



Cowichan Lawn Bowling Club

1st Street @ Centennial Park
PO Box 733, Duncan, BC V9L 3Y1

CLBC Policies & Procedures

March 25, 2014 Revision

(Ratified at Spring General Meeting)

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 8)

CLBC Membership categories include:

- (a) **Active Member:** An Active Member shall be classified as a Club Member who bowls, participates in Club activities, and has voting rights,
- (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 jitneys, tournaments, 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:** A Club member who does not bowl, has no voting rights, and only participates in social activities. The Membership Dues will be as per Annual Fee Schedule.
- (d) **Fully Paid-Up Member:** A Fully Paid-Up Member, who is an active bowler, is exempt from the Club Dues but is required to pay the BowlsBC/Bowls Canada Boulingrin Affiliation Fee as per Annual Fee Schedule, as well as regular fees for tournaments, jitneys, refreshments, etc.
- (e) **Life Member:** A Life Member, who is an active bowler, is exempt from the Club Dues but is required to pay the BowlsBC/Bowls Canada Boulingrin Affiliation Fee as per Annual Fee Schedule, as well as regular fees for tournaments, jitneys, refreshments, etc.
(see P&P Clause 17. Life Member:)

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 or the ability to throw a bowl the length of the green.

2. Duncan Manor – Residents Bowling:

Residents of Duncan Manor will not be required to pay the Club Dues for bowling but will be required to pay the BowlsBC/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.

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3. Membership Dues:

Membership Dues 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. Membership Dues comprise Club Dues plus Affiliation Fee paid to BowlsBC & Bowls Canada Boulingrin, as per the Annual Fee Schedule posted at the Club.

The amount of Club Dues for new members is determined by the date of the first day the new member started to bowl and be prorated for the months of June, July, August, and September, as per the Annual Fee Schedule.

No refunds are given, except as defined herein under Clause 5. Discipline of Members: (Note 1).

(a) New Bowlers starting in the fall:

In September, bowling is free only to those who are NEW to lawn bowling. Membership dues will be related to the first day that the new member started to bowl.

If they wish to obtain keys to allow them to use the Club when other Club members are not present, they will be required to pay for keys as per Annual Fee Schedule.

(b) Rules for Visitors:

(1) 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 apply for membership.

(2) 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.

4. Member Protection Policy

The Cowichan Lawn Bowling Club (CLBC) believes that members should enjoy a safe, comfortable, supportive, encouraging, and rewarding experience in both active and social components in the Club. All members should demonstrate behaviours that foster this goal.

Members demonstrating behaviours that result in discomfiture for others are subject to discipline and/or censure, as delineated in the Constitution, By-Laws, and Policies & Procedures of the Club. Players subjected to rudeness, intolerance, intimidation, or criticism should advise the CLBC Board of Directors. Offending members are subject to Club policies regarding inappropriate behaviour. Disciplinary procedures range from verbal and/or written warnings to temporary probation, and ultimately, removal from the Club.

Concern for the personal well-being of members also includes policies that ban smoking (*see P&P Clause 12: Smoking*), and that prohibit pets (*see P&P Clause 11. Dogs:*) within the fenced property, and that limit consumption of liquids on the green to non-alcoholic beverages.

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5. Discipline of Members: *(BYLAWS: Part 2 - MEMBERSHIP, Section 8)*

(a) Minor infractions: The Directors shall have the power to deal with minor matters of discipline.

(b) Major infractions: Major infractions shall be dealt with by the membership at the Annual General Meeting, the Spring General Meeting, or at an Extraordinary Meeting.

NOTE 1: Removal from Club Membership

Any member may be removed from the Club by a two-thirds majority vote at a General or Extraordinary meeting (provided a quorum is present). Grounds for removal are limited to conduct deemed unacceptable to the Club members or policies. The member in question must be notified by the Directors, in writing, via registered mail. The written notice must contain the intent of a vote to remove membership, the grounds for removal, and the date of the vote of the members is to be taken. The member shall be allowed to defend his/her position to the Club membership prior to the vote. The vote shall be by secret ballot. A member that is expelled shall be refunded a prorated portion of their dues paid, based on the number of months remaining in the bowling year (May 1 – September 30)

6. Club Bowls:

New members may use Club bowls without charge.

7. Clothing:

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

8. Shoe Requirements - A Guideline for CLBC Play Only:

Flat-soled shoes (ie; 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 foot wear. 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.

9. Keys:

The Membership Chair will issue keys for the front gate, club house and bowling sheds to all new club members on request. The keys must be returned to the Membership Chair if the bowler is not going to maintain their membership. If lost, the keys can be replaced as per the Annual Fee Schedule. Keys to the tool shed will be provided by the Membership Chair to green cutters (returned when no longer cutting) and any member of the Board upon request (returned when off the Board).

10. Lockers:

As per the Annual Fee Schedule, there will be a annual charge for the use of the bowl lockers or shelf space in the shed. The lock is to be provided by the club member.

11. Dogs:

Dogs are not allowed within the CLBC fenced boundary.

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12. 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 4. Member Protection Policy.*

- *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*
- *(Smoking Policy was amended (italicized) at the Feb. 18, 2010 Board meeting)*

13. Notice of a General or Extraordinary Meeting:

In the BYLAWS: Part 3 - Meetings of Members, Section 12.(a), the word “mailed” will be interpreted to mean either Postal delivery or email. All notices of general meetings will be sent by email to all members. Postal delivery will continue to be used for members not having email or, on written request, asking for their notices to continue to be sent by Postal delivery.

14. RCMP security checks:

CLBC security checks are required for members involved in any junior program.

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.

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(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:

The Constitution of the Cowichan Lawn Bowling Club includes the Life Member as a designation in the membership section. (*P&P Clause 1: Membership:*)

As per "Appendix A" below, guidelines are provided for awarding life memberships.

APPENDIX A

Life Member Policy:

The constitution of the Cowichan Lawn Bowling Club includes Life Member as a designation in the membership section (*BYLAWS: Part 2 - MEMBERSHIP, Section 3.(b)*). 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 these:
 - (a) Introducing prospective members to the Club
 - (b) Coaching or assisting coaches in providing prospective members with instruction both in laying 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 BowlsBC.
 - (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.*