

Maiden Erlegh Bowling Club, Beech Lane, Earley, Reading RG6 5PT



Men's Section Committee
Handbook

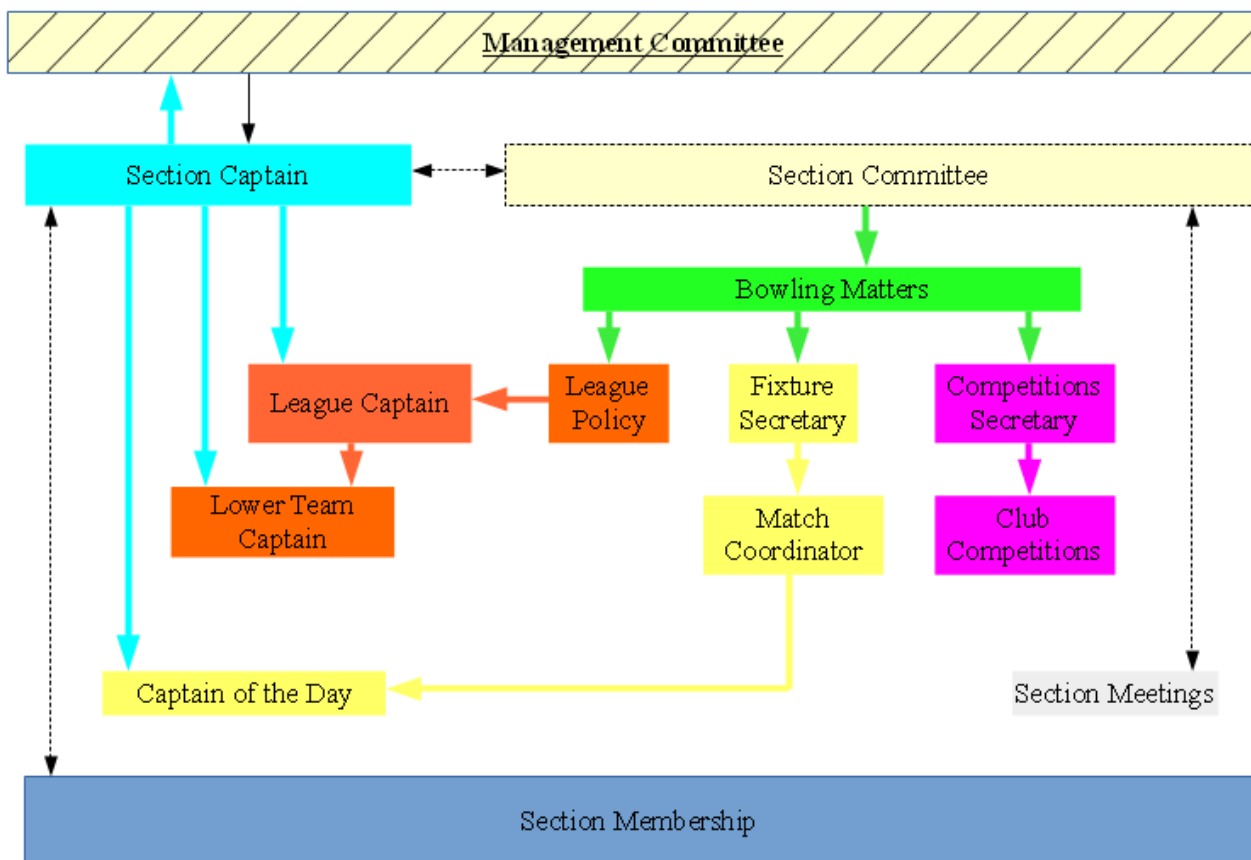
Men's Section Committee Handbook

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Men's Section Committee Handbook

Section Structure

The flow chart and notes below describe the management structure of the Section.



Management Structure

- The Men's Captain is an officer of the club and as such represents the section on the Management Committee. The Men's Captain will ensure the Section Committee is convened to meet at appropriate times in order to deal with all Bowling Matters through the year.
- Bowling Matters are referred to in the Constitution under the responsibilities of the Section Committees. These responsibilities include the administration of Competitions, the administration of Leagues, the arrangement of fixtures and arrangements for the Section Annual Meeting but not any matter that falls under the remit of any of the Support Teams.
- The Men's Captain has seniority over all other section captains.
- Where there is more than one team in the same league, the captain of the A Team will be the League Captain. Each lower team will have a captain but the League Captain will have seniority over the lower team captains.
- The membership will address any bowling matter issues directly to the Men's Captain.
- The Men's Captain will consider and if appropriate act on any suggestions from the membership and report back to the member concerned. Alternatively the Men's Captain may refer the matter to the Section Committee.

Section Committee

The Men's Captain will ensure the Section Committee is convened to meet at appropriate times in order to deal with all Bowling Matters through the year.

The Section Committee consists of the:

1. Men's Captain
2. Men's Vice-captain
3. Men's Fixture Secretary
4. Two section members

One of the members would usually be expected to act as Competitions Secretary.

Other members may be co-opted onto the Section Committee but only after approval is given by the Management Committee.

Business of the Section Committee

The business of the Section Committee is defined in the Constitution as follows:

To take responsibility for the arrangement of all the men's games and activities.

In co-operation with the Ladies Section sub-committee to make suitable arrangements for all mixed games and activities.

These responsibilities are more generally known as 'Bowling Matters'. This does not include any matter that falls under the remit of any of the Support Teams but does include:

- a.* The administration of Competitions.
 - a) The Section Committee will:
 - b) Liaise with the men's Competitions Secretary to review the men's and mixed club competitions and rules.
 - c) Ensure any publications, including those on the club's website are updated.
- b.* The administration of Leagues.
 - a) To review the policy on League Administration.
 - b) To ensure the appointment of team captains.
 - c) To ensure all league fixtures are fulfilled.
 - d) To ensure any publications, including those on the club's website are updated.
- c.* The arrangement of fixtures.
 - a) To ensure all friendly fixtures are fulfilled.
 - b) To review the policy on the Captain of the Day system.
 - c) To ensure any publications, including those on the club's website are updated.
- d.* The arrangements for the Section Meeting(s).
- e.* The Men's Captain and Vice-captain will liaise with the Ladies Captain and Ladies Vice-captain when making arrangements for mixed matches or any other matters that affect both sections.

Meetings

Section Committee Meetings

The Men's Captain will normally chair the meetings of the Men's Section Committee. Minutes will be taken of all meetings. A copy of the minutes must be sent to the club Secretary.

- **The first meeting** will normally be held in January soon after the AGM. The business of this meeting will be to:
 - a) Review the Section Committee Handbook.
 - b) Review the previous club competitions.
 - c) Discuss any future plans.
 - d) To consider those members for selection into the league squads.
- **The second meeting** will normally be held in February. The business of this meeting will be to:
 - a) Continue the selection process of the league squads.
 - b) To discuss any other items of business.
- **The third meeting** in March will finalise matters before the start of the season.
- **A subsequent meeting** to be held a fortnight or so before the Men's Annual meeting to discuss any proposals to be put to the membership.
- **A final meeting** to discuss any items to be put, via the Management Committee to the AGM.

Section Annual Meeting

An annual meeting will be held during September before the end of the season, usually on the second Thursday. A quorum shall be one third of section members. Where a vote is taken a majority of those attending the meeting will be required to adopt any proposal.

If any significant changes proposed by the Section Committee are to be made to the management structure of the Section, the Section Committee Manual or any other significant change affecting the Men's Section any proposals from the Section Committee will be circulated to all section members and presented at the section meeting where a vote will be taken.

The business of the meeting will be to:

1. Receive reports from:
 - a) The captains
 - b) Competitions Secretary
 - c) County Delegate
2. Discuss and vote on any proposals from the Men's Section Committee.
3. Seek nominations for the Section Committee.
4. Seek nominations for the team captains and vice-captains.

Time will be allocated at the meeting for an open forum where members will be able to:

- a) Raise any matters of concern.
- b) Make suggestions for improvements or changes.
- c) Any matter raised will then be considered by the Section Committee and where necessary a proposal will be put to the Management Committee. Before doing so the Section Committee may if necessary consult the section members.

Men's Section Committee Handbook

Captains

Men's Captain

The Men's Captain is an officer of the club and as such represents the section on the Management Committee. The Men's Captain:

- Will ensure the Section Committee is convened to meet at appropriate times in order to deal with all Bowling Matters through the year.
- Will usually chair the meetings of the Men's Section Committee.
- Has seniority over all league captains.
- Other Duties of the Men's Captain – **See Appendix A**

League Captains

A League Captain will be appointed to organise the league squad(s)

- Where there is more than one team in the same league, the captain of the A Team will be the League Captain.
- Each lower team will also have a captain.
- The League Captain will have seniority over the lower team captains.
- Duties of the League and Team Captains – **See Appendix B**

Vice Captains

Vice Captains will deputise for; and assist the captain when needed.

It is hoped that vice captains will act as understudy to the captain with view to eventually taking on the post of Captain.

Captains of the Day

Systems have been used in the past where other non-elected members occasionally organise matches when a captain or vice-captain is unavailable. The captain-of-the-Day system for the Mixed Weekend matches has been particularly successful and has the benefit of:

- Easing the workload of the Men's and Ladies Captains; and
- Giving more members the experience of organising and taking a match;

For each of the Mixed Weekend fixtures a wallet is provided which contains all the necessary paperwork, including guidance notes, which the captain-of-the-day will require to organise and run the event. The Guidance Notes are shown in Appendix C and D.

A volunteer member working as the Match Coordinator is needed to create the paperwork from templates and collate the items into each match wallet.

Men's Section Committee Handbook

Competitions Secretary

The men's and ladies competition secretaries form the Competitions Committee and jointly administer and organise the club competitions.

The Men's Competitions Secretary is usually a member of the Men's Section Committee and will advise the committee any changes to the men's competitions and also any proposed changes to mixed competitions.

Competitions are arranged on a 'Play-on' basis where the date of the competition is specified or a 'Play-by' basis where each round must be completed by (and including) a specified date. However, the Finals are usually always specified and played over a weekend.

Note that Management Committee approval will be required for any competitions or changes, which involve sponsorship.

Appendix F lists the men's and mixed club competitions and other regular bowling events.

County Delegate

A member of the Men's Section is elected at the Men's Annual Section meeting to act as County Delegate.

The delegate will be expected to liaise with the Men's Section Committee to advise of any matters and seek club policy.

The delegate is invited to attend county meetings, usually two per season, and the County AGM which is usually held in November.

The delegate will represent the club and vote when needed according to club policy.

The delegate will usually receive the County Handbooks for the club at the pre-season meeting.

The delegate receives reports and information from the County through the year as well as any notices which may need to be displayed on the club's 'County Noticeboard'.

Fixtures Secretary

The Fixtures Secretary is responsible for arranging the fixtures for the whole season.

The task involves liaising with the Men's Section Committee, the Ladies Fixture Secretary, the Men's and Ladies Competition Secretaries and the Fixture Secretaries of opponent clubs.

- Where possible the same fixtures are held at the same time each year.
- When fixing dates for the KLX A Team matches these will where possible be on Friday afternoon as it is important not to clash with the county club competitions (Double-Fours and Club Championship).
- When fixing dates for the KLX B Team matches these will where possible be on Thursday afternoon as it is important to be able to make best use of the 'Play-up' rule and not to clash with the A Team matches.

Competitions

Arrangements

The Men's Competition Secretary will organise the men's club competitions and in conjunction with the Ladies Competition Secretary will organise the mixed club competitions.

- Entry to most club competitions is made via a form which is usually distributed with the Membership Renewal documents.
- Entry to County competitions is made via a form which is usually displayed on the County Noticeboard at the end of the season for the following year.
- Entry fees for both types of competitions are usually paid with the annual renewal subscriptions.

For a list of men's and mixed club competitions – See Appendix E

Automatic entry into County Competitions

It should be noted that the winner of:

- The Men's Singles Championship competition will automatically be entered (and paid for by the club) into the County Men's Singles Champion of Champions.
- The Men's Two-Wood competition will automatically be entered (and paid for by the club) into the County Men's Singles Two-Wood Champion of Champions.

Representative Matches

The club also enters the following County Competitions:

- Mixed Double-Fours
- Club Championships
- Men's Double-Fours

Sponsored Competitions

The creation of sponsored competitions and any changes to the rules of sponsored competitions will need approval by the Management Committee.

For the Competition Rules – See Appendix F

Note:

It is not wise to publish rules 'set in stone' for Fixed Day competitions as a degree of flexibility is necessary. It is sometimes necessary to tweak them from year to year according to the number of entries received.

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Team Selection

Men's friendly matches

The Men's Captain or in his absence the Vice-captain will normally select the teams.

When making the team selection:

- Priority will be given to those on 'Opening-up Duty'.
- If oversubscribed, reference will where possible be made to the Match Record file in order to give members a fair number of games through the season. Reference should also be made to those who regularly play in league matches.
- Team members will be assigned rink and play positions.

Mixed Friendly matches

The Captain-of-the-Day will select the team.

When making the team selection:

- Please be aware that some couples will only play at the same time as each other.
- Priority will be given to those on 'Opening-up Duty'.
- If oversubscribed, reference will where possible be made to the Match Record file in order to give members a fair number of games through the season. Reference should also be made to those who regularly play in league matches.
- Team members will be assigned rink and play positions.
- When appointing playing positions where possible both the Ladies and the Men's sections will be evenly represented.

League matches

The team captain will select the team players on a weekly basis according to the policy detailed under League Administration (Appendix H).

Team members will be assigned rink and play positions.

The League Captain may intervene if there is a shortage of players in any team.

Representative matches

The Men's Captain and the Vice-captain will normally select the teams for the representative matches such as the County Double-Fours and the County Club Championship.

Selection will be made in order to field the strongest team.

Mixed Representative matches

The Men's Captain and the Vice-captain will liaise with the Ladies Captain and Ladies Vice-captain in order to select a team for the representative matches such as the County Mixed Double-Fours.

Selection will be made in order to field the strongest team.

Men's Dress Code

It should be noted that control of the Dress Code is under the remit of the Management Committee. Any proposed changes, even if agreed by the majority of section members, can only be made with the approval of the Management Committee.

The dress code is shown in **Appendix G**.