

DAWLISH AND DISTRICT INDOOR BOWLING ASSOCIATION LTD

The Dawlish and District Indoor Bowling Association Ltd, (hereafter called the Association) was formed in 1971. The Memorandum and Articles of Association may be seen by arrangement with the Association Secretary.

CONSTITUTION

Any person who wishes to play indoor bowls, and who supports the objectives of the Association, is eligible to apply for membership. The Association has a non-discrimination policy in respect of nationality, colour, religion or other beliefs, sex, age, sexual orientation, disability or ethnicity.

The three membership categories are Junior, Full and Life Membership. Except for Life Members an annual subscription is payable and it is the only recurring financial liability of membership. In the event of the Association being wound up, or dissolved, a single levy not exceeding £1 may be required from each member of any category, as well as from every person who was a member of any category within the preceding year.

The club is of a non-profit making nature and any surplus income or gains will be reinvested in the club. Any surplus income or club assets cannot be distributed, in cash or kind, to members or third parties. In the event of the dissolution of the club for any reason, any Assets will not be disposed of to the benefit of members, but shall be given or transferred to another registered CASC, a registered charity or the sport's governing body, as determined by a General Meeting of its members, and to comply with existing legislation. The main objectives of the Association are to provide facilities for indoor bowls and to promote and encourage participation in the game of bowls. To carry on business as promoters and operators of such indoor bowls facilities. To meet its objectives the Association rents premises and supplies everything reasonably necessary to function as an indoor bowling club; together with such ancillary facilities and services that it chooses to provide. The club premises will normally be open from late September until the end of the following April for the winter season. Dates and times for the summer season will be made known on Club notice boards towards the end of the winter season.

The Association is solely responsible for all expenses connected with the operation of the Club, which are incurred with its approval, and in accordance with the byelaws and rules. This includes the engagement and payment of staff.

The authority of the Council is required before any member may place an order for goods or services, or otherwise incur expenditure on behalf of the Association. For day-to-day running of the club the Association Secretary or the Association Treasurer each have discretion to approve smaller items of expenditure, but major items of expenditure must be approved by the Council. Some individual members may also have discretion to spend on routine items, but they must have prior permission of the Council to exercise such discretion.

A Council of Management (hereafter called The Council) is responsible for-

- a) All policy matters and the business activities of the Association.
- b) The overall organisation of bowls, playing facilities and services.
- c) The approval of byelaws and rules, including amendments to them. and their rescindment.
- d) The setting up, definition of powers and operation of committees.
- e) Deciding the level of membership and the amount of the annual subscription.
- f) The regulation of members' behaviour and activities.
- g) Fixing of charges to be made for facilities, and the price of services provided by the Association.
- h) Deciding action on all matters not provided for in this document

The Council shall consist of the following: - the Council shall appoint The Chairperson, Secretary and Treasurer. Each year those officers shall be reappointed, or replaced, by decision of the Council.

Two Directors shall be appointed by the Council, after the AGM each year, to serve for one year. Those same Directors shall be reappointed, or replaced, by decision of the Council. Directors will be members of the Council.

The following shall be members of the Council by virtue of their office. Their respective Sections AGM will elect them to those offices. These officers shall cease to be members of the Council when they no longer hold their office. However, they may stand for election as ordinary members of the Council, within the numbers laid down.

The Ladies' Secretary, Captain, Vice-Captain and Fixtures Secretary. The Men's Secretary, Captain, Vice-Captain, Fixtures Secretary, Membership Secretary, Devon County Rep and Maintenance Manager.

There shall be two ordinary members, not officers, one of which shall be a lady, and the other a man, who are elected at the Club AGM, and may stand for re-election each year.

The Council will normally meet every month to deal with current business, to receive progress reports from Council members with specialist responsibilities and the Section Secretaries, to consider proposals, problems and disciplinary matters concerning members and bowling activities, and to decide the appropriate action to be taken in cases of complaint or dispute.

The Council may arrange a Special General Meeting of the Association at any time by giving at least fourteen days' notice to members.

At the request of the Men's, or the Ladies', Section Committee. or at the request of at least ten percent of the members of the Association, the Council must make arrangements, within twenty-one days, to convene a **General Meeting** of which at least fourteen days' notice must be given.

The notice of every General Meeting must specify the reason for calling it and the business to be dealt with. No other business may be dealt with at the meeting.

The Company Annual General Meeting of the Association relates to the business of the Association as a registered company; and is conducted to comply with the requirements of the Companies Acts. The meeting will normally be held in April (hereafter called the Company AGM) to receive the Statement of Accounts for the year ended the previous 31st March. To receive the reports of the Council and auditors. To appoint auditors, to elect members to the Council. To deal with any other business, of which at least twenty-eight days prior notice has been given, in writing, to the Association Secretary, and which is included in the agenda.

An Extraordinary General Meeting of the Association is held in April (hereafter called the Club AGM). It is the occasion for receiving reports from retiring officers and delegates on the season's bowling activities and achievements. For the presentation of trophies, cups and other prizes. For the formal announcement of the names of officers and members to serve on Selection committees, Section Committees and as representatives for Devon County Indoor Bowls Association purposes, for the next year. Other business relevant to bowls playing and its administration may be dealt with, provided at least twenty-eight days prior notice has been given, in writing, to the Association Secretary, and it is included on the agenda.

QUORUMS

At all General Meetings of the Association seven members constitute a quorum for all agenda items to be dealt with, but with less than seven only the business of receiving reports, and the election of officers and members for committees may be completed. For Council meetings a quorum will be one-half of the number of members plus one.

Voting at meetings will be indicated by a show of hands unless the Chairperson directs otherwise. When there are an equal number of votes, for and against, the Chairperson shall have a casting vote. The Chairperson's declaration of the result of voting at the time is final, and subsequent entry in the Minute Book, signed by the Chairperson of the meeting, shall be conclusive evidence of the terms of any resolution and whether or not it was passed.

Officers appointed by the Council are authorised to exercise such powers of management as they deem to be necessary to ensure that the Association functions legally and efficiently in accordance with the byelaws and rules. The Chairperson, Secretary and Treasurer have the right to attend meetings of all committees except those concerned with team selections.

By a majority vote of at least two thirds, at a General Meeting, a Full Member may be elected a Life Member; in recognition of special service to the Association. Thereafter that member will be entitled to all the privileges of membership without paying a subscription.

Changes to Constitution and/or Rules

The Council will review the need to publish a revised version of the Constitution and/or Rules from time to time.

Proposals by members to change anything in the Constitution and for Rules, but excluding the appendices, must be dealt with at a General Meeting of the Association. Details of a proposed change must be submitted to the Association Secretary, in writing; signed by the proposer and seconder; at least twenty-eight days before the meeting date. Such proposals must be included as a resolution in the Agenda for the General Meeting. To be successful the resolution must be passed by a majority vote of at least two thirds of the members who are eligible to vote, and are present at the meeting.

Changes to information in the appendices may be proposed by Section Committees and implemented by the Council without further reference or consultation.

Proposals by the Council to change anything in the Constitution and Rules will be notified to the appropriate committees, so that members can consult, and their views be taken into account before changes are introduced. **A member of another indoor bowls club** who holds any office or committee appointment in that club may not be appointed to any official position or as a member of a committee in the Dawlish Association. No Council or committee member of the Dawlish Association may continue in that appointment if he/she takes any official position in the organisation of another indoor bowls club.

MENS' AND LADIES' SECTION COMMITTEES

The arrangement of bowls matches and bowls sessions, entries to leagues and competitions, the preparation of fixture lists, as well as the appointment of representatives to the Devon County Indoor Bowls Association, is shared between a Mens' Section Committee and a Ladies' Section Committee; whose decisions on any question or dispute, connected with competitions and matches, are final.

Both the Mens' and Ladies' Sections appoint their officers for the next season at their respective annual meetings. These are held before the Club AGM, which is held in April. Each Section elects a President, Secretary, Captain, Vice-Captain, Match Secretary, League Secretary(s) and up to five other members. All appointed committee members have a right to vote. The appointments lapse at the end of the season following. If not disqualified by holding an office or committee position in another indoor bowls club, past office holders are eligible for re-election.

Candidates for election must be proposed and seconded by other members in their section. Nomination lists for entering the appropriate details will be prepared by the Section Secretaries and displayed on notice boards early in March. A proposed member should sign the list to confirm willingness to serve: so that the list will be a sufficient record for voting purposes in the absence of the proposer or seconder at the Section Annual Meeting. If insufficient candidates are listed beforehand, nominations may be made at the Club AGM.

Section Committees ensure that all bowls activities comply with the laws, rules and conditions laid down by the National and County Associations and any additional rules of the club, league, or other matches, Members should observe the directions of the Section Committee at all times.

Any vacancy, which occurs in a Section Committee during the year, may be filled directly by the Section Committee concerned.

Selection Committee members will be appointed at the Section AGM, each section, men and ladies, will have its own Selection Committee, consisting of its Captain, Vice-Captain and three other members. The Ladies' Selection Committee will select players for all ladies teams, and the Mens' Selection Committee will select players for all mens' teams. Players for mixed matches will be selected by any two persons from the Ladies' and Mens' Captains and Vice-Captains.

Separate Selection Committees choose representative teams for men and ladies. League secretaries either are elected or co-opted members, appointed to organise club competition fixtures, to maintain up to date league tables and to see that games are played and scored in accordance with club rules.

The duties of the League Secretaries are as described in Appendix L.

Rinks are reserved on a regular basis throughout the season for National and County competitions, for friendly matches and for club league fixtures. Details appear in the fixture booklet. Green fees for all these fixtures are payable in cash by the players selected and are collected at the start of each game by the Skips.

ROLL-UPS

Roll-ups can be booked in the rink booking register. The green fee is paid in cash to the duty steward before play commences. Information and rules regarding roll-up sessions is contained in *Appendix B*

A rota of volunteers Stewards for roll-up sessions, shown in the fixture list, is compiled at the beginning of the playing season. The duties of a Roll-up Steward are described in *Appendix F*

A chief steward will be elected, for the year, at the Mens' Section AGM. He/she will be responsible for organising the stewards' duty rota, and all other matters affecting stewarding. He/she should refer any unresolved difficulties to the Management Council.

When using the envelope remittance system (involving an envelope to deposit payments in the special letter box slots provided) members must ensure that sufficient information is written on the envelopes, or enclosed inside it, to enable the Treasurer or Cashier to correctly identify the payment, and the person paying, against an outstanding debt or an amount due to the Association. Green fees information should include date of event, name of Skip, type of match, session time, total amount enclosed and any other relevant information. If the Treasurer is not able to identify the source and reason for a payment because of incomplete details, the debt cannot be cleared in the Club's financial records.

If a member of another indoor bowls club plays in a competitive match or competition as a representative of that club, he/she may not also represent the Dawlish Association in the same league or competition at any time during the rest of that season. Conversely, a member who has represented the Dawlish Association in a competitive match will be guilty of unethical conduct if he/she subsequently plays in the same competition as a representative of another club during the same season.

FACILITIES FOR MEMBERS

Lockers may be hired by members for personal use at a modest charge, Set by the Council. The Membership Secretary deals with applications for locker accommodation.

A letter rack is provided for Association Officers to deposit correspondence for members to collect, and for members to leave addressed envelopes for collection. Urgent and personal correspondence will normally be handed to members or posted to their home address.

Club telephone number is 01626 863584. A book nearby lists member's name, address and telephone number. An honesty box is provided; please pay a reasonable sum for your call. Calls which are strictly club business do not require a payment.

The provision of refreshments, tea and coffee, for matches, is organised through a rota of all members, men and women. The Ladies' Section Committee draws up the rota.

Association regalia are available to members.

Members may display "For Sale" notices provided they use postcards for the purpose and seek permission from a member of the Council, who will sign the bottom right hand corner of the card.

Association premises may be hired by bowling clubs and organisations connected with bowling activities for events organised for the benefit of their members. A representative of the managing body of the club, or organisation should make enquiries, to the Match Secretary of the Association.

A suggestion box is available at the club at the end of Rink I for members use, Constructive comments are welcome and will be considered by Council providing they are signed.

A maintenance schedule book is provided for members to record any building or equipment maintenance requirements that they consider essential. Entries will be considered by Council and suitable action taken.

All bowlers are welcome at the Club. However, there are difficulties of access and facilities for wheelchair bowlers. Visiting wheelchair bowlers should receive warning of this so that the difficulties are overcome as far as possible.

Subject to observing Association byelaws and rules, every member is entitled to use the club and all the facilities therein. In addition, every member who has paid the current year's subscription, and is not a debtor to the Association in any respect, is entitled to vote at General Meetings.

MEMBERSHIP CONDITIONS

Membership is open to the whole community and the Club actively promotes participation in bowls, and provides coaching for all levels of skill, from beginner onwards. New applicants are accepted at a Council meeting and will only be refused for exceptional reasons. New members are encouraged to take part in play at whatever level they commence, and helped to improve, by coaching and/or playing in competitive games.

The candidate must provide the information required on the application form and sign an undertaking to observe and comply with the rules and byelaws of the Association if accepted.

Any new member serves a probationary period equal to the duration of the year in which he/she joins. A candidate for membership of the Association must be proposed by an existing member and seconded by another. An application from a former member who owes money to the Association, or from a former member who was asked to resign, or from a candidate who has had an earlier application refused, is unlikely to succeed, if the candidate is advised of acceptance, or provisional acceptance, as a member, he/she will be invited to pay the annual subscription, and joining fee, and enjoy the benefits of membership immediately. In the event of not being accepted, the candidate will be informed, and if a subscription has been paid provisionally, it will be refunded. If the membership of the Association is fully subscribed the name of each successful candidate will be recorded on a waiting list.

If a former member applies to return, and is accepted, within five years of leaving, he/she will not be required to pay the joining fee.

A member may resign at any time by letter addressed to the Association Secretary and that member's subscription will be refunded in proportion to the length of that year's membership. If a member is asked to resign by the Council, a proportion of the annual subscription may be refunded, at the discretion of the Council.

Every candidate's name and address will be displayed on a club notice board, for at least two days, before the Council considers membership. At the discretion of the Council enquires may be made at any other bowls club at which the applicant is, or was, a member.

Members should notify any change of name or permanent address to the Membership Secretary promptly, so that records can be amended to comply with the Company Act: and the information in the book of members' details (by the telephone) can be kept up to date.

Annual subscriptions are due and payable by 1 August each year. The Membership Secretary will write to members at their last recorded address before 1st August to notify the rate of subscription, to give information about any administrative changes for the new season (including changes for competitions and other games) and to invite members to renew their membership. Until the subscription is paid, and after 1st October, former members will have no right to play bowls or use club facilities except as an invited guest.

The membership of anyone who owes money to the Association will be reviewed if payment is not made by any date notified in writing to that member.

Any member who owes money to the Association will not be invited to renew their membership. However, if such a member asks for his/her membership to be renewed the Council will consider the request and may approve it (but will not be obliged to do so) if the debt is cleared by a payment of the amount outstanding plus a penalty charge of £5.

OPENING AND CLOSING TIMES Club premises will open no earlier than 9am and will close no later than 11.30pm except on special occasions or when it is necessary to complete competitions or special matches.

Juniors (less than eighteen years of age) must be accompanied by a parent/guardian or a qualified coach and/or an adult club member, subject to compliance with the Safeguarding regulations.

No Animals of any kind, other than dogs, will be allowed into club premises. Dogs are to be leashed and not to enter the rink area, kitchen or upon any furnishings. Should a dog become a nuisance it is to be removed from the premises by authority of the senior member present such as the Steward of the day, Officer or a Member of Council.

The Association will not accept responsibility for any loss or damage to personal property, clothing or articles taken into or left in club premises, nor for any injury sustained by any person whilst using the premises or facilities. This includes personal effects in the lockers hired by members.

DRESS Members' dress and that of their guests must be clean, neat and tidy. For bowls matches the type, style and colour of clothing specified by Section committees or in competition rules must be observed. Every player must wear an approved style of bowling footwear when on the rinks and should avoid treading on rink surfaces when not playing bowls.

Food, drink and other liquids of any sort are banned on the rinks. Running is not allowed. Smoking in any part of the club is forbidden.

Notice of intention to deliver a firing shot must be given to all players who might be affected. This will minimise disruption to play on other rinks and reduce the risk of injury.

Members should maintain the standards of behaviour normally associated with a well run and orderly club. They should ensure that their guests do the same. Conduct causing, or likely to cause, offence or embarrassment to other members, guests or visitors may lead to formal disciplinary action.

Members will be asked to repay the cost to the Association of making good any damage resulting from unseemly behaviour or through infringement of the byelaws and rules, by themselves or their guests. Any such financial obligation will affect a member's prospect of continuing membership if it is not met, and may do so if it is.

Until the subscription is paid, and after the 1st of October, former members will have no right to play bowls or use club facilities except as an invited guest.

The membership of anyone who owes money to the Association will be reviewed if payment is not made by any date notified in writing to that member.

GUESTS Members may bring guests to the club, but not including anyone who has been expelled or had an application for membership declined. Every member and guest must pay the appropriate green fee before stepping on to the rink to play bowls.

Appendix A NOTES ON DUTIES IN TEAM GAMES

The Skip is in charge of the rink. All advice and instruction from a skip should be heeded, and decisions accepted immediately as final.

The No. 3 must have a chalk and a measure. If playing "3s up" he/she stays on the green behind the head. The side not holding shot wood(s) measures and places the woods together for counting. Each No. 3 indicates the result to the skip by patting the opposite upper arm for each shot, then raising one arm if the end was won, or dropping an arm if the end was lost. The No. 2 should be told the result.

The No. 2 keeps the scorecard up to date and, if playing at home, adjusts the scoreboard.

The No.1 places the mat and delivers the jack to the place indicated by the skip. The skip may, at any time indicate where he/she wants the mat to be placed.

The players 1 & 2 should not impede the head, or attempt to influence the decision on number of shots scored: that is the responsibility of the 3s.

ADVICE TO PLAYERS 1, 2 and 3.

Always remain behind the mat when another player is playing.

Be ready to bowl with wood in hand (or jack if No.1) when it is your turn to bowl.

Stand on the mat long enough to find out which way the skip wants you to bowl.

When on the mat watch for the skip to indicate how far in front, or behind, the jack your wood came to rest.

Players at the head should not move about when another player is on the mat.

ADVICE TO SKIPS

It is not necessary to tell team members that their green was too wide or too narrow: they can see that for themselves.

Observe the rule of Possession of the Rink by telling your players how far in from a behind the jack their bowl came to rest, once your player returns to the mat.

Indicate whether you want a forehand or backhand delivery as soon as your player stands on the mat.

Do not look glum or criticise if your teammates are bowling badly. They are trying and are probably just as annoyed as you are with the results; it happens to everyone at times. Grin, bear it, and try to encourage them.

ADVICE TO ALL PLAYERS

Constant talking, whether to woods or to other players, and excessive noise are distractions, which are not welcome to anyone: they should be avoided. Quiet conversation in moderation is acceptable if other players' concentration is not affected.

Do your job on the rink to the best of your ability and never interfere in another player's duty, especially measuring and deciding the tally of shots won or lost.

Consider carefully before deciding that a firing shot really is necessary. Within the confines of a rink hall firing can be distressing for others and cause apprehension about the possibility of being injured. Before firing, warn all players at the Head on your rink as well as players on adjoining rinks at that end.

Appendix B. ROLL UP SESSIONS

The maximum number of players allowed on the rink is 24.

The Steward appointed for the session is entitled to be included in the first twenty- four names and to play if he/she wishes. The first slot on Roll Up sessions is reserved for the steward.

All players up to the total of twenty-four players must be included in the make up of rinks even if this means playing with an odd number on one side.

Entitlement to play will be determined by the order in which names appear in the booking register. A player whose name appears before another will have priority, as will a member before a guest.

From time to time, the number of advance bookings per player may be restricted so that all members have chance to play in Roll Ups. A notice of any restriction in force will be inserted in the booking register.

Appendix C RULES FOR MEN', LADIES' & MIXED LEAGUES

All players must have paid the current year's Full Membership annual subscription.

Entries for all leagues must be submitted in accordance with the instructions on the official entry form by 1st October each year. The appropriate fees must accompany entries for each member entered. Forms submitted without fees may be ignored. Four names should be entered for the Mens' Fours, three for the Mens' and Ladies' Triples and two for Mens' and Mixed Pairs.

If entries exceed the maximum that can be accommodated in the playing time available the appropriate Section Committee will decide by a draw which entries will be included. As an alternative, if entries exceed the maximum that can be accommodated, the appropriate Section Committee shall, if there are sessions vacant and available, arrange a chart to accommodate the excess.

Substitutes will be allowed, and they may play for any number of teams throughout the season, but only for one team on three occasions. A list of the substitutes available will be on the notice board and must be selected from that list. Over 55 team substitutes must be over 55 years old on the preceding FIRST of October.

Not more than two substitutes will be allowed in a Fours or Triples match and only one in a Pairs match. In the case of a Mixed Triples match, the substitute can be of either sex but the team must still be mixed. Substitutes are not allowed to skip except in Pairs matches. If a team uses an ineligible substitute and wins a match the opposing team will be awarded two points and five shots. If both teams include ineligible substitutes, no points or shots will be awarded to either side.

If a member of a team has to permanently leave a team, then, with the prior consent of the Section Secretary, a replacement can be included for the rest of the season.

If a Fours is one player short the game may be played but the score of the deficient team will be reduced by 25% to determine the result of the match. All fractions in the calculation will be rounded up, ie, scores of 9, 10, 11 or 12 would be reduced by three. Full rink fees will be payable. In any other case of team shortages the fixture should not be played.

All fixtures must be played on the date and at the time shown in the fixture list unless the Section Secretary, in exceptional circumstances, allows a match to be rearranged. The official start of matches will be determined by reference to the club clock. If a team withdraws from a league during the season, the results of all matches played by that team will be deleted from the league records.

Trial Ends are NOT permitted.

Mixed and Mens' Pairs Matches will be played at the time stipulated in the fixture list: the last jack to be delivered no later than five minutes before the scheduled time for the completion of the session. If the session following a league slot is empty, the time restriction does not apply, nor does it apply to matches played in the last slot of the day.

Mens' Fours and Mixed Fours will be a maximum of 21 ends, and Triples a maximum of 18 ends.

Score cards must be fully completed, showing the league concerned, the date, the teams number or letter, the names of all players and, if a substitute is used, the substitute's name followed by "sub". Incomplete cards will not be included for point in the league tables.

At the end of the match, scorecards, signed by the losing Skip, must be placed in the boxes provided.

Matches not played

If both teams default, the match shall be considered played with no points or shots being awarded to either side. The skips of each team will be responsible for paying to the Treasurer the amount of green fees lost through the match not being played.

If a fixture is not played, due to the non-appearance of one team, a walkover should be claimed by the other team's Skip, who will mark the scorecard "Walkover Claimed". The league secretary will award two match points and five shots to the defaulter's opponents. The defaulting team will lose five shots and the defaulting skip will be liable for the green fees of both teams.

Each week the League Secretary must notify the Treasurer or Cashier of the defaulting Skips concerned and the amount owed. The Treasurer will place a demand for payment within 14 days, in envelopes addressed to the Skips, on the club correspondence board.

If in any of the above cases the Skip concerned has not responded within 14 days, the Council of Management must be informed.

Any rink reserved for a league fixture, which is not played, may become available, if none of the players for the planned game wishes to use it.

The Skip is responsible for the management of his/her team at all times, which includes ensuring that the team is available to fulfil all fixtures at the appointed time on the correct date. If the opposing Skip agrees, a Skip who is able to make up his/her deficient team with eligible players, within fifteen minutes of the scheduled start of a fixture, may do so.

Appendix D RULES FOR NATIONAL AND COUNTY COMPETITIONS

Reservations may be made **ONLY** by the Secretaries of the Mens' and Ladies' Sections.

Reservations must be made within the session periods allocated in the Club fixture lists. For competitions which require, by their rules, a longer time to be allocated, rinks in the preceding roll-up session may be reserved to make up the extra time.

Any session designated in the fixture book for National competitions can be booked for members of either section. The Ladies' Section Secretary books sessions occupying Ladies Session. The Mens' Section Secretary books sessions occupying Mens' or Mixed Sessions.

If one National competition is to be played, that competition will have priority for choice of rink. If two or three competitions are being played at the same time, the choice of rinks will be decided by a draw.

Appendix E THE DUTIES OF LEAGUE SECRETARIES ARE

Check that all fixtures are played on the dates and at the times designated.

Check that the substitutes rules are adhered to.

Keep regular up to date results tables.

Refer all matters regarding permanent replacements to the appropriate Section Secretary.

Refer all matters regarding the rearrangement of fixtures to the appropriate Section Secretary.

As members of the appropriate Section Committee, attend all section meeting.

Appendix F THE DUTIES OF A ROLL-UP STEWARD ARE

If steward for the first session of the day: arrive in time to unlock the Club at least twenty minutes before the start of the session. **Check players** in against the booking register, and entering those arriving without booking. Collect the appropriate rink fee from members.

Collect the correct fee from visitors

Decide the rinks to be used and the number of players on each rink.

Ensure that all players are included in a friendly game.

Complete cashing up envelope fully and deposit it, containing the money, through the correct letter slot in the office door.

In appreciation of this voluntary work, the nominated steward for each session is allowed to play free of charge.