected.
- Amount disbursed, purpose, and to whom. If disbursements are made to a commercial enterprise, the paid receipt(s) are to be attached.
- Net amount, if any, to be deposited to the Club.



17. LIFE MEMBER: Guidelines for awarding Club members Life Member status:

Life Membership may be awarded to no more than five percent (5%) of the Club membership.

A minimum group of three (3) members may propose Life Membership status for another member.

Once a year, prior to the Annual General Meeting (AGM), the Board will consider such proposals and, then, may present its endorsement of one life member to the AGM for approval. *

Nominating members should take into consideration the factors listed below and address them in their written proposal.

Typically, all three of the following major criteria would be included with each application.

- 1) Nominees will be active, playing members of long standing.
- 2) Nominees will have demonstrated dedication to the Club in a variety of capacities, examples of which include:
 - a) Participation in the business of the Club through board and/or committee membership;
 - b) Involvement in the upkeep of grounds and facilities;
 - c) Organization of or assisting with tournaments and games;
 - d) Financial support or assistance beyond that of fees and membership.
- 3) Nominees will have demonstrated commitment to the furtherance of the game of bowls in ways such as:
 - a) Introducing prospective members to the Club;
 - b) Coaching or assisting coaches in providing prospective members with instruction both in playing the game and in the rules of the game;
 - c) Participation and involvement in club-organized leagues, jitneys, tournaments, as well as in regular play;
 - d) Participation in tournaments in other locations and in exchanges with other clubs;
 - e) Keeping abreast of changes both in play and in the rules and demonstration of such protocol and procedures as endorsed by World Bowls, Bowls Canada Boulingrin, and Bowls BC;
 - f) Consciously striving to improve their play through both observation (as a spectator or by marking for tournament play) and practice (other than game play), and through coaching sessions and workshops offered to members.

It is to be appreciated that the examples above are not requirements for nomination but rather are suggested factors that may be included in support of a nomination. The information provided by the nominators, complemented by the collective knowledge of the board members, will greatly assist in assuring that the most deserving members are honoured.

*Note: * In the event that the current number of life members is equal to five percent (5%) of the membership (or if a nomination would cause the number of life members to exceed five percent (5%)), no recommendation could be made by the Board of that current year.*