

Part A
Club premises certificate

Club premises certificate number

PRM 0166

Club details

Name of club in whose name this certificate is granted and relevant postal address of club QUEENS ROAD BOWLING CLUB,	
Address THE MILLENIUM PAVILION, QUEENS ROAD,	
Post town ABERYSTWYTH.	Post code SY23 2HP
Telephone number 01570 493 543	

If different from above the postal address of club premises to which this certificate relates, if any, or if none, ordnance survey map reference or description	
Post town	Post code
Telephone number	

Where the club premises certificate is time limited the dates
--

Qualifying club activities authorised by the certificate SUPPLY OF ALCOHOL FOR MEMBERS AND GUESTS FOR CONSUMPTION ON THE PREMISES.

The times the certificate authorises the carrying out of qualifying club activities

MON-SAT: 1100-2300 HRS

SUN: 1200-2230 HRS

The opening hours of the club

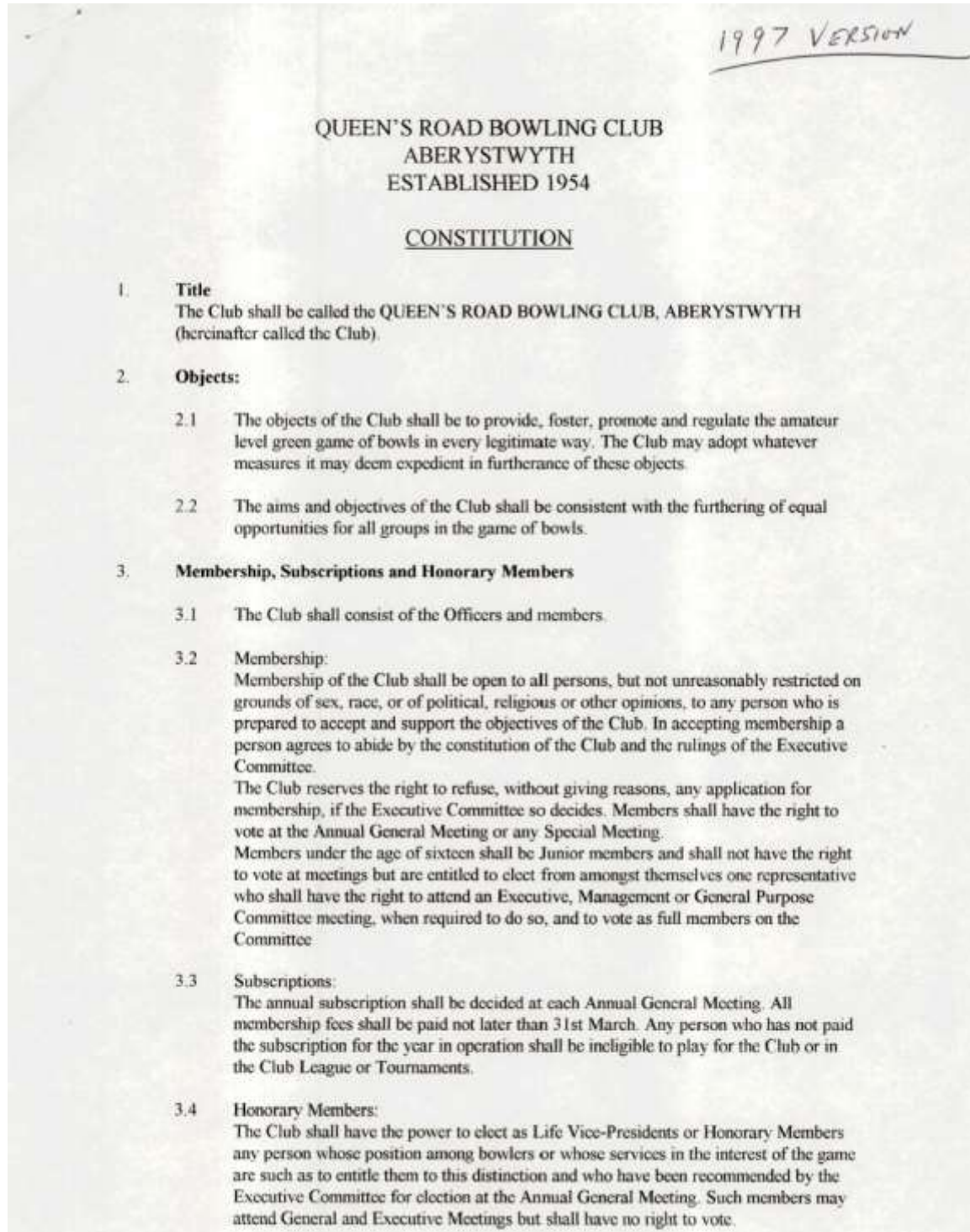
NOT RESTRICTED TO MEMBERS

Where the certificate authorises supplies of alcohol whether these are on and / or off supplies

ON SUPPLIES ONLY

Annex 2 - Conditions consistent with the Club Operating Schedule

Club Premises Certificate subject to embedded conditions converted under Section 40, Licensing Act 1964.



4. **Trustees**

- 4.1 The Club shall appoint 3 (three) trustees, who with the Officers of the Club, shall negotiate with the County Council any terms of a Lease on the Premises or Grounds at Queen's Road to be used by the Club.
- 4.2 The Trustees shall be responsible for ensuring that the terms of the Lease are adhered to, and agree after consultation with the Executive Committee, any new terms that may be required from time to time.
- 4.3 The Club agrees to indemnify the Officers and the Trustees for any liabilities, costs, claims or demands arising by reason of their negotiations with the County Council and by reason of the Trustees being the parties to the Lease with the County Council, providing that they act in Accordance with the constitution, in honesty and good faith.
- 4.4 In the event of the winding up of the Club, the Trustees shall be empowered to distribute the assets in accordance with Rule 8.6b

5. **Administration and Finance**

- 5.1 **Executive Committee**
The affairs of the Club shall be governed by the Executive Committee, all of whom shall be Club Members, which shall include President Chairman, Vice-Chairman, Secretary, Treasurer, Ladies Secretary, the Chairman of the Management and General Purposes Committees, along with three (3) Committee Members.. The retiring Chairman may attend Meetings for one year immediately following the year of Office, but shall have no right to vote.
- 5.2 The Executive Committee shall :-
 - a) be responsible for the overall control on all matters relating to the Club in accordance with the Organisation structure set out in Appendix A.
 - b) have power to fill any vacancy arising in respect of the Officers and Committee Members.
 - c) decide green and Tournament fees annually and decide upon other changes or subscriptions at its discretion.
 - d) have power to enforce the Constitution and to recommend a new rule, rescission or alteration of any existing rule or regulation.
 - e) hold a meeting at least four times a year.
 - f) may employ professional officers at its discretion.
- 5.3 Following upon the Annual General Meeting, the Executive Committee shall appoint the following sub-committees to meet as deemed necessary :-
 - a) a Management Committee that shall deal with the affairs of the Premises and Greens, the Bar and the Office.
 - b) a General Purpose Committee that shall consider all the affairs of Selection, League and Tournaments, Hospitality and Publicity.
 - c) the Selection Committees, which shall act independently but shall submit their recommendations to the General Purpose Committee as required.

Officers of these Committees have the powers to put into immediate effect any action which is required.

5.4 **Honorary Secretary:**
The Honorary Secretary shall keep a record of all business transacted at all Executive Committee meetings along with those of the Management and General Purpose Committees and at Annual General Meetings or Special General Meeting, and arrange to display a copy of the minutes in the Clubhouse. At each Annual General Meeting the Secretary shall submit a report of the year's work and activities. He shall deal with all correspondence and communications addressed to the Club and reply as necessary, bringing all to the notice of the appropriate Committee or fellow Officer.

5.5 **Honorary Treasurer**
The Honorary Treasurer shall keep proper accounts of all sums of money received and paid out by the Club. The Treasurer shall present at each Annual General Meeting a precise statement of the accounts, with regard to the receipts and expenditure for the past year, all duly audited by the Club's nominated accountants. The financial year shall end on 30th September.
The Lloyd's Bank Ltd., Aberystwyth shall be the Club's Bankers.

5.6 All monies raised by, or on behalf of, the Club shall be applied to further the objectives of the Club and for no other purpose.

5.7 **Lease:**
The Club authorises its Officers and Trustees to negotiate with the County Council the terms of a Lease of the premises and ground at Queen's Road to be used by the Bowling Club. The terms of any agreement between the Club and Tennis Club for use of premise or grounds shall be agreed as required.

6. Office Bearers and Committees:

6.1 **Election of Officers:**
At each Annual General Meeting the Club shall elect a President, Vice-President, Chairman, Vice-Chairman, Secretary, Assistant Secretary, Ladies Secretary, Match Secretary, Publicity Officer, Treasurer, Captains (2), and Executive Committee Members as required to maintain a compliment of three (3) Committee Members. The Vice-President, Vice-Chairman shall be President and Chairman in the following year.

6.2 Nominations for any of the offices listed in rule 6.1 shall be submitted to the Secretary seven (7) days prior to the Annual General Meeting. The Executive Committee only, will nominate members for the post of Vice-Chairman. Members of other Bowling Clubs may not be nominated as Officers or Committee members. No member may be nominated as Officer or Committee Member until that member has completed two consecutive years as a registered member of the Club.

6.3 In the event of two or more nominations being made for any of the posts listed in rule 6.1 the voting shall be a ballot (the method of balloting to be decided by the Chairman of the Club) but no election shall be valid unless decided by the majority of the votes of the members present.

6.4 **Committee Members:**
Executive Committee Members shall be elected for two years; their term of Office commencing as from the Annual General Meeting at which they are elected. Retiring Officers and Committee Members will be eligible for re-election.

- 6.5 **Attendance at Meetings:**
Any member of the Committee being absent from three consecutive meetings shall, unless the member sends a written explanation, to the satisfaction of the Executive Committee, shall cease to be a Committee Member and the Executive Committee shall be empowered to elect another member.
- 6.6 **Voting:**
The Secretary shall be a member of the Management and General Purpose committees and shall be entitled to vote thereat.
The Chairman shall be, if required, an ex-officio member of all the sub-committees, with the exception of the Selection Committee, and shall be entitled to vote thereat.
All Officers and Executive Committee members, as listed in Rule 5.1., present at any Executive Committee meeting may exercise one vote. The Chairman shall have a casting vote.
- 6.7 **Quorum:**
A quorum for the Executive Committee and Sub-Committees shall be made up of a majority of Committee representatives, other than Honorary Members.
- 6.8 **Property and Staff:**
Responsibility for all property leased or owned by the Club, and for the employment of paid staff and volunteers rests with the Executive Committee.

7. General Meetings

- 7.1 **Annual General Meeting Requisitions :-**
Notice of Motion:
The Annual General Meeting shall be held on the second Friday of November and thirty (30) members shall form a quorum for the presentation of the Annual Report and Statement of Accounts, Election of Officers, Committee Members, to decide the Annual Subscription and if necessary consider any Notice of Motion or other matter included on the agenda (see Rule 8.1) and requisitions submitted to the Executive Committee twenty eight (28) days prior to the date of the Annual General Meeting.
All members shall be entitled to vote at General Meetings of the Club and shall have equal voting rights, the exception being Junior Members (see Rule 3.2).
- 7.2 **Special General Meetings Requisitions:**
Notice of Motion:
The Executive Committee may at any time, or on receiving a requisition in writing of at least twenty (20) members (such requisition to specify the nature of the business to be discussed) convene a Special General Meeting. Every requisition shall be submitted to the Executive Committee who shall arrange to call a General Meeting within twenty eight (28) days of the receipt of the Honorary Secretary of such requisition(s).
- 7.3 **Notices and Agenda of General Meeting:**
The notice and agenda of General Meetings shall be available to Team Representatives for distribution to their playing members at least fourteen (14) days prior to the date of General Meeting.
- 7.4 **No business other than that specified in the notice of meeting shall be considered at any General Meeting.**

RULES

8. Rules

- 8.1 Amendment of Rules:
No rule of the Club shall be rescinded or altered, and no new rule shall be made until it shall be submitted to the Executive Committee and accepted by a majority of two thirds of members present at the Annual General Meeting. Notice shall be given in writing to the Honorary Secretary of the intentions of at least twenty (20) members to propose a new rule or the rescission or alteration of any existing rule twenty eight (28) days before the date of an Annual General Meeting.
- 8.2 Disputes:
All disputes arising on the green which require immediate attention, shall be referred to members of the League and Tournaments Committee then present whose decision shall be binding. All other disputes shall be submitted in writing to the General Purpose Committee and their decision shall be binding.
- 8.3 Interpretation:
Should any matter not covered by these rules or any question as to their interpretation arise the same shall be referred to the Executive Committee whose decision shall be binding until the next Annual General Meeting.
- 8.4 A copy of the Constitution, Rules and Regulations shall be posted in the Clubhouse.
- 8.5 Discipline and Appeals:
- a) The Executive Committee shall have the power to take appropriate disciplinary action against any member, and shall have the authority to terminate the membership of any member guilty of conduct deemed to be to the detriment of the Club.
 - b) There shall be the right of appeal to the Executive Committee, or an Appeal Committee set up by it to act on its behalf, against any decision made by an officer of the Club.
 - c) The appeal should normally be considered within fourteen (14) days of it being received by the Secretary.
- 8.6 Dissolution Procedures:
- a) The Club may be wound up on a resolution of the members, passed by a two-thirds majority at a Special Meeting convened for that purpose upon the request of twenty (20) members of the Club. At least twenty eight (28) days notice of the meeting shall have been sent to all members of the Club.
 - b) In the event of the Club ceasing to exist, and following the discharge of all debts and liabilities, the Trustees appointed by the Club, shall be empowered to see that any assets, including cash and investments in hand at the time of dissolution, become the property of the Cardigan County Bowling Association.
 - c) No member shall obtain any asset from the Club.

9. Complaints

All complaints shall be made in writing to the Honorary Secretary who shall bring them before the Executive Committee whose decision shall be final.

REGULATIONS

10. **League and Tournament Regulations**

- 10.1 All League and Tournament Regulations are those made by the Executive Committee, Welsh Bowling Association and the International Bowling Board.
- 10.2 **Completion Dates - Postponement of Matches:**
The General Purpose Committee shall decide dates for the completion of each fixture of all league and tournament matches and may postpone or re-arrange or adjust the dates of any particular matches as they deem expedient. They may also alter the time permitted for each round of any tournament in the light of any build-up of league fixtures, poor weather conditions or any other unforeseen circumstance.
- 10.3 **Fixtures:**
Players and Teams must play all matches in strict accordance with league fixtures and tournament schedules. Teams will forfeit their league matches and two (2) points and their opponents will be awarded the points should they fail to play in accordance with the date approved in the fixture list, except in circumstances when regulations 10.4 and 10.5 apply.
- 10.4 When a game cannot be played because of inclement weather the game shall be played in accordance with the decision of the League and Tournaments Committee. League teams may, however, agree a new date provided the League and Tournaments Committee is informed of the re-arranged date within three days of the date of the postponed match.
- 10.5 The postponement or re-arrangement of matches by teams, for reasons other than inclement weather, will not be allowed, but any team with two members at least engaged in the quarter finals onwards in W.B.A., Cardigan County Bowling Association Tournaments, W.W.B.A. and Mid Wales Womens Bowling Association Tournaments may postpone their match provided they inform their opponents not less than 48 hours before the scheduled fixture date. The Tournaments Committee shall also be informed of the postponement and the re-arrangement of the fixture must comply with rule 9.4.
- 10.6 **Resumed Matches:**
Where a match has commenced and is rained off the remaining ends shall be played in accordance with the decision of the Tournaments Committee. League teams may, however, agree a new date provided the Tournaments Committee is informed of the re-arranged date within three days of date of the postponed match.
- 10.7 **Deficiency of Players:**
Teams may commence their matches with three (3) players. The fourth player, however, may play, if able to do so, before the beginning of the fifth end, otherwise the team will continue with three (3) players.

- 10.8 If a team cannot field more than three (3) players for a League or Tournament Rink Match, the match may be played with that number of players but the offending team will suffer the loss of one quarter of the shots scored. When a team is playing with three players the leads and second player will be allowed to play with three woods. [
- 10.9 Substitution:
- a) In the resumed match only one substitute player will be allowed to the team that played in the postponed match (as under W.B.A. rule 62).
 - b) In the event of a player having to leave the green through illness or just cause one substitute player will be allowed. If no substitute is available the match must be postponed. The remaining ends shall be played in accordance with the decision of the League and Tournaments Committee.
 - c) A fifth player may play for Rinks, a fourth player for Triples, and a third player for Pairs, provided a notification is made known in writing to the League and Tournaments Committee. All such substitutes shall relinquish their position when the original player is available to play. A substitute may play in any position and participate in any round of the competition.
- 10.10 Bowls:
In all games all bowls shall bear the imprint of a current Official stamp and shall be placed on the bank for examination before play commences.
- 10.11 Disqualification:
The General Purpose Committee may disqualify any player(s) or teams from the League or Tournament if any player(s) or team(s) do not comply with the League and Tournament Regulations or for ill-mannered conduct on the Green.
- 10.12 Dress:
Members playing in the League or Tournaments shall:
- a) be correctly dressed at all times in a white shirt or blouse, Club or white pullover and grey trouser or skirt.
 - b) wear bowling shoes as approved by the Welsh Bowling Association.
- 10.13 Protective Clothing:
All members are required to turn up for League and Tournament matches in showery or inclement weather in correct weather clothes so that matches, if green is open for play, may be completed in accordance with the League fixtures or Tournament schedules.
- 10.14 Use of Green:
The rinks on the New green will normally be allocated for the use of League or Tournament matches on Monday to Friday after 6 pm. These rinks may not be used for any other game without the players first obtaining the agreement of the League and Tournaments Committee. Where rinks are not required for league matches the remaining rink(s) will be available for tournament or re-arranged League matches. Rinks on the Old green may also be used by the Club, for tournament or rearranged league matches, with members making their own arrangements to use the rink. However one rink must remain free for Public use on this green.
- 10.15 Payment of Green Fees:
All green fees due shall be paid before any league or Tournament match is played. When any team fails to make an appearance to play a game, any fees due shall be paid.

11. League Regulations

11.1 Constitution of Teams:

- a) The League is open to all affiliated teams of the Club. Each team shall be represented by a rink of four (4) players all of whom must be fully paid up members of the Club.
- b) All persons wishing to apply to register teams in the Club League must do so in writing on or before 31st December, giving the name and address of the team representative.
- c) The Executive Committee may refuse without giving reasons any application for registration.

11.2 Registration of Players:

All Team members must be registered on or before 20th February, the name and address of each player being supplied. In the case of new applications for membership receive the approval of the Executive Committee before such persons may play for any team.

11.3 Transfer:

Prior to 30th June players may change teams subject to the approval of the General Purpose Committee. Such players may not play for their new team in any Tournament if at an earlier date they played for their previous team in the same Tournament. Seven days must elapse before such players may transfer to their new team.

11.4 Constitution of League:

The League shall be made up of two (2) Divisions, each containing not more than twelve (12) teams. In the event of the number of teams being less than twenty four (24) then the Executive Committee reserves the right to adjust the structure of the League as they deem necessary.

11.5 Duration and Time of Matches:

All League matches shall commence not later than 6.00 pm. and consist of :-

April 18 ends.

May to August 21 ends.

September 18 ends.

There will be NO trial ends, but only one (1) shot shall be allowed on each of the first two (2) ends of play.

During May to August the start of a match may, in exceptional circumstances, be delayed for 15 minutes, otherwise teams failing to commence play on time will forfeit two (2) points.

11.6 Score Cards:

All score cards must be handed to the Match Secretary after each match, giving the names of the players, the final score and signed by a member of both teams.

11.7 Award of Points:

- a) Failure to play the required number of ends will result in a match being declared void and no points will be awarded to either team.
- b) Two (2) points will be awarded to each winning team and one (1) point awarded to each team in a drawn match.

11.8 League Championship:

- a) Teams gaining the most points in Division One and Two shall be declared Champions.
- b) If more than one team have equal number of points then shot difference will decide the position of such teams in the League Table.

11.9 Promotion and Relegation:

At the conclusion of each playing Season, when there are two Leagues, teams in Division One gaining the lowest number of points shall be relegated to Division Two and shall be replaced by the two teams gaining the most points in Division Two.

12. **Tournament Regulations**

12.1 In all Club, W.B.A. and Cardigan County B.A. Tournaments it is the responsibility of players or teams to arrange fixtures in accordance with the scheduled dates set by those bodies.

12.2 Members entering their names in Singles or Pairs Tournaments shall, where possible, give the name of the team for whom they are registered.

12.3 All Triples and Rinks will be allowed one named reserve only. In the League Cup only registered players are eligible to play for their respective teams.

12.4 The name of 'A N Other' on any tournament sheet will be not allowed. Any member entering these words will be disqualified from the Tournament.

12.5 Closing Dates:

All Tournaments matches must be played on or before the date shown for each round. Failure to do so may result in the offending team(s) or player(s) being disqualified from the Tournament.

12.6 Reservation of Rinks:

All players in Singles and all skips in Pairs, Triples or Rink Tournaments must sign their names in the Tournament Register to reserve a rink and confirm agreement to play off their Tournament match by the scheduled closing date. Players or teams failing to play on the agreed date or sign the register will forfeit their matches. No date will be considered as binding unless the signatures of both contestants are shown in the Tournament Register.

12.7 If one player in a pairs team is unavoidably unable to play on the date recorded in the Tournaments Register the postponed match shall be played on the first available rink within ten (10) clear days of the original date.

12.8 All W.B.A., W.W.B.A., Cardigan County B.A. and Mid-Wales Women's B.A. Tournaments played at the Club will be controlled by the General Purpose Committee.

12.9 Tournament Scores:

The following method of scoring will be adopted to decide the result of the matches played :-

Singles	21 shots
Pairs and Rinks	21 ends
Triples	18 ends

The only exceptions to these shall be in Special Tournaments, when the number of ends or shots shall be stated.

12.10 Trophies:

Winners, and Runners-up in some Tournaments, are entitled to hold trophies listed in the attached Appendix B for one year.

Both Winners and Finalists will be presented with replicas.

13. **Affiliation to the W.B.A., W.W.B.A., Cardigan County B.A. and Mid-Wales Women's B.A.**

13.1 The Club shall affiliate to the W.B.A., W.W.B.A., Cardigan County Bowling Association and the Mid-Wales Womens Bowling Association.

13.2 The Club will not be responsible for any travelling expenses arising from any League or Tournaments organized by the parent Association, except for League matches arranged by the Cardigan County B.A.

October 1997

Annex 3 - Conditions attached after a hearing by the licensing authority

Annex 4 - Plans

