

Oak Bay Lawn Bowling Club

# Policy Manual

Revised June 2011

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# Club Rules and Policies

**1. *Laws of the Sport.***

The Laws of the Sport of Bowls, as approved by the World Bowls Board, shall govern all Club games and matches, except for those that are purely social or recreational, for which special rules deemed necessary by the Games Committee are permissible.

**2. *Dress.***

Whites, creams or club colors shall be worn by players and markers in special club events, competitions and tournaments, other than those club tournaments specifically excluded from this rule, such as the Carnarvon and Campbell Cups. When shorts are worn they shall be walking shorts only. Flat heel-less shoes with a tread less than one-quarter inch deep shall be worn at all times on the greens. Wearing of whites will not be mandatory for novices during their first year of in-club tournaments or special days.

**3. *Practice Times and Casual Play.***

Subject to the availability of greens, practice is permitted at any time between 9:00 a.m. and dusk with the following exceptions. When space is available during competitions or regular draws, practice play will be permitted, subject to the approval of the Tournament Manager(s)/Draw Masters, but not for 30 minutes before or after the start of the games, and provided there is at least one rink to separate the competitors from the practicing players.

**4. *Green Mats (Ground Sheets).***

When the Greenskeeper decides that ground sheets shall be used they shall be moved at least once every six ends to further protect the green. Green mats must be used when any member is causing divots on the green.

5. ***Complaints and Suggestions.***

Complaints and/or suggestions should be made to the Executive Committee in writing, signed, and placed in the Anderson House office mailbox.

6. ***Consumption of Beverages.***

No alcoholic beverages may be consumed outside the clearly marked confines of Carnarvon House, as dictated by the Liquor Control and Licensing Branch of the Province of British Columbia, under the OBLBC Liquor License, #304373, April 1, 2011. Outside the Carnarvon House confines non-alcoholic drinks may be consumed in either plastic or foam containers.

7. ***Entry Lists and Player Responsibilities.***

When members sign up for a competition, except where shared entry is permitted, doing so shall be taken as an agreement to play in all scheduled games in that competition under the conditions set by the Games Committee. The sole responsibility rests with the player for ensuring that his/her name is entered on the sign-up sheets, or removed should s/he decide to withdraw.

***8. Personal Effects.***

Members who leave their bowls and other personal effects in the clubhouses - whether they are secured or not - do so at their own risk. The club does not accept the responsibility for the safekeeping of personal effects.

***9. Change of Rating.***

The Rating Committee, whose composition is confidential, is responsible to the President for adjusting the ratings of playing members to ensure, as far as it is possible, a proper balance of skills in club draws and competitions. This they do during the course of the season, drawing on their observations and experience.

Any member wishing to have his/her rating changed should make the appropriate request on a form for this purpose,

available in Anderson House. Players will be required to take an in-house course when promoted to Third or Skip. Members will be advised by the Player Development Chair of any change in their rating.

The colors of the four grades that appear on members' name tags are:

- Blue – Skip
- Red – Third
- Green – Second
- Yellow – Lead

**10. *Individual Fund Raising.***

Any organized activities at the club that require the use of the clubhouse, greens or grounds are subject to the approval of the Executive Committee. Any funds generated from such activities should be for the general benefit of the club and its members, with the exception of club sanctioned charities.

**11. *Winter Activities.***

Groups will provide their own coffee and tea when they wish to serve it. If equipment is needed for their group, the request should go through the Winter Activities Coordinator and then to the Executive Committee for approval.

**12. *Bar and Kitchen.***

Both bar and kitchen groups are provided with floats and forms to document expenses and income. These forms are submitted each month to the Treasurer. The bar float is for the purchase of liquor, non-alcoholic drinks and snacks that are available for all members on special occasions when the bar is scheduled to be open. The purchase of snacks is the responsibility of the House Committee. The bar will be open for special events and tournaments during lunchtime, following the last game of the day and after evening tournament play. It will also be open after the Friday evening draw. The Executive must approve any change in the bar or tea day prices.

**13. Rental of Club Facilities.**

In accordance with the terms of the club lease, an Oak Bay non-profit organization may rent the club facilities at the discretion of the Executive Committee. The minimum rate is \$100 for a two-hour period.

**14. Facility Usage by a Member.**

The Club makes its facilities available on condition that:

- a) The group using the facilities is one to which a member belongs or has affiliation, or which the member is prepared to recommend.
- b) The member involved is present at the event, and takes supervisory responsibility for care of the facilities.
- c) OBLBC accepts an honorarium for use of the facilities to help defray the costs of usage.
- d) Under normal circumstances use of the facilities by an outside group is approved by the Executive Committee or at a minimum by the President and at least one other Executive member.

**15. Tournament Policy**

Any request that the OBLBC host or offer to host any tournament which would close the club green(s) to our general membership for any period of time, must be referred to the general membership for approval before being agreed to by the club Executive Committee.

**16. Ecological Policy**

The OBLBC will do everything possible to maintain its greens and buildings in an eco-positive way. This includes but is not limited to:

- a) Choosing the most ecologically sound methods of maintaining beautiful grounds, greens and buildings.
- b) Limiting the use of pesticides, herbicides and other toxic substances on the grounds and greens and in buildings.

- c) Making the most effective and efficient use of natural and other resources in maintaining the greens, grounds and buildings, e.g., water, fuels, electricity.
- d) Recycling resources of all kinds and encouraging and supporting members to think and act in ways that conserve and recycle in every way possible in the OBLBC.

# Personal Information Protection Act: Policy and Procedures

The OBLBC is subject to the B.C. Personal Information Protection Act (PIPA). This document sets forth the practice, policies and procedures which OBLBC and the Executive member responsible for its compliance with the PIPA shall follow. The Act requires that policy and practices shall be what a reasonable person would consider appropriate for the circumstances to allow OBLBC to fulfill its obligations to Bowls BC (BBC) and Bowls Canada Boulingrin, (BCB).

## ***Information Collected.***

The information collected for each member shall be limited to the following:

- (a) First name (or nickname) and surname.
- (b) Home address including postal code.
- (c) Home telephone number.
- (d) E-mail address (optional).
- (e) Date joined.
- (f) Emergency information.
- (g) Date of birth.
- (h) Signed release to permit OBLBC to provide name and phone number to BSI and OBLBC Rosters.

No other information is deemed relevant for the proper functioning of OBLBC.

## ***Use Made of Information Collected.***

As of January 2005, and until further notice, the following are the uses to which the information shall be put.

- (a) Communication with members by the Executive and other appropriate members of matters relative to the operation of the OBLBC.
- (b) Registering members as required with BBC and BCB. Addresses released to these organizations for members will be the OBLBC address only.
- (c) Publishing a membership list of names, phone numbers and e-mail addresses which shall be available to all club members for the purpose of permitting them to contact each other for personal (i.e., NOT commercial, professional, soliciting or similar reasons). A member may request in writing that no information other than his or her first name and surname be included in the membership list, provided it is understood that it may be made available to the Executive for the purposes set forth in (a) and (b) above.
- (d) For such other purposes as may be approved by a member's signed release from time to time.

***Member's Confirmation or Provision of Information and Consent.***

Upon membership renewal in April of each year, every member shall confirm to the Executive member responsible for membership records the accuracy of the information collected by the OBLBC pertaining to him or her. This information may be either written or oral. The Executive member responsible shall in either case, record it. A consent form will be submitted annually as to the use of member's name and phone number.

Any individuals joining the OBLBC other than in April of each year shall give the requisite information at the time of joining and shall confirm it in the April next following and thereafter in the manner above.

***Security of Information.***

Only the member of the Executive responsible for membership records may retain, maintain, update or change personal information provided by members. This member of the Executive shall ensure that it is not released to any person or persons except as permitted herein or as otherwise required by law.

Records may be retained in either or both written or electronic form and may be made available to those entitled to receive them in either form.

Any member misusing information may be subject to expulsion from the OBLBC under the terms of its constitution and bylaws.

***Retention of Information.***

OBLBC maintains information to preserve its history. The names of members in each year may be maintained. However, the remaining information shall be deleted from the records when a member leaves the club.

***Processing of Access Requests, Inquiries and Complaints.***

All requests for the changing, amendment or correction of personal information shall be made, in the first instance, to the member of the Executive responsible for membership records. Such requests may be in written, electronic or oral form. Upon receiving such requests, the records shall be changed as requested within a reasonable time.

Any inquiry as to the content of information shall also be directed the Executive member responsible for Member Services.

If a member is not satisfied with the response to a request or inquiry made in accordance with this section, he or she may state their complaint in writing to the Executive Committee who shall then be responsible for the satisfactory handling of the matter.

***Privacy Administrator.***

An OBLBC Privacy Administrator shall be appointed by the Executive Committee. This Administrator shall be the person responsible for the compliance by the OBLBC with the provisions of the Personal Information Protection Act and the Regulations made from time to time.

The OBLBC's Privacy Administrator shall be the Club Member Services Chair, provided that the Executive may designate some other person as Privacy Administrator in his or her place or stead. This Administrator shall be responsible to the Club for ensuring that the format of information collected and records maintained by the Club is adequate to enable it to meet its obligations under the Act.

***Personal Information Protection Background.***

The Personal Information Protection Act (PIPA) of British Columbia came into effect on January 1, 2004. It is similar to legislation in several other Canadian provinces. It applies to almost all private sector and any other non-government organizations.

The basic concept is to give individuals control over their personal information, the right to ensure that the information is correct and maintained updated, and some control over the manner in which it is used. It also recognizes the need of the entities to which it applies to use the information collected for purposes, which are reasonable and appropriate for the carrying out of its purposes or objects.

"Organizations" as defined by the Act include an unincorporated association and a not for profit organization. Either of these descriptions can be, and are interpreted by the Office of the Privacy Commissioner to include lawn bowling clubs and Associations.

The Privacy Commissioner is an independent official responsible to the Legislature for the administration of the Act and has the appropriate powers to enforce compliance with the legislation.

Each organization to which the Act applies is required to have an appropriate policy, which is properly administered, and about which members are informed. It also requires that an individual or individuals be designated who are responsible for compliance with PIPA.

## Complaints and Grievances: Policy and Procedures.

In the event that a complaint is made to, or a grievance lodged with the executive Committee by a member against another member, it is important that it be dealt with in a prompt and fair manner.

In such a situation, both the complainant and the respondent should have the benefit of a clear, fairly conducted and impartial process that affords them both an opportunity to air and resolve their differences. At the same time, the process must permit the Executive Committee to arrive at decisions about the situation in an effective, transparent, timely and fair manner.

The complainant should be asked to lodge the complaint or grievance with the Secretary in writing. A copy of this should be made available in full to the subject of the complaint or grievance as soon as possible, with a request to respond in writing to the submission within a week. Likewise the complainant should be provided with a copy of the response in full.

If further intervention is required the President should assign a person (or more than one person if necessary) to assess the situation and make a recommendation aimed at resolving the complaint or grievance. The person(s) selected should, if at all possible, be acceptable to both parties involved and be perceived to be fair, but need not necessarily be on the Executive Committee.

Full opportunity should be given to both the complainant and the respondent to voice their positions and to those designated to deal with the situation, preferable with both being present at the same time.

The assessor(s) should present a report to the Secretary at the conclusion of the proceedings, with recommendations for resolving the situation. The executive Committee should then decide what further action should be taken in light of these recommendations, if any, and inform both parties accordingly.

October 2006.

# Rating Committee: Terms of Reference

## ***Composition.***

1. The committee, whose composition shall not be made public, consists of:
  - a) A Chairperson, appointed by the President, and
  - b) At least three other members of the club in good standing selected jointly by the Chairperson and the President, at least one of whom shall be a certified coach.
2. Committee members shall be selected on the basis of having good judgement and a sound working knowledge of the bowling abilities of the club's playing members.

## ***Responsibilities.***

3. The prime responsibility is to rate each playing member in one of the following four levels, and colour-coding their name tag accordingly:

Skip –	Blue
Third –	Red
Second -	Green
Lead -	Yellow
4. To establish for each player a level – one or two – within each of the rating levels. These level ratings shall be maintained confidentially, and are used for placing players on randomly drawn teams in club tournaments.
5. A "Request for Re-Rating Sheet" shall be made available for club members on the notice board in Anderson House. Members who think that their rating should be changed can use this form to ask to be re-rated, supplying their reason(s) for the request, their name, tag number, current rating, and the rating requested.

## ***Meetings.***

At the call of the Chairperson, the committee shall meet as necessary during the season to re-evaluate players' ratings and levels.

## ***Reporting.***

The Chairperson shall be directly responsible to and report to the President. When a decision has been made to promote a player this shall then be transmitted to the Player Development Chair who will notify the player of his/her change of rating, and of the requirement to complete a workshop if the promotion is to either third or skip. Where a decision has been made to lower a person's rating without the player's request; the President shall meet with the player to discuss this.

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