

POLICIES and PROCEDURES
of the
OXNARD-JOSLYN LAWN BOWLS CLUB
July 15, 2017

(Rules and descriptions to facilitate the day-by-day operation of the club.)

A. CHANGES TO THE POLICIES AND PROCEDURES

Changes may be made by a majority vote of the Board. These changes should be proposed in writing with copies to all Board members before consideration unless it is considered an emergency by the President. When adopted, copies should be made available to members, and the official clubhouse document updated by the Secretary.

B. APPOINTED POSITIONS

The President appoints a voting member to the following Committees or Activities during the year. All Appointees should attempt to designate alternates to act in their places when they are not available. The President should be kept advised of who these alternates are. Appointees should keep the Board and the Members abreast of developments and encourage participation in activities related to their function.

COMMITTEES/ACTIVITIES:

- 1) BUILDINGS: oversee condition of Club buildings and facilities except the green.
- 2) GAMES: arrange all regular games on the Home Green except for days set aside for members to arrange their own games, cooperate with the Greenskeeper in selecting rinks available for play.
- 3) HOSPITALITY: arrange for refreshments at all visitations and other events.
- 4) PUBLICITY: develop economical ways to put the Club's activities before the public in a way that supports membership efforts.
- 5) TOURNAMENTS:
 - a. Southwest Division: formulate appropriate rules of play and other details. Coordinate with the Greenskeeper and Hospitality as needed.
 - b. In-Club and Fun Events: set schedules and coordinate help from Hospitality
 - c. Gold Coast League: coordinate with other members of the League
- 6) VISITATIONS: arrange the calendar of exchange Visitations in coordination with other clubs as well as the Greenskeeper. Keep a list of other club contacts.
- 7) WEBMASTER: update of the website with a record of events and other information on the site.
- 8) NEWSLETTER: periodically prepare a bulletin with club news, events and other items.
- 9) TELEPHONE: update recording of rink availability for play as recommended by Greenskeeper.
- 10) CARING: monitor attendance, determine if members are absent due to health problems, contact such members to express concern, get and send appropriate greeting cards, and update members on the above status.
- 11) MEMBERSHIP: provide prospects with Club information, refer them to an Instructor for lessons. Coordinate with the Treasurer on the collection of dues. Inform Webmaster of membership changes.
- 12) INSTRUCTOR: give instructions and provide practice for new members in rules and etiquette and insure that they have completed an insurance waiver and received a membership application when appropriate. Advise new members that they can use club bowls for up to 6 months, thereafter they must provide their own bowls.
- 13) SERGEANT AT ARMS: Assist in maintaining good order and decorum by removing persons who are out of order or disruptive.

C. GREENSKEEPER

The Greenskeeper maintains the Green and the greens keeping equipment, makes decisions about suitability of the Green and Rinks for play, communicates this information to those in charge of planning and play. Coordinates with the Oxnard City greens maintenance personnel.

D. PLAYING

- 1) CITY REQUIREMENTS: bowlers on Club facilities must sign an insurance waiver.
- 2) CLUB GAMES: the Games committee person of the day decides players positions based on their best judgment. Teams are usually selected by luck of the draw.
- 3) CLOTHING: white or cream garments must be worn for Visitations and Tournaments (except for Fun Tournaments), and are preferred for daily Club games. Flat soled shoes or sandals that meet the following criteria must be worn on the Green:
 - a. Smooth-soled, heel-less shoes shall be worn. (No thongs or sandals without heel straps.)
 - b. Either have no tread or a shallow tread less than 1/4 inch deep
 - c. Are made of soft material (bendable between the front sole and heel) For example, rubber is fine but wood is not.
- 4) SMOKING: not permitted anywhere within the Club grounds or buildings.
- 5) PETS: if restrained on a leash they are allowed on the walk and deck. They should not become a distraction to players during play.

E. DUES, ASSESSMENTS and FEES

- 1) Students have up to 30 days after their instructors declare them ready to bowl to become a member. They must be approved for membership before they can continue to bowl.
- 2) New members shall pay annual dues of \$150.00. The rate decreases \$10.00 per month beginning in February.
- 3) Continuing members pay dues by Dec 1. If dues aren't paid by January 1, the delinquent Member cannot participate in any Club activity until they are paid, unless other arrangements have been made with the Treasurer or the President.
- 4) A Young Adult member dues shall be 50% of the Active Member annual dues if they are at least 18 but not yet 25 years old on January 1st of the year for which they are paying dues.
- 5) Amounts of dues for Active and Associate Members, as well as Visitors fees, shall be reviewed and set by annual Board action.
- 6) Assessments for specific purposes may be set by the Board.
- 7) Current Dues and Fees
 - a) Active Membership = \$150/year
 - b) Young Adult Member = 1/2 of Active Member dues
 - c) Associate Membership = \$ 40/year
 - d) Associate Member bowling fee = \$ 5/bowling day
 - e) Visitors Fee = \$ 2/bowling day or \$10/month
- 8) Club Payment Schedule for Member Dues and Fees for SWD and City of Oxnard. These payments will be made from February through September each year. Recommended reporting/payment schedule is in February, then June and finally September. No more payments will be made that year.

F. MISCELLANEOUS ITEMS

- 1) The Club will reimburse Gold Coast League members for gasoline at the rate of \$10 per car for 6 visits, two cars to either Santa Barbara or Mackenzie Park, not to exceed \$120.00 per year.
- 2) The Club will pay up to \$50 for prizes and decorations for each Fun Event.
- 3) The Club will provide \$100 for food for each of the Ralph Ecton Triples Tournament and the Amador Martinez Triples Tournament.
- 4) Visitation organizers will be reimbursed up to \$100.00 per Visitation at Oxnard.
- 5) Each person not bringing a Dish (food) for Visitation or Fun Days will pay the required fee.
- 6) The Club will pay for both men's and women's Active Member membership dues in BowlsUSA and the SWD. If there are Young Adult Members or Honorary Members that will participate in Division tournaments, their names and dues should also be included.