



**CORONADO LAWN BOWLING CLUB**  
**1019 Seventh Street**  
**Coronado, CA 92118**

***RULES, POLICIES & PROCEDURES MANUAL***

***Revised March 15, 2017***

**CORONADO LAWN BOWLING CLUB  
RULES, POLICIES, AND PROCEDURES MANUAL**

**ITEM 1: "THE ETIQUETTE OF BOWLS" WHICH FOLLOWS SHOULD BE READ AND FOLLOWED BY ALL LAWN BOWLERS.**

**SCOPE:** Lawn bowling is one of the few sports where true sportsmanship still prevails. This is a condition that should be jealously guarded and, by following the few simple principles listed below, you can help to maintain the sportsmanship and courtesy that has characterized the game of bowls for centuries. <sup>1</sup>

**BOWLS ETIQUETTE**

**1.1 Before The Game:**

- 1.1.1 Check that you know the correct dress for the occasion and wear it.
- 1.1.2 Make sure that you know the starting time of the game and be there in sufficient time to change your footwear. Be on the green ready to start at the appointed time.
- 1.1.3 In a team game, be there in time to welcome your guests.

**1.2 During The Game:**

- 1.2.1 Do not drop bowls on the green.
- 1.2.2 Shake hands with your opponent before and after the game.
- 1.2.3 Do not sit on the banks.
- 1.2.4 Do not step in or drop litter in the ditches.
- 1.2.5 Stand still while your opponent is about to play.
- 1.2.6 Do not infringe the laws of rink possession.
- 1.2.7 Wait until the result of the end has been decided before kicking away the bowls.
- 1.2.8 If you are responsible for keeping the score, compare your card with that of your opponent at regular intervals. If score boards are in use, make sure they agree with your card and the card of your opponent.

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<sup>1</sup> "These basic principles are good for us all and if adhered to can only enhance our sport and give a good impression to those who as yet do not play"

- 1.2.9 Unless you have been delegated to decide the shots at the completion of an end, do not interfere in any way with this process.
- 1.2.10 If an umpire has been called, stay well clear of the head until a decision has been made by the umpire.
- 1.2.11 If you have lost the game, remember to congratulate your opponent.
- 1.2.12 Never be heard to criticize the green or your opponent.
- 1.2.13 If your shot is a “fluke,” acknowledge it and be quick to commend an opponent's good bowl.

### **1.3 After The Game:**

- 1.3.1 Assist in putting the equipment away and be considerate of those still playing in other games.

## **ITEM 2: DRESS REQUIREMENTS FOR ALL BOWLERS**

**SCOPE: This policy is to establish the club dress codes. The Coronado Lawn Bowling Club (CLBC) has established the following dress codes:**

**2.1 Dress Code For Club Tournaments, Visitations, and Designated Social Games:** All members and their guests who bowl are to dress in any shade of white clothing for all club tournaments, for visitations, and for social games on designated days. This encompasses all blouses, shirts, skirts, shorts and slacks. Shorts are to be of appropriate length in good taste and shirts should have a collar. Team uniforms, as defined in the current USLBA rule book, are allowed to be worn in all tournaments. Exceptions may be made by the President or Tournament Director for tournaments and social games that are held on holidays when appropriate celebratory attire may be encouraged.

"Walk-on" guests for play in club social games may be excepted from the white clothing rule on days when whites are required.

**2.2 White Requirements:** Whites are required to be worn for club social (draw) games on Thursday and Saturday at 9:30AM and other designated days. While whites are favored, appropriate casual clothing may be worn at all other times for practice, set-up games or club games not scheduled on the days and times listed above.

**2.3 Footwear Requirements:** All bowlers must wear flat-soled shoes without heels, in order to avoid damage to the Green. Shoes may be any color, but must be in compliance with the above requirement.

### ITEM 3: MEMBERSHIP CATEGORIES

**SCOPE: This policy is to establish the specific types of club membership**

- 3.1 Membership:** Membership shall be open to anyone 16 years and older. No qualified person shall be discriminated against because of a disability and no individual shall be denied membership by reason of race, color, religion, gender, sexual orientation or national origin.
- 3.2 Regular Member Rights:** Regular Members enjoy full rights and privileges of the club. Regular members have voting rights, may hold club office and shall be allowed to play in all club tournaments, if they have acquired experience as set forth in Item 7, subsection 2 below.
- 3.3 Seasonal Member Definition:** A Seasonal Member is a person who is a visitor to Coronado with a permanent full-time residence outside the City of Coronado. Seasonal members may join for a period of no longer than 3 months. After 3 months the seasonal membership shall expire. Seasonal members enjoy the same rights, privileges, and restrictions as the Regular Member except said members shall not hold office in the Club or be entitled to vote and do not hold membership through this Club in the Southwest Division Association of Bowls USA.

### ITEM 4: MEMBERSHIP DUES AND FEES

**SCOPE: This policy is to specify current dues and fees**

#### **4.1 Dues For The Various Categories Of Membership Are As Listed Below:**

- 4.1.1 Regular Member:** \$150 per year (includes mandatory Southwest Division dues [currently \$10]; John D. Spreckels Center Facility Use Fee [1/6 of the annual membership fee; currently \$25]; and a contribution to the Green Replacement Fund [1/3 of the annual membership fee; currently \$50]).
- 4.1.2 Seasonal Member:** \$24.00 per month.
- 4.1.3 Lesson Fee:** The first three lessons are offered at no cost. Thereafter, a fee of \$20 per lesson may be assessed and will be applied toward a membership. If the individual decides not to join the club, the assessed lesson fees are forfeited. A bowler or trainee may bowl with the Club during a period of 30 consecutive days without becoming a member.
- 4.1.4 Use Of Bowls:** Bowls are available for training purposes. It is expected that within a reasonable time after training, bowlers will purchase their own bowls. If not, the Board of Directors may charge a rental fee for use of bowls.

- 4.1.5 **Wrong Bias Fee:** Any member who rolls a wrong bias during a game shall pay \$1 into the wrong bias box and loudly ring the wrong bias bell so that all other bowlers present will know.
- 4.1.6 **Guests:** Club members may bring a guest at any time and guests of members may bowl up to 5 times per calendar year without becoming club members.
- 4.1.7 **Youth:** Youth under the age of 16 who have participated in a youth program may be invited by the President to use the Club equipment to play at no cost for some specified period of time when accompanied by an adult and/or may be invited to participate in club draw games and/or a club tournament (paying the tournament fee).

## **ITEM 5: FEES FOR INDIVIDUALS THAT ARE PAYABLE FROM TIME TO TIME**

### **SCOPE: This Applies To All Members**

- 5.1 **Annual Fees:** Annual fees for membership in the Coronado Lawn Bowling Club (CLBC) are established by the Board of Directors and the Department of Parks and Recreation of the City of Coronado. Following review of revenue and expense projections, the dues for each type of membership is set each year based on recommendations of the Treasurer. Dues become due and payable on January 1 of each year and are considered past due on February 1 of the same year.
- 5.2 **Credit for SWLBA Dues Paid in Another Club:** All Members, who pay the Southwest Division fee through another Club as their home club, will receive a credit against their dues in the amount of the Southwest Division fee (presently \$10).
- 5.3 **Southwest Dues for Seasonal Members:** Seasonal Members are not required to pay the Southwest Division fee unless they so elect. Non-payment of the fee precludes play in all Southwest Division tournaments and tournaments hosted or sponsored by other Southwest Division clubs. Seasonal members may play in CLBC club tournaments as allowed by definition of their club membership rights and privileges. 1/2 of Seasonal Members dues are payable to the City (currently, \$8 for Green Replacement fund and \$4 for Facility Use fees).
- 5.4 **Reduced Dues beginning April, July, and October:** Coronado Lawn Bowling Club Membership dues for individuals joining subsequent to April 1, are billed on a reduced rate quarterly as follows: April 1<sup>st</sup> \$135.00, July 1<sup>st</sup> \$90.00, and after October 1<sup>st</sup> \$45.00 except that a member joining in December can elect to pay \$150 and it shall be applied to cover December and the following calendar year. Each of the aforementioned prorated Membership Fees include mandatory Southwest Division dues (currently \$10); John D. Spreckels Center Facility Use Fee (1/6 of the prorated membership fee); and a contribution to the Green Replacement Fund (1/3 of the prorated membership fee).

## **ITEM 6: PROCEDURE FOR THE SET-UP OF SOCIAL DRAW GAMES**

**SCOPE: This procedure applies to scheduled social “Draw” games.**

- 6.1** Our scheduled social draw game bowling teams are chosen by random draw. The position each member plays (*i.e.*, skip, vice-skip, or lead) is determined by the Board Master for that day.
- 6.2** When a member arrives at the clubhouse, he or she takes his or her name tag off the member board and places it on the table. This must be done at least 10 minutes before the scheduled time of bowling (15 minutes or more is preferred).
- 6.3** The Board Master(s) for the day determines the combination of games that can be played based upon the number of players who have submitted a name tag. With the help of the CLBC “Cheat Sheet,” the Board Master(s) determine the numbers of skips, vice skips, and leads needed for these games. The most appropriate player(s) present on that day are assigned the roles of skip, vice skip, and lead, accordingly. The player tags are grouped by position and then drawn randomly from the group to which they were assigned and placed on the Board for the designated games.
- 6.4** A member who is running late may call the clubhouse to have his or her name added to the table, but that member must arrive at the clubhouse and be ready to play before the names are posted to the Game Board.
- 6.5** The CLBC Board creates a list of 7 Board Masters. Members who wish to become a Board Master may sign up for consideration but must sign off that they have read and understand the roles of Skip, Vice Skip, and Lead. Any time a new Board Master is appointed, the group of seven will meet to insure that they all understand the task and the expectation that they periodically assume the task of Board Master.
- 6.6** Assignment of Board Master will rotate among the 7 people as needed. Board Masters may ask for and receive assistance from another Board Master but no Board Master should be a constant from day to day.
- 6.7** A Member may request to play Lead, Vice Skip, or Skip upon arrival, but the final decision for that day will be made by the Board Master(s).
- 6.8** A Board Master may resign at any time and the Board will appoint someone to fill the position. If a Board Master begins playing infrequently such that they are no longer familiar with skill levels of the current members, the CLBC Board will appoint a replacement.
- 6.9** Members entering a draw game are obligated to play in the position and with the team drawn. The Board Master(s) may make an exception when Club teams have entered a SWLBA tournament, are preparing to play League for Coronado, or there is known conflict between players. Arranged games and practice may take place if there is space available on the green when the draw games are determined. Members must plan on playing the entire game except in case of injury, exhaustion, or emergency in which case they should ask a bowler to substitute and finish the game if available.

## **ITEM 7: QUALIFICATIONS FOR MEMBERS PLAYING IN CLUB TOURNAMENTS**

**SCOPE: This policy applies only to entries of Club Tournaments and specifically does not apply to Social Games.**

- 7.1 Club Tournament Organization/Setup:** Club Tournaments, are to be blind draws. Team members will be drawn or assigned at random. An exception may be made by the Tournament Director for special Holiday themed tournaments but must be clearly advertised in the flyer.
- 7.2 Tournament Entry Requirements:** All members entering Club tournaments must have been a member at least 2 months and have played in at least 6 games prior to the tournament unless otherwise approved by the Club President and Tournament Director. An exception may also be made for Youth under age 16 who have been invited to play in a Club Tournament.
- 7.3 Tournament Completion Requirement:** Should any Club Tournament be structured as a qualifying round and a final round, any player who reaches that final round must play in that round and cannot elect to bowl in a different tournament should it be played on the same day as the designated Final Round Tournament.

## **ITEM 8: PROCEDURE FOR HANDLING GROUP/INDIVIDUAL EVENTS REQUESTS**

**SCOPE: This policy applies to requests by groups of any kind or individuals to have a special event on the green.**

- 8.1 Any CLBC Member May Arrange A Special Event.** Any CLBC member can/may field a request by a group or individual to bring a group to the green to learn to play and have some entertainment.
- 8.2 Consult With Related Club Teams.** The CLBC member must consult with the Team Captain of the Publicity, Public Relations & Communications Team to insure that the proposed event time does not conflict with anything on the CLBC calendar and to insure that the event gets placed on the calendar.
- 8.3 Finding Member Instructors.** The organizing CLBC member will take the lead in signing up an appropriate number of volunteers to assist with the event and general planning of the event.
- 8.4 Provision of Guidelines/Requirements.** The CLBC member will provide the group/individuals with the written guidelines/requirements for events on the Green (See Appendix B).

## **ITEM 9: CORONADO LAWN BOWLING CLUB CODE OF CONDUCT**

**SCOPE: This policy applies to all members, non-member players, visitors and guests of the Coronado Lawn Bowling Club.**

### **9.1 Conduct at the John D. Spreckels Center:**

The John D. Spreckels Center (JDSC) serves as the Club House for the Coronado Lawn Bowling Club (CLBC). As set forth below every member, nonmember, visitor, and guest of the Coronado Lawn Bowling Club is a user of the JDSC. It is critical to the well-being of the Club and all members to maintain cordial relations with other users of the JDSC. To that end each member, nonmember, visitor, and guest is enjoined to be on their best behavior when using and enjoying the facilities of the JDSC. Members, nonmembers, visitors, and guests are reminded to avoid interfering with other users of the JDSC engaged in other activities, respect the rights of all and be sensitive to those users who are not lawn bowlers.

### **9.2 The CLBC adheres to the City of Coronado's Coronado Lawn Bowling Green Norms of Conduct containing specific ordinances which makes it unlawful to engage in certain conduct as follows:**

- 9.2.1 The Green is for lawn bowling only (C.M.C. 48.28.020);
- 9.2.2 Bocce, croquet, soccer, and other sports are not permitted (C.M.C. 48.28.020);
- 9.2.3 No dogs (C.M.C. 32.08.020);
- 9.2.4 No skateboards, scooters, or roller skates (C.M.C. 56.28.010 D);
- 9.2.5 No bicycles (C.M.C. 48.28.020);
- 9.2.6 No Smoking (C.M.C. 36.08.020);
- 9.2.7 No alcoholic beverages (C.M.C. 40.28.010);
- 9.2.8 No picnicking on the green (C.M.C. 48.28.020);
- 9.2.9 No eating or drinking (except water) upon the green;
- 9.2.10 Smooth, flat soled shoes are required;
- 9.2.11 Permitted hours of play are 8AM to Dusk;
- 9.2.12 Keep facility clean and take care of all equipment;
- 9.2.13 Treat everyone with respect;



9.2.14 Play fair, be safe, have fun;

9.2.15 Loud or abusive or vulgar language or behavior is not permitted.

**9.3 Conduct and Behavior Guidelines for CLBC members, nonmembers, visitors, and guests:**

9.3.1 All members, nonmembers, visitors, and guests will play the game in the right spirit of lawn bowls.

9.3.2 All members, nonmembers, visitors, and guests' actions will be to create a friendly and harassment free environment.

9.3.3 All members, nonmembers, visitors, and guests will strive to be a positive role model.

8.3.4 All members, nonmembers, visitors, and guests in their actions will ensure the goodwill of the club and will not undermine the outstanding reputation of our club.

9.3.5 It is hoped that members will treat each other with dignity and respect and observe the highest standards of good sportsmanship. Members should never do or say anything that will be offensive or will hurt other bowlers.

**9.4 Violations of the Code of Conduct:**

9.4.1 The Board of Directors has broad authority to impose a varying range of sanctions on members who are found in violation of the guidelines stated above in Numbers 9.1 through 9.3. Individuals, who feel offended by the activity of another member should seek recourse through filing a written complaint with the Board of Directors specifying the offending action and requesting a hearing thereon before the Board.

9.4.2 A **FORMAL** complaint shall be in writing and submitted on the CLBC Code of Conduct/Discrimination/Harassment Form. These forms are available in the CLBC Office or the John D. Spreckels Center Office and as Appendix A in this manual.

9.4.3 For the detail related to Complaint Procedure go to "ITEM 11 [11.2.1,11.2.2 (A through F)]: CLBC CONFLICT RESOLUTION PROCEDURE" in *Coronado Lawn Bowling Club Rules, Policies and Procedures Manual*. (pp.#s 13-14)

## **ITEM 10: CORONADO LAWN BOWLING CLUB DISCRIMINATION/HARASSMENT POLICY**

**SCOPE: This policy applies to all members, non-members, visitors and guests of the Coronado Lawn Bowling Club.**

### **10.1 Policy:**

The Coronado Lawn Bowling Club (CLBC) strictly prohibits all forms of harassment including harassment on the basis of ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, or gender expression, marital status, medical condition (genetic characteristics, cancer or a history of cancer), military or veteran status, national origin (including language use restrictions), race, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, use of family medical leave, or any other basis protected by federal, state or local law. This policy applies to all members, non-members, guests, and visitors of the CLBC. All CLBC members, non-members, guests, and visitors are responsible for preventing discrimination and stopping it when it occurs using appropriate measures. Retaliation against an individual for his/her involvement in a complaint or investigation under this policy is prohibited by law.

The CLBC will not tolerate discrimination, harassment or retaliation in any form and will make every effort to stop discrimination, harassment, and retaliation before it rises to the level of a violation of law.

A club member, non-member, guest, or visitor determined by the CLBC to be responsible for discrimination, harassment or retaliation will be subject to appropriate action, up to and including suspension or expulsion from club membership or use of the club equipment. The CLBC has a zero tolerance for any conduct that violates this policy. Conduct need not rise to the level of a violation of law to violate this policy and a single act can violate this policy and provide grounds for appropriate actions or sanctions.

### **10.2 Related Definitions:**

10.2.1 **Discrimination** - To make a distinction in treatment of another individual based on the individual's membership in a particular group or category [i.e., ancestry, age, color, physical or mental disability, including HIV and AIDS, genetic information, gender, gender identity, or gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national origin (including language use restrictions), race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, use of family or medical leave, or any other basis protected by federal, state or local law].

10.2.2 **Sexual Harassment** - Sexual harassment is a form of gender discrimination and includes harassment based on pregnancy, childbirth or related medical condition. Sexual harassment includes unwelcome sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to the conduct is made either explicitly or implicitly as a term or condition of membership or normal play (quid pro quo sexual harassment), or
- b. Submission to or rejection of the conduct by an individual is used as a basis for decisions affecting club membership or normal play (quid pro quo sexual harassment), or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's enjoyment of lawn bowling or creates an intimidating, hostile, or offensive environment (hostile environment sexual harassment).

Sexually harassing conduct can be physical, verbal, or written and can occur between people of the same or opposite sex. Sexual harassing conduct need not be motivated by sexual desire.

10.2.3 **Retaliation** – Any adverse action taken against an individual because of their participation in a complaint or investigation of a complaint of discrimination or harassment (such as, but not limited to, ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering the person's environment, etc.).

**10.3 Examples Of Sexual Harassment:** Examples of sexual harassment include, but are not limited to, the following, when such acts or behavior come within one of the above definitions:

- 10.3.1 Either explicitly or implicitly conditioning any term of membership or normal bowls participation on the provision of sexual favors;
- 10.3.2. Touching or grabbing a part of an individual's body in a suggestive manner;
- 10.3.3 Continuing to ask an individual to socialize in or outside of club activities when that person has indicated that she or he is not interested;
- 10.3.4 Displaying or transmitting sexually suggestive pictures, objects, cartoons, posters, or electronic messages;
- 10.3.5 Continuing to write sexually suggestive notes, letters, or electronic messages, if it is known or should be known that the person does not welcome such behavior;
- 10.3.6 Referring to or calling a person a sexualized name, if it is known or should be known that the person does not welcome such behavior;
- 10.3.7 Telling sexual jokes or using sexually vulgar or explicit language during club activities;

- 10.3.8 Derogatory or provoking remarks about or relating to an individual's sex or sexual orientation;
- 10.3.9 Harassing acts or behavior directed against a person on the basis of an individual's sex or sexual orientation;
- 10.3.10 Intimidating, abusive or hostile behavior of a nonsexual nature toward a club member, nonmember, guest, or visitor on the basis of gender. Verbal abuse and hostility that is not sexual in character but is directed solely at females because they are female, or males because they are male, for example, is likewise a violation of this policy on the same level as harassment of a sexual nature; or
- 10.3.11. Offensive conduct by nonmembers, such as volunteers, vendors, outside contractors, and the like, against members, nonmembers, guests, and visitors while involved in club activities.

**10.4 CLBC Responsibility:** The CLBC will take prompt appropriate action to correct reported incidents of harassment. The CLBC will pursue preventative measures to protect members, non-members, visitors, and guests against discrimination, harassment, and/or retaliation and will take appropriate action against anyone found to be in violation of this policy. The CLBC will not tolerate retaliation to a person who opposes, reports or assists another person to oppose unlawful discrimination. The CLBC will communicate and distribute this policy to all members, non-members, visitors, & guests as appropriate.

**10.5 CLBC Board Members' Responsibilities:**

- 10.5.1 Take all complaints or concerns of alleged or possible discrimination or harassment seriously no matter how minor or who is involved. If a complaint is received or if an incident of discrimination and/or harassment becomes apparent, immediately contact the Board of Directors to investigate and bring the matter to a final determination. Board Members should also obtain appropriate background information from an individual who files a complaint, including details of the incident, witnesses, and desired outcomes. Board Members should document the discussion with the complainant.
- 10.5.2 Advise the complainant that the matter will be investigated and/or coordinated for investigation by the Board of Directors for a final determination.
- 10.5.3 Take any immediate and appropriate steps necessary to separate the complainant and accused person.
- 10.5.4 Maintain confidentiality and fully document the entire process.
- 10.5.5 Seek to prevent any acts of retaliation against those reporting discrimination and/or harassment.
- 10.5.6 Bring swift action against any members, non-members, visitors, and guests found to have engaged in retaliatory conduct against those reporting harassment.

**10.6 Members, Non-Members, Guests, And Visitors' Rights:** Federal and State law provides that it is unlawful to discriminate against an individual based on an individual's actual or perceived race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, marital status, sex, or age. The CLBC provides the following guarantee of rights to members, nonmembers, guests, and visitors:

10.6.1 The right to an environment free from discrimination, harassment, and/or retaliation.

10.6.2 The right to a full, impartial, and prompt investigation of a complaint.

10.6.3 The right to a timely decision on a complaint after full consideration of all relevant facts and circumstances.

**10.7 Respectful Recreation Place:** The CLBC is committed to providing a safe and cordial recreation environment. Each member, and other individuals, including non-members, volunteers, visitors, and guests, have the right to be treated professionally and with respect and should not be subjected to conduct undertaken with malice that a reasonable person would find hostile or offensive.

**10.8 Filing A Complaint:** In the CLBC's effort to maintain an environment free from discrimination, harassment, and retaliation, members, non-members & guests are encouraged to allow the CLBC to rectify any incidents or complaints. Any member, non-member or guest who believes he or she has been discriminated against, harassed or retaliated against should immediately report the incident to a member of the CLBC Board of Directors.

Members, non-members and guests may file either a formal or informal complaint, verbally or in writing, with the CLBC Vice President. If the alleged discrimination, harassment, and/or retaliation charge is against the CLBC Vice President, then the complaint should be directed to any other CLBC Board Member with whom they feel comfortable.

An **INFORMAL** complaint may be filed verbally. A **FORMAL** complaint shall be in writing and submitted on the CLBC Code of Conduct/Discrimination/Harrassment Form. These forms are available in the CLBC Office or the John D. Spreckels Center Office and as Appendix A in this manual.

The CLBC will maintain the confidentiality of the complainant to the extent possible while investigating the charge. Although complete anonymity cannot be guaranteed, the CLBC will make every effort to handle complaints of discrimination, harassment, and retaliation in a confidential manner and will disclose the contents of the complaint only to the persons who have a need to know.

## **10.9 Complaint Procedure:**

- 10.9.1 Complainant files written or verbal complaint with CLBC Vice President or other Board Member.
- 10.9.2 For the detail related to Complaint Procedure go to “ITEM 11 [11.2.1,11.2.2 (A through F)]: CLBC CONFLICT RESOLUTION PROCEDURE” in *CLBC Rules, Policies and Procedures Manual*. (pp.#s 13-14)

## **ITEM 11: CORONADO LAWN BOWLING CLUB CONFLICT RESOLUTION PROCEDURE FOR VIOLATIONS CONCERNING CODE OF CONDUCT AND DISCRIMINATION/HARASSMENT**

**SCOPE: This policy applies to all members, non-member players, visitors and guests of the Coronado Lawn Bowling Club.**

- 11.1 Filing A Complaint:** It is hoped that members will treat each other with dignity and respect and observe the highest standards of good sportsmanship. Members should never do or say anything that will be offensive or will hurt other bowlers. The Board of Directors has broad authority to impose a varying range of sanctions on members who are found in violation of this policy. Members, who feel offended by the activity of another member should seek recourse through filing a written complaint with the Board of Directors specifying the offending action and requesting a hearing thereon before the Board. An **INFORMAL** complaint may be filed verbally. A **FORMAL** complaint shall be in writing and submitted on the CLBC Code of Conduct/Discrimination/Harrassment Form. These forms are available in the CLBC Office or the John D. Spreckels Center Office and as Appendix A in this manual.
- 11.2 Complaint Response:** The complaint shall be taken up as the first matter of business at the next scheduled Board meeting before the commencement of the regular business of said meeting. If the complaining member is not present at the Board meeting the complaint may at the discretion of the Board be dismissed without any action taken on it. If the complaining member cannot be present at the Board meeting and so advised the Board in advance of the meeting, one continuance to the next Board meeting may be granted.
  - 11.2.1 The Board of Directors shall review the complaint and, if available the CLBC Vice President will handle the complaint. If the Vice President is not available, another Board Member shall be appointed to handle the complaint.
  - 11.2.2 The CLBC Vice President (or assigned Board Member) shall:
    - A. Investigate the incident, take appropriate action, and inform the victim that appropriate action was taken.
    - B. Ensure that the CLBC’s investigation of any complaint will be thorough, prompt and impartial.

- C. Act promptly and effectively to remedy the effects of the discrimination, harassment, and/or retaliation or to remedy the effects of a violation of the Code of Conduct and work to ensure the situation does not recur.
- D. Upon completion of the investigation, CLBC Board of Directors will determine whether discrimination, harassment, and/or retaliation or a violation of the Code of Conduct has occurred and what action will be taken, if any.
- E. If it is determined that discrimination, harassment, and/or retaliation or a violation of the Code of Conduct has occurred, appropriate action up to expulsion from the CLBC or exclusion from the Green shall be taken. The severity of any action will be determined by the severity and/or frequency of the offense.
- F. Action taken under this procedure may be appealed subject to the appeal and procedures in the CLBC Constitution and By-Laws (see ITEM 11.3).

11.2.3 The decision of the Board based on the findings of the investigative report shall be final and not appealable to the CLBC Board.

**11.3. Appeals Procedure:** In accordance with Article XI (Expulsions and Suspensions) from the CLBC By-Laws:

11.3.1 The Board of Directors shall have the power, by vote of two-thirds (2/3) of a quorum present (a quorum being 4 members of the Board) and voting, to suspend or expel any member. The action is subject to appeal to the Club to be filed with the President within thirty (30) days after the date of sending notice of the action of the Board by U. S. Mail to the suspended or expelled member. Within 30 days after receiving an appeal, the President of the Club shall call a meeting of the club membership to review the action of the Board. The appeal may be denied or upheld by a 2/3 vote of a quorum (a quorum being 1/3 of the total members) present at the meeting.

## **ITEM 12: PROCEDURE FOR UPDATING THE CORONADO LAWN BOWLING WEB SITE**

**SCOPE: This procedure applies to all updates to the web site made by the appointed web master.**

- 12.1 Routine Calendar Dates:** The Web Master can update all routine calendar dates for Club activities such as Tournaments, Socials, Special Events, Board Meetings, Club Clean Up days, weekly game schedules, dates for Southwest Lawn Bowling Association activities and tournaments, and any other regular activities. Notification of these updates will be placed on the Information section of the Board agenda for the next available meeting and the CLBC Spreckels Center Advisory Committee (SCAC) representative will provide the notification to the SCAC.
- 12.2 Addition Of New Content:** Addition of new content such as annual reports, President's Messages, new procedures or requirements, changes in Membership requirements or obligations, new Club sponsored programs or activities or anything that may impact the John D. Spreckels Center must first be proposed and approved by the Board and then reviewed by the SCAC before being published on the Web Site.
- 12.3 Review By The SCAC:** Before new references are made to the John D. Spreckels Center and Bowling Green, notification will be made to the CLBC Board and will be submitted for review by the SCAC.

## **ITEM 13: CONFLICT WITH CONSTITUTION OR BYLAWS OF THE CLUB**

**SCOPE: Policy that the Club Constitution and Bylaws of the Club Control.**

- 13.1** In the event of any conflict between these Rules, Policies and Procedures with the Club Constitution and Bylaws or either of them, the Constitution and Bylaws shall prevail.



**APPENDIX A**

**CONFIDENTIAL**

**CODE OF CONDUCT/DISCRIMINATION/HARASSMENT COMPLAINT FORM**

**A. Tell us about you:**

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Telephone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Are you a CLBC Member? \_\_\_ Yes \_\_\_ No

**B. Tell us about your complaint:**

Name of person(s) of alleged offenders(s):

\_\_\_\_\_

Name of witnesses (if available): \_\_\_\_\_

Time of day (approx.): \_\_\_\_\_ Date and Day of the week: \_\_\_\_\_

**C. Description of alleged discriminatory act or violation of the Code of Conduct:**

Include all of the dates, times, and other information necessary to review the specific issue giving rise to the complaint. (If you need more room, feel free to attach additional sheets):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D. Resolution requested and why:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this form to a the Vice President of the CLBC (or if the complaint is about the Vice President, then submit the form to another Board Member).



## **APPENDIX B**

### ***REQUIREMENTS FOR VISITING GROUPS***

The City of Coronado and the Coronado Lawn Bowling Club have the following requirements for using the Green.

- Groups of people who are not already lawn bowlers must receive instruction from a Member of the Coronado Lawn Bowling Club prior to playing on the Green.
- Wear flat soled shoes. Sandals, flip flops and bare feet are allowed, but not recommended. No shoes with heels that might damage the green are allowed.
- The Green shall be used for lawn bowling only; any other use including bocce, croquet, volley ball, football, dancing and picnicking is prohibited.
- Dogs, skateboards, scooters, bicycles and roller skates are not allowed on the Green
- Smoking is not allowed upon the Green or within the park.
- Alcohol is not allowed on the Green but may be consumed within the park away from the Green.
- No eating or drinking (except water) upon the Green.
- Loud or abusive or vulgar language or behavior is not permitted.

THANK YOU ALL IN ADVANCE!!!!