



# **LINDEN BOWLING CLUB**

## **BY- LAWS**

**As at 2024-01-02**

## **CLUB COLOURS**

Subject to clause 2 of the Constitution, the exact shade of green shall be determined by the Committee from time to time.

### 1. **PLAY TIMES**

Morning and afternoon play starts at 09:00 and 14:00 respectively with the exception that, during winter, the afternoon play will start at 13:30 for the period 1 May to 31 August of each year. The draw for play will commence 15 minutes before the start of play.

### 2. **COACHING AND PRACTICE SESSIONS**

2.1. Coaching or Practice will not be permitted on the same greens as visiting teams playing official matches.

2.2. For coaching or practice, dress is smart casual. No person shall be allowed to play on the Club's greens unless the footwear shall be in accordance with the Laws of the Sport of Bowls (South African Edition) from time to time.

2.3. Coaching and/or practice sessions, both formal and informal, may take place during or outside of the formal playing sessions referred to in 2 above subject to rink space being available.

### 3. **PLAYING SESSIONS**

3.1. **Monday:** no play except that coaching and practice is allowed only in consultation with the green keeper.

3.2. **Tuesday:** Morning tabs; mixed gender; dress smart casual;

3.3. **Wednesday:** Afternoon tabs; mixed gender; dress smart casual;

3.4. **Thursday:** Morning tabs; mixed gender; dress smart casual;

3.5. **Friday:** Afternoon clinic at 14:30 for beginners and coaching;

3.6. **Saturday:** Morning coaching by appointment. Afternoon play; dress smart casual.

3.7. **Sunday:** Morning play; dress smart casual

#### 4. **TABS**

4.1. Play shall be regulated by each Member placing his/her numbered tab in the box provided for that purpose within the prescribed time ("Tabs Box"). The Tabs Box shall be under the control of such individual/s as may be appointed for duty for the day ("the Tabs Master") who shall make the draw and nominate the class of play. The rink on which all games are played shall be subject to a draw.

4.2. The Tabs Master shall ensure that tabs fees are paid by Members and visitors that have placed their tabs in the Tabs Box and shall have the responsibility of handing in such fees collected to the Bar Manager or deposited in the drop safe in the Tabs room.

4.3. Members shall not be entitled to change their tabs or that of other Members once the tabs have been selected by the Tabs Master and placed on the tabs boards.

4.4. Midweek members may only play once a month on weekends and are to be charged visitors fees.

#### 5. **BOUNCE/PRACTICE GAMES**

5.1. The arranging of bounce games is considered as a practice that is contrary to the spirit of the sport of bowls and the Club's code of practice that some Members would choose to play bounce games by arranging their own playing partners as opposed to participating in tabs sessions.

5.2. Two Members or a team of Members challenging one another to a specific game of bowls shall be regarded as a "bounce game".

5.3. Bounce games may be organised by the Club Selection Committee as practice games of league teams.

- 5.4. Bounce games may be arranged by Members, provided that rink space is available and that such availability is checked before arrangement of the bounce game.
- 5.5. The names of all Members participating in the bounce/practice games must be displayed on the Club notice board not less than one hour before the start of the proposed playing session.
- 5.6. The playing of bounce/practice games shall be subject to there being rinks available after normal tabs draw has been made and also subject to there being no official Club function or activity arranged for the particular day and that the bounce game does not interfere with National, District, internal Club competitions or any other league game that may have been scheduled to take place at the Club. The players involved in the bounce game shall not have committed to any other of the aforesaid competitions at the same time. In the event of a conflict between a bounce game and any of the aforesaid competitions, the competitions shall prevail.
- 5.7. Should a dispute arise regarding the playing of a bounce/practice game, the decision of a Committee Member present at the relevant playing session shall be final. If no Committee member is present, then the Tabs Master shall make the final decision.
- 5.8. Dress code for bounce games shall comply with the dress code specified in paragraph 4 above and paragraph 9.6 below.

## 6. **CLUB COMPETITIONS**

- 6.1. All women's Club pair's competitions shall be played in the "2-4-2" format.
- 6.2. Club competitions shall be held from time to time as decided by the relevant Committee. In addition, the Club shall enter for such inter-club/League competition as the Committee shall decide. Conditions of play for the various Club competitions shall be determined by the Committee and shall be posted on the Club notice board at the beginning of the season and prior to the start of such competitions.
- 6.3. The entrance fees for club competitions are payable at the time of entry.

- 6.4. Rinks for play in Club competitions shall be allocated by the Competitions Secretary/ies.
- 6.5. Club competitions shall have preference in the use of the greens provided, however, assuming 2 greens are available, 6 rinks shall remain available for ordinary play.
- 6.6. The respective Competition Secretaries shall have full control and authority over the running of the Club competitions, subject to the Executive's discretion.
- 6.7. Any competitor, who does not attend for a competition after being officially notified in terms of the By-Laws, may be scratched by the Competition Secretary.
- 6.8. A Member present at the Club in bowling dress must play a competition game if requested to do so by the responsible Committee Member.
- 6.9. When considering a Member's availability for Club competition purposes, the relative Competition Secretary shall be entitled to scratch a competitor who, for any reason other than participation in any recognised major competition/s run by controlling bodies, has not been available for more than five weekends in any one season.
- 6.10. If any competitor is unable to complete a game because of illness, agreement must be reached between the contestants at the time of such illness that the game be finished at a later date. Such agreement must be notified to the relevant Competition Secretary as soon as possible.
- 6.11. All games played in connection with the Club competitions shall be played under the Rules and Regulations of Bowls South Africa save for the following rulings which shall apply regarding substitutes:
  - 6.11.1. A substitute for any game shall be drawn from a hat from such persons as are available of the same grading as, or of a lesser grading than, the person to be replaced, in the presence of the Skips concerned, except in the case of selected pairs when the remaining person may select a substitute from eligible Members.

6.11.2. No player may substitute for another if he/she has already participated in or is participating in that particular competition. In the event of no substitutes being available the team shall be scratched.

6.12. **PAIRS:** A substitute will be allowed in the first round only and such substitute shall continue in the place of the person replaced.

6.13. **FOURS:** This competition has been discontinued; however, it may be re-instated if requested in writing 14 days prior to an Annual General Meeting.

6.14. **TRIPS:** One substitute per team shall be permitted, and such substitute shall continue in the place of the person replaced.

## 7. **GREEN FEES**

7.1. The following Green Fees shall be paid by any person using the Club's greens for the sport of bowls during an organised or regulated playing session and shall also apply at all playing sessions including internal Club competitions, tabs sessions and Johannesburg Bowling Association competitions or as otherwise specified by the rules pertaining to the specific tournament.

7.2. **Club Members** – for each playing session including tabs, internal and external competitions or unless otherwise specified in writing for the particular event/tournament – R30.00;

7.3. **Social Members/visitors** – for each playing session – R40.00; Mid-week members during the week: R30; Mid-week members over a weekend: R40

7.4. **Visitors and Members** on Tuesdays, pensioner only bowls – R20.00;

7.5. Provision refreshments/tea will be provided at the option of the Club and the cost thereof shall be included in the above Green Fees unless otherwise specified. Members/bowlers, who choose to enjoy their refreshments in the Bar and not to partake in the tea provided, shall nevertheless be liable for Green Fees.

7.6. Practice sessions, coaching and/or any use of the Club's greens as approved by the Committee will be exempt from payment of Green Fees.

7.7. Regarding league sessions and/or JBA competitions, Green Fees and/or the cost of refreshments/tea may vary according to the specific circumstances which will be advised to the team captains/Club tournament official prior to start of play as advised by the Club Committee/Catering Manager.

## 8. **CLUB COLOURS AND CLUB DRESS CODE**

8.1. Club dress shall be as registered with the JBA. Players shall conform with the rules of dress laid down by the controlling body and will wear Club colours when participating in league matches or competitions both at home and away.

8.2. When representing the Club, all Members in the same side shall wear the same matching outfit.

8.3. Local Conditions of Play of any competition held on Linden Bowling Club's or any other Club's greens shall take precedence over this by-law.

8.4. Any of the above provisions may be waived or amended, in full or in part, by any committee member. If there is no committee member present, by the Tabs Master on duty.

8.5. The final responsibility for adherence to the dress code shall lie with the captain or skip of the side or team except in tabs play.

8.6. When hosting outside competitions, members playing tabs are required to wear club colours.

## 9. **BAR AND MANAGEMENT OF THE BAR**

In terms of the conditions imposed on the Club under its Liquor Licence, the Executive notes the following:

9.1. The Executive has a public responsibility to avoid the risk of accidents and/or injury to people and/or property by people under the influence of excessive alcohol intake;

- 9.2. The Committee shall have the power to apply for and renew from time to time such necessary Licence/s for the purpose of the sale of Liquor and other articles and commodities upon the Club premises.
- 9.3. The Executive has authorised and empowered the Honorary Bar Manager and the Bar personnel to exercise their discretion to refuse to serve alcohol to any person whose alcohol intake has reached a level which they believe is excessive and that the person in question no longer has control over their normal faculties;
- 9.4. The Executive Committee shall be responsible for the arrangements that the Bar be attended by responsible Members, during hours approved by the Committee.
- 9.5. The Executive Committee shall be responsible for ensuring that the annual Liquor Licence is displayed in the Bar and that it is paid on due date.
- 9.6. Under normal circumstances, the Bar will be closed on Monday. The Bar will be open from 08:00 to 19:00 on Tuesdays; from 12:00 to 19:00 on Wednesdays; from 10:00 to 19:00 on Thursdays; from 12:00 to 21:00 on Fridays; from 11:00 to 20:00 on Saturdays; and from 09:00 to 14:00 on a Sunday unless a tournament and/or event is being held on a Sunday afternoon in which case appropriate arrangements will be pre-determined and advised.
- 9.7. The Committee retains the right to alter the time schedule as and when circumstances dictate.
- 9.8. The Executive Committee has the right to request any Club Member for assistance, but no Member shall be allowed behind the Bar counter without their permission.
- 9.9. The Bar will be run on a strictly cash basis; however, cheques and payment by card machine (minimum of R80.00) may be accepted at the discretion of the Bar Manager.



- 9.10. No Member or Visitor may bring his/her own liquor onto the Club premises, unless by prior arrangement with the main committee, for which corkage will be charged.
- 9.11. The bar Manager must not consume alcohol behind the bar.
- 9.12. The Bar Manager must be present at monthly stock take
- 9.13. The Bar Manager will be responsible for purchasing of stock, only after approval from a member of the Executive Committee.
- 9.14. In compliance with the Gauteng liquor act 2 of 2003, all (casual) visitors to the Bar must be signed-in in the Visitors Book by a Member who shall be responsible for his/her behaviour and shall not remain in the Bar after said Member vacates the premises. Any player that plays at the Club in any external competition hosted at the Club (e.g. BSA/JBA etc. competitions) would be deemed to be a Member of the Club for each day that they play at the Club in such tournament in order to comply with the Liquor Act and to obviate the need for them to sign the visitors book.
- 9.15. No person under the age of 18 (eighteen) years is permitted to enter the restricted area of the licensed premises.

## 10. **SELECTION COMMITTEE**

10.1. The function of the Selection Committee shall be to:

10.1.1. Grade Club Members according to their playing ability.

10.1.2. Handicap Club Members according to their playing record based on previous season's results, and

10.1.3. Select Members to represent the Club for league and other competitions for which the Club enters a team/s.

10.2. Notwithstanding the above, the Selection Committee is not entitled to downgrade a Club graded skip without approval from the Main Committee. That approval must be sought in writing with adequate motivation.

10.3. Members selected to play inter-club matches shall be notified through the medium of the Club Notice Board. Should any Member selected to play be unavailable to do so, he/she must inform the Convenor of the relevant Selection Committee or nominee at least 2 (two) days before the match so that a substitute may be selected.

10.4. In the case of league competitions, the most senior team captain present shall take responsibility.

11. **PROCEDURE TO BE FOLLOWED AT EACH ANNUAL GENERAL MEETING OF THE CLUB**

12.1 **Members in good standing**

“Members in good standing” shall mean members who have fully paid their current subscriptions or who have entered into a formal payment arrangement in writing with the Club Treasurer, in consultation with the Committee (“a payment arrangement”).

12.1.1 **Nominations**

Members who are not in good standing at least 1 week prior to the Annual General Meeting and/or any Special General Meeting, shall not be entitled to be nominated and/or to nominate any member, for any of the offices referred to in the Constitution, nor to participate and/or vote during the Annual General Meeting or Special General Meeting.

12.1.2 **Guidelines and procedures governing payment arrangements**

12.1.2.1 A member may only approach the Committee for a payment arrangement in exceptional circumstances.

12.1.2.2 A payment arrangement shall be subject to:

12.1.2.3 The member paying the BSA / JBA affiliation fee not later than one week prior to the Annual General Meeting;

12.1.2.4 The balance due being paid as soon as possible and not later than 10 (ten) months into the current financial year;

12.1.2.5 A written agreement setting out the terms of the payment arrangement being entered into;

12.1.2.6 In the event of the terms of the payment arrangement not being complied with the applicant member's membership shall be suspended and the member shall be listed as a defaulter with the District Bowling Association.

12.1.2.7 Subject to being in good standing as at the date of nomination, nominations of Members to serve on the Committee and/or on the relative Selection Committee, must be signed by the nominee, the proposer and the seconder and handed to the Honorary Secretary not less than 14 days before the Annual General Meeting. At least 7 days' notice shall be given to each Member of all Annual General Meetings or Special General Meetings, but non-receipt of such notice by any Member shall not invalidate the proceedings of any General Meeting

12.1.2.8 In the event of there being insufficient nominations for any Committee provided for in the Constitution received within the period stipulated, then nominations to fill the vacancies may be called for at the Annual General Meeting. Those nominations timeously received will be automatically elected to the relevant Committee.

12.1.2.9 Should there be insufficient nominees to fill the vacancies on the relevant Committee/s, then the Members present at the Annual General Meeting or Special General Meeting shall decide on the action to be taken.

**12.2. Prior to the commencement of any Annual General Meeting and/or any Special General Meeting:**

12.2.1 Remove the nominations list. Two weeks before the meeting.

12.2.2 Ensure that all nominees, proposers, and seconders are in good standing. One week before the meeting.

12.2.3 Publish the nominations list. One week before the meeting.

12.2.4 Email and Post the Notice of Meeting: include the previous AGM's Minutes in the email. Two weeks before the meeting.

- 12.2.5 Print and make available the Constitution, the previous AGM's Minutes, the previous year's Financials, and Proxy Forms. One week before the meeting.
- 12.2.6 Print Ballot papers. One week before the meeting.
- 12.2.7 Bring the membership list up to date. One day before the meeting.
- 12.2.8 **At the start of any Annual General Meeting and/or any Special General Meeting:**
- 12.2.9 Those members presenting themselves will have their names crossed off the membership list. If they are not in good standing, they will be asked to present themselves to the Treasurer.
- 12.2.10 Should a member present proxy forms, those members names on the proxy form will also be crossed off the membership list and indicated as such. The number and names of proxy forms that the member holds will be recorded against that member's name.
- 12.2.11 The member will then be presented with the ballot papers, one for each election, and the same number for each proxy form that member holds.
- 12.2.12 The proxy forms will then be taken from the member presenting them.
- 12.2.13 In respect of the election for Selectors the ballot paper given to the member for that election will depend on that person's gender, and the gender of the member on the proxy form. Proxies for selectors are only applicable from full members.
- 12.2.14 When the AGM opens the number of names crossed off on the BSA list will be counted. The number of proxies presented will be counted, and cross correlated with the proxy indicators on the BSA list. The quorum number will then be calculated. A separate count of the number of men and women present will also be needed. This for the Selection Committees. These numbers will be given to the Secretary.
- 12.2.15 Two scrutineers and a recorder will be appointed.

12.2.16 The auditor will observe the above procedure.

12.3 At the opening of any Annual General Meeting and/or any Special General Meeting:

12.3.1 Should a quorum not be present within 20 minutes after the time specified for the opening of the meeting, then the meeting shall stand adjourned for 7 days at the same time and place and the Members present at the adjourned meeting shall be competent to transact the business for which the meeting was originally called.

12.3.2. The business of the Annual General Meeting and/or any Special General Meeting will be decided by the outgoing committee. However, the business of an Annual General Meeting must include the following:

12.3.2.1 Confirm the Minutes of the previous General Meeting/s;

12.3.2.2 Receive and consider a report of the Committee on the position of the Club and the Statement of Accounts to 30 June of the preceding year;

12.3.2.3 Elect by ballot, from the Members nominated for the Committee all of whom must be in good standing, a President, a Vice-President, Honorary Secretary, Honorary Treasurer, Honorary Facilities Manager, Honorary Bar Manager, Social/Catering Manager, one or two Competition Secretaries and four or five Committee Members, referred to in the Constitution for the ensuing year. No person, except a Past-President, who has been President within the past four years, shall be eligible to be elected as President unless he/she has served on the outgoing Committee for at least 6 months or has served on the Committee for a full year within the last 2 (two) years.

12.3.2.4 Elect from the Members nominated 4 (four) men and 4 (four) ladies for each Selection Committee. Voting by ballot will be separate for each and no Member shall be permitted to vote for the opposite sex. Additional Members may be co-opted to each Selection Committee from time to time provided that each Selection Committee will comprise of a maximum of 5 (five) Members.

12.3.1.5 Elect the Club Auditor.

12.3.1.6 Consider any resolutions concerning the affairs of the Club of which due notice has been given, and any business concerning the affairs of the Club which is brought under consideration by the report of the Committee;

12.3.1.7 Consider any motions of which due notice has been given.

**12.4 Voting and/or Elections during any Annual General Meeting and/or any Special General Meeting:**

12.4.1 At every General Meeting all Members (including Mid-Week Members) present and in good standing, except Social and Country Members shall have one vote. Notwithstanding the foregoing, any Member in good standing who is unable, for any reason, to attend any Annual or General Meeting, shall be entitled to nominate in writing any other Member of good standing, as their proxy, to vote at any Annual or General Meeting of the Club, in their place and stead and that the proxy so nominated, shall be noted and recorded in the minutes of the relevant meeting.

12.4.2 Each post will be voted for and counted separately. The members will place the relevant ballot paper into a box.

12.4.3 The scrutineers will then count the ballot papers, with the assistance of a recorder, who will record each vote.

12.4.4 No votes and spoilt votes must also be recorded.

12.4.5 Ensure that the number of votes cast does not exceed the number of members present plus the proxies.

12.4.6 Once the counting is done, the number of votes recorded for each nominee will be presented to the Secretary.

12.4.7 All proposals submitted to a General Meeting shall be decided by a show of hands. A ballot must be acceded to if demanded by any Member present.

12.4.8 In the case of an equality of votes, the previous year's President will have the casting vote.

12.4.9 In the event that there are more votes cast for a particular office or proposal than the number in the attendance including proxies, then a revote will have to take place.

12.4.10 The auditor will observe the above procedure.

**12.5 After any Annual General Meeting and/or any Special General Meeting:**

12.5.1 All lists, documents, proxy forms, ballot papers used in the above procedure will be sealed and presented to the Secretary.

**12. SPECIAL GENERAL MEETINGS OF THE CLUB**

12.1. Special General Meetings may be convened at such time and place as the Committee shall determine, either by the Committee or upon requisition in writing signed by not fewer than 10 Members in good standing, specifying the object of such meeting. At least 7 days' notice of such Special General Meeting shall be displayed on the notice board.

12.2. No business other than that for which a Special Meeting is called, shall be transacted at such meeting.

12.3. Should the Committee, from any cause whatsoever, resign en bloc, 10 Members of the Club in good standing shall be empowered to convene a Special General Meeting for the purpose of electing Office Bearers to hold office until the ensuing Annual General Meeting.

**13. POOR CONDUCT/USE OF FOUL LANGUAGE**

13.1. Inappropriate conduct and the use of abusive/inappropriate language in the Bar and/or on the Club's premises and on and around the Greens will not be tolerated;14.2.

14.2. In order to reduce/eliminate instances of poor conduct and the use of foul language, depending on the severity of the offence the Committee shall issue a warning to the perpetrator and take the following disciplinary action

- Raise a fine
- Raise a fine and issue a final warning
- Attend a disciplinary hearing, a fine and face suspension
- Attend a disciplinary hearing and face expulsion

14.3. A guest of any member who misbehaves in an inappropriate manner, or uses abusive behaviour, shall be asked to leave the premises immediately by a committee member, or in the absence of a committee member, any member present may ask that person to leave. The incident is to be reported to the committee, who will sanction a finding and inform the member of the guest what the sanction is.

#### 14. **COMPLAINTS**

All complaints by any Member shall be made in writing and shall be addressed to the President via the Honorary Secretary.

#### 15. **MEMBER' MOTIONS**

The Committee is not entitled to amend any resolution passed at an AGM as a result of member's motions relating to any By-Law.

#### 16. **EXTERNAL TOURNAMENTS**

The Club will pay the entry fee for the following External Tournaments:

1. Men and Women's Saturday League.
2. Men and Women's Midweek League
3. Tower Novices.
4. Champion of Champions.

All other tournaments are for the players own expense.



17. **LIFE MEMBERS**

17.1. The Committee is entitled to award Life Membership to any person.

17.2. A Club Member is entitled to propose to The Committee that a person be awarded Life Membership. However, The Committee will have the final say on that proposal.

17.3. Life Members do not have to pay the Annual Club subscription or any levies imposed on The Members from time to time. However, affiliated Life Members must pay any relevant affiliation fees or levies imposed by the Controlling Bodies, other than The Club.

17.4. All Life Members are to be considered to be “in good standing” at all times.

18. **GENERAL**

18.1. Notwithstanding the provisions above, and subject to the provisions of the Constitution, Club competitions shall, on all days, have priority use of rinks.

18.2. A Member shall be deemed to have been officially notified to play a competition game if such official notification has been displayed on the Club notice board for not less than 7 days before the game is due to be played.

18.3. Members wishing to absent themselves from recognised playing sessions shall place their names on the Leave List at least 16 days prior to the date or dates of absence.

18.4. New, unaffiliated bowlers shall not be permitted to play on Linden Bowling Club's greens for any period longer than three months (continuous or non-continuous).

18.5. Visiting teams may only play on the Club greens with the authority of the Committee.

- 18.6. Members shall not throw matches, cigarettes ends or other articles on the greens, in the ditch or in the toilets.
- 18.7. Members and visitors bringing dogs to the Club must have them under control on a chain or leash, and on no account will dogs be allowed on the greens or in the Bar/Club house.
- 18.8. Parents shall exercise strict control over their children on the Club premises and shall, specifically, not permit them to distract Members during play. Parents shall be expected to accede to any reasonable request in this connection on the part of a Committee Member.
- 18.9. Firearms and/or other weapons shall not be permitted on the Club's premises.
- 18.10. The selling of tickets for lotteries and the soliciting of donations on the Club's premises without the Committee's sanction shall not be permitted.
- 18.11. The Committee shall ensure that adequate First Aid equipment (oxygen/stretchers) and other medical supplies are available at all times, and are properly maintained. It is recommended that the Club hold First Aid courses and that Members avail themselves of this service.
- 18.12. The Committee shall ensure that all health and safety laws and regulations prescribed by the Occupational Health and Safety Act are complied with which shall include but not be limited to the provision of adequate fire-fighting equipment. Fire extinguishers fitted in the Bar, kitchen and clubhouse shall be maintained on a regular basis.

**Signed at Linden, Johannesburg on this Second day of January 2024**

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**Jan Pelsner, President**