



WONDERBOOM ROLLING BALL CLUB



HOUSEHOLD RULES

REVISED EDITION WITH AMENDMENTS TO 10 AUGUST 2022

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CLAUSE 1: PROVISIONS OF HOUSEHOLD RULES

1.1. These House Rules have been drawn up by the Management Committee in terms of the Constitution and must be regarded as mandatory provisions.

1.2. In addition to the Constitution of Wonderboom Bowling Club (hereinafter referred to as "the club") and these House Rules, members should also familiarize themselves with the contents of Bowls South Africa's official publications regarding the rules of the game.

1.3. Unless otherwise arranged, all matches and competitions are played according to Bowls South Africa regulations and rules of the game.

1.4. If members have any suggestions or complaints, they must be put in writing and handed to a management committee member, preferably the Secretary.

1.5. References to offices in these Household Rules that imply the male also include the female.

1.6. These House Rules have been drawn up by the Management Committee in terms of the Constitution and must be regarded as mandatory provisions.

1.7. In addition to the Constitution of Wonderboom Bowling Club (hereinafter referred to as "the club") and these House Rules, members should also familiarize themselves with the contents of Bowls South Africa's official publications regarding the rules of the game.

1.8. Unless otherwise arranged, all matches and competitions are played according to Bowls South Africa regulations and rules of the game.

1.9. If members have any suggestions or complaints, they must be put in writing and handed to a management committee member, preferably the Secretary.

1.10. Reference to offices in these Household Rules implying the male, also includes the female.

CLAUSE 2: APPLICATION FOR MEMBERSHIP

2.1. After the acceptance of an application for membership in terms of the provisions of the Constitution of the club, the Secretary notifies the new member in writing. After the due fees have been paid:

2.2. Where the new member has previous bowling experience:

2.2.1. Is the member invited to approach the coaches if he/she needs help.

2.2.2. Constitution and member list are available on the Wonderboom Bowling Club's website.

2.3. Where the new member has no previous experience:

2.3.1. Assign the convener of the Coaches a coach.

2.3.2. The new member is welcomed by the coach with bowling literature.

2.3.3. Coach the new member until both the coach and the convener of the coaches are satisfied with the quality of skill of the new member.

2.3.4. The coach invites the new player to his/her first social game.

2.3.5. Coaching may begin before payment is received. This coaching is limited to three (3) coaching sessions.

CLAUSE 3: COMMITTEES AND OFFICERS-GENERAL

3.1. All committees function as sub-committees of the Management Committee and their recommendations must be submitted to the Management Committee for approval.

3.2. All office bearers function as representatives of the Management Committee and their recommendations must be submitted to the Management Committee for approval.

3.3. The conveners of all committees and all office bearers must report in writing, or orally if so requested, to the Management Committee regarding their activities.

3.4. Only club members authorized to do so by the Management Committee may officially approach sponsors of the club for sponsorships or donations.

CLAUSE 4: COMMITTEES AND OFFICERS – SPECIFIC

4.1. BAR COMMITTEE

4.1.1. Composition and duties . The Bar Manager and his staff (See constitution paragraph 17.11) are responsible for the proper, orderly and profitable functioning of the bar which includes, among other things:

4.1.1.2. Purchase and control of inventory.

4.1.1.3. Handling, disposition and accounting of income.

4.1.1.4. Inventory surveys and determination of prices.

4.1.1.5. Arranging service innings during all games as well as special events.

4.1.1.6. Ensure that the provisions of the applicable liquor laws and regulations are complied with.

4.1.2. Any irregularity or matter which the Bar Manager considers important is immediately reported to a member of the management committee.

4.1.2.1. General policy . The operation of the bar is part of the club's social activities and must be set up to satisfy all reasonable needs of members and guests. This must take place within the following policy framework:

4.1.2.1.1. Although profitability is set as a requirement, affordability for the average member must be taken into account when setting prices.

4.1.2.1.2. Pub committee members on duty are entitled to the support and consideration of members and guests.

4.1.2.1.3. Unacceptable behavior and excessive use of alcohol is not allowed. In such cases bar committee members may, in their sole discretion, refuse to supply any drink to such.

4.1.2.1.4. No person may bring, store or trade liquor on the premises.

4.1.2.1.5. Drinks may only be served and used on the club premises, excluding the limits.

4.1.2.1.6. The bar committee members may, in their sole discretion, determine the opening and closing times of the bar.

4.1.2.1.7. Liquor may not be served to persons under the age of eighteen.

4.1.2.1.8. Only bar staff appointed by the Bar Manager may serve behind the bar counter unless specific club members are requested by bar staff to help during busy times.

4.1.2.2. Purchase and control of inventory .

4.1.2.2.1. The bar stock register determines the minimum and maximum stock to be kept.

4.1.2.2.2. Efforts must be made at all times to have only about two months' worth of needs in stock. In this way, the risk of theft and expiration dates of products can be limited.

4.1.2.2.3. The so-called FIFO method (First in First Out) is applied, especially in respect of stock that is subject to expiry dates.

4.1.2.2.4. Suppliers are determined by price, distance and service. The decision rests with the Bar Manager.

4.1.2.2.5. All purchases are paid by credit card or cash.

4.1.2.2.6. All purchase invoices must be handed to the Treasurer after the purchases have been recorded in the bar stock register.

4.1.2.2.7. Supplies are stored in the safe and locked. Limited use stock may be kept in the bar fridges and serving area.

4.1.2.2.8. The bar stock register, in which the purchases, consumption and stock on hand for each type of drink is recorded, is maintained monthly.

4.1.2.2.9. Any deviation between income and sales as well as actual and documented stock on hand is reported to the Management Committee.

4.1.2.2.10. If necessary, the Bar Manager should consider price adjustments after each purchase of stock. Sale price must be fixed at

150% of the purchase price, rounded to the nearest 50 cents.

4.1.2.2.11. No bar stock may be made available to anyone without payment. All transfers must be made with approved funds.

4.1.2.2.12. When transferring the control of the bar from the Bar Manager to the next Bar Manager, a complete inventory must be taken in the presence of the Treasurer. A stock transfer form must be signed by these persons.

4.2.1. Handling and securing of cash .

4.2.1.1. A cash advance with a maximum as determined by management may be kept in the cash drawer. All monies in excess of the cash advance must be paid into the Treasurer.

4.2.1.2. No monies from the bar income may be used for any other purpose.

4.2.1.3. Receipts issued by the Treasurer are filed in the bar stock register.

4.2.1.4. The cash drawer must be kept under supervision and secure at all times. After duty hours it is locked in the safe.

4.3.1. Security measures .

4.3.1.1. The Bar Manager is responsible for the allocation of keys to the bar.

4.3.1.2. Keys allocated to members (as well as the security codes of the alarm system) may not be lent or given to other persons under any circumstances.

4.3.1.3. After use, all bar doors must be closed.

4.4. TECHNICAL OFFICERS

4.4.1. The Technical Officers Committee consists of all registered technical officers. Club members who are registered as technical officials act as technical officials in competitions and matches upon request.

4.4.2. Club members act as markers in singles matches upon request. Club members acting as markers should familiarize themselves with the duties and etiquette of a marker as contained in the official publications.

4.4.3. At the beginning of each season, the technical officials select a Convener from their ranks.

4.4.4. The Convener acts as liaison person to the BGN Technical Officers Standing Committee.

4.4.5. The Convener must obtain any information from the district standing committee, convey it to all registered technical officers and also report to the Management Committee.

4.4.6. The Club Secretary must provide the name and address of the Convener to the BGN Technical Officers Standing Committee.

4.5. COACHES

4.5.1. The Coaches Committee consists of all registered coaches.

4.5.2. Club members who are registered as coaches act as coaches upon request.

4.5.3. Only club members who are registered as coaches may coach.

4.5.4. Members who require coaching or assistance of any kind should contact the Convener of the coaches so that arrangements can be made with a coach.

4.5.5. At the beginning of each season, the coaches select a Convener from their ranks.

4.5.6. The Convener acts as liaison person with the BGN Coaches Standing Committee.

4.5.7. The Convener must obtain any information from the district standing committee, pass it on to all registered coaches and also report to the Management Committee.

4.5.8. Club Secretary must provide the name and address of the Convener to BGN Coaches Standing Committee.

4.6. GAME CLASSIFICATION OFFICER

4.6.1. The Game Division Officer is appointed by the Management Committee.

4.6.2. The Game Division Officer selects members to assist him and submits these members to the Management Committee for approval.

4.6.3. At social game days, the Match Distribution Officer and his/her assistants divide players according to their playing positions as determined by the Selection Committee.

4.6.4. Players are drawn on a random basis to form teams.

4.6.5. The official and his/her helpers receive course fees from visitors and pay them in to the Treasurer.

4.7. TUESDAY CLUB

4.7.1. The Tuesday Club consists of any members from the Bowling community who get together on Tuesday mornings to play bowls. Play takes place for a fee as determined by the management committee.

4.7.2. The Management Committee appoints a person to lead the Tuesday Club. This person has the right to purchase any members.

4.7.3. Any funds generated by the Tuesday Club are immediately paid into Wonderboom Bowling Club's treasurer.

CLAUSE 5: GAME REGULATIONS

5.1. The Management Committee may change start times of games. Under normal circumstances it is as follows:

5.1.1. Morning game 09:00

5.1.2. Afternoon play, September to March 14:00 and April to August 13:30.

5.2. Players must report to the committee member on duty at least 20 minutes before the start time of play so that the player's card can be taken into account.

5.3. The Match Division Officer is responsible for assembling teams.

5.4. Club members may invite players from other clubs to play on any day against payment of the set visitor fee.

5.5. Matches may be arranged by members with the approval of the Management Committee. Matches may be played on official playing days (Wednesday and Saturday afternoons and Tuesday mornings) if there is capacity available on the limits.

5.6. Except for league play or other matches approved by the Management Committee, social play (card game) takes precedence on Tuesday mornings, Wednesday and Saturday afternoons.

5.7. Clothing

5.7.1. On official playing days (Wednesday and Saturday afternoons) and on Tuesday mornings, all players must be dressed in accordance with Bowls South Africa's instructions and rules of the game unless:

5.7.1.1. Management has arranged a special day during which this rule is not applied, or

5.7.1.2. Management has given prior permission to a specific player to play in different attire.

5.7.2. Players representing the club, or participating in any other organized game, must be dressed in approved club uniform and according to Bowls South Africa regulations and rules of the game.

5.7.3. No deviation from the above instructions is permitted without the prior approval of the Management Committee.

5.7.4. The correct bowling uniform is a prerequisite for participation in club competitions.

5.8. Limits

5.8.1. The Limit Supervisor determines on which limit and lanes play may take place.

5.8.2. In inclement weather, the Tournament Official or the Limit Supervisor may prohibit or stop official play, practice play or any other play.

5.8.3. No one may enter the limits without the prescribed footwear.

5.8.4. The Perk Supervisor acts as liaison person at BGN Perk Supervisors Standing Committee and he must transfer the information obtained there to the Management Committee.

5.8.5. No bowling balls or any other objects may be thrown or dropped onto the boundaries. The limit surface must be protected at all times.

5.8.6. Waste (cigarette butts, etc.) must be placed in the containers provided for it.

5.8.7. Children, under supervision, are welcome at the club.

5.8.8. Dogs are not allowed on the club grounds.

5.8.9. All players are expected to be helpful in setting up the limits and cleaning them up after play.

5.9 Competitions

5.9.1. General .

5.9.1.1. All club competitions are organized by the Competition Secretaries. All competitions are organized on a knock-out basis, except the open singles, Novice singles and Pro 10 competitions which are played on a round-robin basis. Members who have dual membership may participate in the open singles on the condition that Wonderboom is his main club.

5.9.1.2. Competitions will be played on pre-arranged months, dates and times as approved by the Management Committee and this must be at the start of the season together with the closing dates for entries on the notice board is put up.

5.9.1.3. Entries must be completed before or on the closing dates.

5.9.1.4. Draw for drawn teams is open to all members.

5.9.1.5. Draws for the teams competing in club competitions are the responsibility of the Competition Secretary.

5.9.1.6. Entry fees for competitions will be determined by the Management Committee and the fees must be settled before members participate in club competitions.

5.9.1.7. Playing Rules will be drawn up by the Competition Secretaries at the start of a season, submitted to Management for approval and published on the Notice Board and on the web. Players must familiarize themselves with the rules of the game.

5.9.1.8. Non-members may make a written request to the management to practice on the limits at an annual cost as determined by the management.

5.10. Pretend .

5.10.1. When handicap singles are played, the handicap difference is calculated. The difference is indicated with the first head on the scoreboard against the player with the lower handicap. The concept of 21 shots for single game competitions must be maintained.

5.10.2. New Members from other clubs handicap must be adjusted after 6 (six) months from joining the club. Beginners handicap must be considered after 6 (six) months

5.10.3. The difference between the handicap of two players is indicated with the first head on the scoreboard opposite the player with the lower handicap (eg player A's handicap is 7 and player B's handicap is 2. The difference of 5 is indicated on the scoreboard by player B recorded). The player who first achieves 21 shots is the winner.

5.10.3. In all other matches by draw, the difference of the total of players' handicaps with the first head on the scoreboard against the team with the lower handicap is indicated (similar to para 5.10.3).

5.11. Glossary for competitions .

5.11.1. A participant in the veterans singles competition must be at least 73 years old when the competition starts.

5.11.2. A participant in the senior singles competition must be at least 60 years old when the competition starts.

5.11.3. A participant in the beginner competition (novice) may not have played bowling for more than 3 years when the competition starts.

CLAUSE 6: RENTAL OF CLUB EQUIPMENT

6.1. The practice of renting out club facilities rests solely with the club's Management. The Management will decide whether the facilities will be rented out and, if so, what methods will be followed.

CLAUSE 7: AMENDMENT/ADDITION

7.1. Any amendment or addition to these House Rules must be approved by the Management Committee.