Burlington Lawn Bowling Club

Operating Policies and Procedures

Including 2026 Revisions

This page is intentionally left blank

Table of Contents

	Page
Section 1 Duties of Officers	
1.01 Chair/President	1
1.02 Vice Chair/Vice President	1
1.03 Secretary	1
1.04 Treasurer	2
1.05 Officers	2
1.06 Directors	2
1.07 Committee Chair Persons	2
1.08 Annual Meeting Date and Location	3
1.09 Police Record Check Requirement for Directors	3
Section 2 Members/Membership	
2.01 The Terms of Membership	4
2.02 Resignations	4
2.03 Code of Conduct	4
2.04 Introductory & Visitor Passes	5
2.05 Refund Policy	6
Section 3 Committees	
3.01 Formation of Committees	7
3.02 Responsibilities of Chairpersons	7
3.03 Reporting	7
3.04 Liaison Committee Chair Persons	7
3.05 Nominating Committee	8
3.06 Executive Committee	8
3.07 Other Committees	9

Table of Contents

	Page
Section 4 Finance	
4.01 Finance Committee	9
4.02 Reserve Fund	10
4.03 Investment Policy	10
4.04 Appropriation of Funds	10
Section 5 Security	
5.01 Loss of Private Property	11
Section 6 Competition Rules	
6.01 Competitions	11
6.02 Interpretation	11
Section 7 Dress	
7.01 Shoes	11
7.02 Apparel	12
Section 8 Club Games	
8.01 Formation of Teams	12
8.02 Rules	12
Section 9 Club Championships	
9.01 Entry Fees	13
9.02 Rules	13
9.03 Novice Tournaments	13
9.04 Indoor (Short Mat) Championships	14

Table of Contents

	Page
Section 10 Weather Safety Policy	
10.01 Purpose	14
10.02 Scope	14
10.03 Definitions	14
10.04 Weather Events	15
10.05 Decision Process	16
10.06 Responsibilities	17
10.07 Additional Safety Measures	17
10.08 Review Cycle	17
10.09 Humidex Table	18
Section 11 Policy on Sale of Bowls and Other Equipment	
11.01 Purpose	19
11.02 Scope	19
11.03 Draw Office Storage Rule	19
11.04 Sale Methods	19
11.05 Minimum Bid Thresholds	20
11.06 Use of Proceeds	20
11.07 Responsibilities	20
11.08 Policy Review	21
Appendix I: Code of Conduct	22
Appendix II: Progressive Discipline Procedure	24
Appendix III: In Camera/Closed Meetings Policy	25
Appendix IV 2026 Committee Liaisons	27

This page is intentionally left blank

Burlington Lawn Bowling Club

Operating Policies and Procedures

Section 1 Duties of Officers

The Officers will perform the special duties hereinafter mentioned, notwithstanding any other duties that may be contained in By-Law No. 1 or elsewhere in this or other By-Laws. The specific duties of Officers and directors are set out in “Job Descriptions Manual” which is separate from, but companion to, this Document.

1.01 Chair/President

1.01 (a) The Chair/President shall; give notice and preside at all the meetings of the Club at which they are present, ensure all rules are observed, decide all questions of order, announce the results of voting and when required, exercise a casting vote.

1.01 (b) The Chair/President shall oversee such Standing Committees as laid out in this Document and is an ex-officio member of all committees.

1.01 (c) Past Chair/President; at the expiration of their term the Chair/President shall assume the role of Past President whose responsibilities are to ensure continuity during transition and organizational change of the general operations of the club.

1.02 Vice Chair/Vice President

1.02 (a) The Vice Chair/Vice President shall assist the Chair/President in the discharge of their duties and officiate in the President’s absence. In the event of the Presidency becoming vacant during the year, the Vice Chair/Vice President shall assume that office until the next Annual Meeting.

1.02(b) The Vice Chair/Vice President shall oversee such Standing Committees as laid out in this Document.

1.03 Secretary

1.03(a) The Secretary shall keep a true record of proceedings at all Executive and Board meetings including the Annual Meeting and any Special Meetings of the Members of the Club as well as any decisions reached at Executive and / or Board Meetings.

1.03(b) The Secretary shall conduct the Executive correspondence of the Club, retain copies of all correspondence of legal significance.

1.03(c) The Secretary shall post minutes of all meetings and for the Annual Meeting post the most recent Treasurer's Report.

1.04 Treasurer

1.04(a) The Treasurer or designate approved by the Board (e.g. Bookkeeper) shall receive, give an official receipt for, and be responsible for all funds of the Club.

1.04(b) The Treasurer shall present a monthly statement of income and expenditures, and an annual statement of income and expenditure.

1.04(c) A statement of assets and liabilities showing the financial state of the Club shall be prepared for or by and bear the signature of the Treasurer. A copy of these annual statements shall be distributed to each member of the Board of Directors prior to the Annual Meeting and made available to all other members on request prior to or at the Annual Meeting.

1.05 Officers

1.05(a) The Officers, being the President, Vice President, Secretary, Treasurer and one other Director as chosen by the Board shall conduct all the routine or urgent business of the Club between Annual Meetings. Their decisions shall be presented for ratification or otherwise at the next meeting of the Board of Directors.

1.05 (b) The Officers shall oversee such Standing Committees as laid down in this Document. (Note Section 3.04 Liaison with Officers and Committee Chairs and **Appendix III** Committees)

1.06 Directors

1.06(a) Directors~~;~~ shall undertake any executive duties at the discretion of the President.

1.06(b) The Directors shall oversee such Standing and Ad-Hoc Committees prescribed by the President as laid down in this Document. (*Note* section 3.04, Liaison with Committee Chair Persons and **Appendix IV**, Committees)

1.07 Committee Chairpersons

Committee Chair Persons shall perform those duties as defined by the Board. Committee Chairs may propose motions to be brought before the Board by a director.

1.08 Annual Meeting Date and Location

Unless otherwise deemed by the Board the Annual Meeting of Members shall take place in Ontario during the first week of October. The Board will decide the place of the Annual Members' Meeting

1.09 Police Record Check Requirement for Directors

1.09 (a) All Directors of the Burlington Lawn Bowling Club shall provide a valid Police Record Check (PRC) or Vulnerable Sector Check (VSC), as applicable, as soon as possible after undertaking any duties of office or participating in Board activities and in the interim Directors must provide evidence that the application to obtain such Checks has been started before undertaking any duties of office or participating in Board activities.

1.09 (b) The PRC/VSC must be dated within 90 days of election or appointment and shall be renewed every three (3) years, or sooner if required by legislation or Board policy. The board may also accept a screening renewal form similar to BCB where people certify that there has been no change since their last police check to avoid new checks every 3 years.

1.09 (c) The Police Record Check shall be obtained from an authorized police service in Ontario and must include criminal record verification and judicial matters checks. A Vulnerable Sector Check is required for Directors or other volunteers whose duties involve interaction with youth or vulnerable persons.

1.09 (d) Results of the PRC/VSC shall be submitted confidentially to the Secretary or designate. Only confirmation of "clear" or "not clear" status shall be recorded. All documentation shall be handled in accordance with applicable Ontario privacy legislation and destroyed after verification.

1.09 (e) A Director who fails to provide the required PRC/VSC within the prescribed timeframe shall have their Board privileges suspended until compliance is achieved. Continued non-compliance may result in removal from the Board in accordance with governance procedures.

1.09 (f) Temporary exemptions may be granted by the Chair/President in extraordinary circumstances, provided the Director submits proof of application for the required PRC/VSC.

1.09 (g) If the Director has an existing PRC within the last 2 or 3 years as part of their involvement in another organization, that may be sufficient on a case by case basis.

1.09 (h) PRC's are free to volunteers when they provide a letter from the organization they are volunteering for. Fees are not typically waived for VSC's.

1.09 (i) The Burlington Lawn Bowling Club will reimburse members for any fees incurred obtaining a check upon presentation of a receipt.

Section 2 Members/Membership

2.01 The Terms of membership

The Terms of Membership are set out in ***By-Law #1 "Section 7. 'Members"***. Membership in the Corporation is not transferable to another individual and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the ***Act***.

2.02 Resignations

A Member or Director respectively, who resigns will stop being a Member or cease holding office when the Corporation receives written notice or at the time specified in the notice, whichever is later. *(See Section 2.02 (a) of **By-Law #1**)*

2.03 Code of Conduct

2.03 (a) Breaches of the Code of Conduct — Reporting and Resolution

Burlington Lawn Bowling Club, through its Code of Conduct Committee, (consisting of the President, one additional Board of Directors' (BOD) member and a good standing volunteer member), reserves the right to make decisions and enforce fair and reasonable measures following a breach of the Code of Conduct. (**APPENDIX I**)

Any breach of the Code of Conduct must be reported to the BOD and the code of conduct committee will fully investigate the matter in a calm, honest and dignified manner and every effort should be made by all concerned to maintain confidentiality.

If, following an investigation and having considered all relevant circumstances it is concluded that a breach has occurred, then the Code of Conduct Committee shall take what it deems to be appropriate action in line with the club's Progressive Disciplinary Procedure. (**APPENDIX II**). This may include; issuing a formal reprimand in writing or fully revoking club membership.

In the case of non-members, action may include a ban from club premises for a set period of time or for life.

Any breach of Criminal Law shall be referred to the Police.

2.04 Introductory & Visitor Passes

2.04.1 Purpose

To provide a short-term, lower-cost option that allows new bowlers to experience the club, meet members, learn the game, and evaluate full membership before making a season-long commitment. This option also accommodates non-local visitors who wish to bowl at BLBC during a temporary stay.

Application for a short-term access pass must be approved by a board member and can be provided for either the outdoor season or for the Short Mat season.

2.04.2 Short Term Access Pass (Introductory or Visitor)

2.04.2 (a) Short Term Access (Outdoor or Short Mat) shall be individuals who have paid the required dues, completed an application and signed the waiver. The fees are non-refundable.

2.04.2 (b) The term of a Short Term Access Pass shall be up to 2 months from date of purchase.

2.04.2 (c) Short Term Access pass holders may not renew beyond 2 months.

2.04.2 (d) Each holder of a Short Term Access Pass is entitled to receive notice of, and attend all Members' Meetings but does not have a vote.

2.04.2 (e) A Short Term Access Pass provides access to all regular club activities **except leagues and club championships**, which remain reserved for full-season members.

2.04.2 (f) At any time within the term of the Short Term Access Pass, the member may transfer it to a full-season membership. The amount already paid will be put toward the full membership fee.

2.04.2 (g**) Restrictions:** Local residents may not be former members of the Burlington Lawn Bowling Club. Non-local visitors may obtain a pass regardless of bowling experience.

2.04.2 (h) May be purchased at any point during the Outdoor or Short Mat season.

Effective Date: September 2026

2.05 Refund Policy

2.05 (a) Purpose

This policy establishes clear, consistent guidelines for the refund of membership fees when circumstances prevent a member from participating in bowling activities.

2.05 (b) Eligibility for Refunds

Refunds will be considered **only when a member's ability to bowl is genuinely prevented** by circumstances outside their control. Eligible circumstances include, but are not limited to:

- **Illness or injury** that restricts physical activity
- **Significant schedule changes** that make attendance impossible (e.g., work commitments, transportation issues)

The club retains discretion to evaluate other comparable circumstances on a case-by-case basis.

2.05 (c) Request Requirements

Members seeking a refund must:

- Submit the request in writing
- State the reason for the refund request
- Submit the request in a timely manner

If a member's ability to bowl has been diminished, the member must notify the club **within one month** of the change. Failure to report within this timeframe will result in the refund being **declined**, as the club reserves the right to attempt to resolve or mitigate the issue to the satisfaction of both the member and the club.

2.05 (d) Refund Calculation

Approved refunds will be **prorated** based on:

- Actual usage
- Length of time remaining in the season
- Other relevant factors determined by the club

Fees already submitted to **OLBA** on behalf of the member are **non-refundable** and will be **deducted** from the refund amount.

2.05 (e) Final Authority

All refund decisions are made by the BLBC Board or its designated committee. The Board's decision is **final**.

Effective Date: September 2026

Section 3 Committees

3.01 Formation of Committees

3.01 (a) There are two types of Committees, Standing and Ad-Hoc. The Chairperson of each committee will enlist the services of club members to serve on the said committee for the period of their term of office.

3.01 (b) The number of members required for each committee will be at the discretion of the Committee Chairperson or the Board.

3.01 (c) Committees will work within the provisions of **By-Law #1** and this Document or other By-Laws.

3.01 (d) Each Standing Committee Chairperson shall appoint a Vice Chairperson for their committee who will act in their absence.

3.01 (e) Standing committees shall also carry out such other duties as are assigned to them by the Board.

3.01 (f) Ad Hoc committees may be formed and will be chaired by person(s) designated by the Board.

3.02 Responsibilities of Chairpersons

The responsibilities of the Chairpersons shall be as set out in The Job Descriptions Manual which may be amended by the Board.

3.03 Reporting

3.03 (a) All Chairpersons will, 14 days prior to the Annual Members' Meeting file a written report with the Secretary and the President.

3.03 (b) Standing Committee Chairpersons shall prepare activity reports for regular Board meetings and submit same to all Board members one week prior to the Board meeting.

3.03 (c) Ad-Hoc Committee Chairpersons shall report activities monthly to the Board Liaison member to whom they report.

3.04 Liaison with Committee Chairpersons

Directed by the President annually the Officers and Directors will be assigned and liaise with the Chairpersons of the Committees set out in **Appendix IV** of this Document.

3.05 Nominating Committee

3.05 (a) A nominating committee consisting of the Immediate Past President as Chairperson, plus 2 (two) club members not on the existing Board of Directors shall be appointed by the Board and shall present a Slate of Directors and Officers at the Annual Meeting. Nominations from the floor will be accepted at the meeting.

3.05 (b) The Nominating Committee will be asked to nominate persons to fill all positions as laid down in **By-Law # 1**.

3.05 (c) Members of the Nominating Committee shall not be barred from seeking office by reason of membership on the said committee.

3.05 (d) The Nominating Committee shall accept, as well as seek, nominations for all offices. In the case where 2 (two) names are put forward for the same office, the Chairperson of the Nominating Committee will make arrangements for an election by ballot.

3.05 (e) The Chairperson of the Nominating Committee will post all nominations 7 (seven) days prior to the Annual Meeting. The Chairperson, on the retirement of the existing officers will assist the President in the running of the elections.

3.05 (f) The President shall appoint 2 (two) tellers to count ballots. The tellers will report their findings to the President, who in turn will announce the result.

3.05 (g) Where a ballot is held the winner must obtain a majority vote: i.e. 50% +1. Where this is not the case, a new vote will take place until the majority is acquired by the winner and so declared by the President.
In the case where there are more than two candidates the person with the lowest number of votes will drop out.

3.05 (h) Upon election of all Directors and Officers, the Chairperson and members of the Nominating Committee shall be retired from further duty and the committee disbanded.

3.06 Executive Committee:

3.06(a) The Executive Committee shall include the Officers of the Corporation: the Chair, the Vice-Chair(s), the Treasurer and the Corporate Secretary, and one other director as chosen by the Board and may include additional Directors.

3.06(b) The members of the Executive Committee shall be elected or appointed by the Board from among its number at the first meeting of directors following the annual meeting of members of the Corporation. The Chair of the Board shall chair the Executive Committee. In the absence or incapacity of the Chair, the Vice-Chair of the Board shall chair the Executive Committee. A majority of members of the Executive Committee shall

be a quorum.

3.06(c) Members of the Executive Committee shall serve at the pleasure of the Board, and in any event, only for so long as they are Directors. The Board may fill vacancies in the Executive Committee by appointment from among its number. If and whenever a vacancy exists in the Executive Committee, the remaining members may exercise all of its powers so long as a quorum remains in office.

3.06(d) During the intervals between meetings of the Board, the Executive Committee shall possess and may exercise, subject to any rules and regulations which the Board may from time to time impose, the powers of the Board in the direction of the affairs of the Corporation (save and except such acts as must by law be performed by the Board itself) in such manner as the Executive Committee shall deem best for the interest of the Corporation in all cases in which specific directions shall not have been given by the Board.

3.06(e) The time and place of meetings of the Executive Committee, the calling thereof and the procedure in all things at such meetings shall be determined by the Executive Committee.

3.06(f) The Executive Committee shall keep minutes of its meetings in which shall be recorded all action taken by it. The Executive Committee shall be accountable to the Board and shall report on its activities and report all expenditures authorized by it at the next subsequent meeting of the Board.

3.07 Other Committees;

The Board of Directors shall appoint such other committees as deemed necessary, for example; Committee(s) may be struck to nominate members of BLBC for special recognition.

Section 4 Finance

4.01 Finance Committee:

4.01 (a) A Finance Committee consisting of the President, Vice President and Treasurer will be responsible for the overseeing of all expenditures and for the striking of a yearly budget prior to the Annual Meeting.

4.01 (b) All funds of the Club shall be deposited in a Canada Deposit Insurance Corporation (CDIC) member chartered bank or such other (CDIC member) financial institution authorized by the Board, to an account in the name of the BURLINGTON LAWN BOWLING CLUB. For club operating expenses up to and including $3000.00 the Treasurer has sole signing authority. In the event the Treasurer is unavailable, two signatures are required. For expenditures over $3000.00, two signatures are required. All disbursements must be supported with appropriate documentation.

4.01 (c) Upon resolution by the Board of Directors, surplus funds of the Club may be invested in secure instruments, such as GICs and Term Deposits, through CDIC member institutions. Such securities may, by similar resolution be liquidated.

4.02 Reserve Fund

4.02 (a) The Club will establish and maintain a reserve fund to ensure sufficient monies are available to cover anticipated and planned expenses of major repairs, replacements, and possible improvements to our facilities as well as expenditures of a contingent nature. The size of this fund will ultimately be determined by establishing forecasts of expenditures projected over an ongoing ten-year period.

4.02 (b) Contributions to this fund should be made not less than annually and will be a percentage of the annual membership dues after giving due consideration to surplus operating monies available for transfer at the end of each fiscal year and interest earned on our investments.

4.03 Investment Policy

Reserve fund monies are to be invested in secure instruments such as GICs and Term Deposits through financial institutions whom are members of the Canada Deposit Insurance Corporation (CDIC).
The rate of return should be the best available at the time of investment giving appropriate consideration to security of investment.
The term of the investment should be determined by the forecasted need and timing of expenditures at the time of investment.
A portion of the reserve fund should be maintained in liquid or accessible form to ensure the Club can meet any short-term demands.
Investments decisions are to be made on motion by the Treasurer subject to Board' approval**.**

4.04 Appropriation of Funds:

4.04 (a) Repairs and improvements up to $2500 should be classified as a normal operating expense and be paid from the current year's operating budget.

4.04 (b) Planned repairs, such as improvements or renovations in excess of $2500 and up to $10,000 can proceed at the discretion of the Board. Required funds to be appropriated from the reserve fund.

4.04 (c) Contingency repairs (needed but not expected or planned for) require Board approval. Required funds to be appropriated from the reserve fund.

4.04 (d) Capital expenditures of a discretionary nature in excess of $10,000 and supported by the Board of Directors require two-thirds (66 & 2/3%) approval of membership in attendance by person or by proxy at a duly called members meeting. Required funds to be appropriated from the reserve fund.

Section 5 Security

5.01 Loss of Private Property

The Club will not be responsible in any way for the loss of personal effects and equipment left on the premises or stored in lockers. Any significant article lost or found must be reported to the Board.

Section 6 Competition Rules

6.01 Competitions

6.01 (a) Competitions held under the Club's jurisdiction will be governed by the rules of "Bowls Canada", rules of the OLBA, and our local Club rules with amendments and additions to suit local conditions. All such amendments and additions shall be notified to the members.

6.01 (b) Alterations under Club rules may only be made with the consent of a majority of the Board of Directors.

6.01 (c) Consideration should be given for the provision of a qualified Umpire for competitions hosting bowlers from outside clubs.

6.02 Interpretation

Interpretations of these rules as well as questions in dispute shall be referred to the Board. The singular shall include the plural tenses and vice versa. References to gender shall be interchangeable.

Section 7 Dress

7.01Shoes

Flat, smooth soled shoes are mandatory for all bowling. Sandals must have a strap behind the heel.

7.02 Apparel

It is preferred that team members wear the same colour pants, skirts, shorts and shirts for tournaments and club championships.

Section 8 Club Games

8.01 Formation of teams

When club bowling is scheduled, morning, afternoon and evenings, as indicated in the calendar of events, and sufficient numbers are present, a draw will be made. If sufficient numbers are not available, then players may make up their own games.

8.02 Rules

Rules of the Provincial Association shall apply, except where changes are shown in these Operating Policies and Procedures or when posted. Prior to play the Drawmaster shall inform players of the rules of play for that day's game(s).

8.02 (a) Opposing bowls touching or equal distant from the Jack will not score points, and the end is counted as played.

8.02 (b) In the event of a collision between bowls in motion on adjoining rinks, both bowls should be replayed unless delivered on the wrong bias. If a bowl in motion strikes a bowl at rest on an adjoining rink, the bowl at rest should be replaced and the bowl in motion replayed unless delivered on the wrong bias.

8.02 (c) Each team shall be allowed 1 (one) dead end each game, for further dead ends the opponent shall count 1 (one) point. At the discretion of the Drawmaster the "Respot" rule may be used.

8.02 (d) In JITNEYS, 2 (two) games must be played and may be 10 or 12 ends duration. Alterations may be made by the draw-master when playing conditions warrant such changes.

8.02 (e) Play extra end for tied games, toss a coin for the mat, no score counted, but mark card 'W' for winner, 'L' for loser. Losing skip hands scorecard to winning skip to hand in.

8.02 (f) For all club games the draw will be closed 15 minutes prior to the advertised start of play. NO PHONE ENTRIES CAN BE ACCEPTED.

Section 9 Club Championships

9.01 Entry Fees

All entry fee money will be used for prizes in the same event.

9.02 Rules

9.02 (a) Club Championship rules shall apply to Singles, Pairs, Triples, Mixed Pairs, Novice Singles, Novice Open Pairs and Juniors. All tournaments are 3 (three) games of 12 (twelve) ends subject to modified format depending on entries.

9.02 (b) Notice of Club Events, date, time, entry fee, and number of games, ends, or total points required to win must be posted at least 14 (fourteen) days prior to play.

9.02 (c) All disputes pertaining to the rules governing the competition will be decided for outdoor bowls by the assigned umpire or the Club Championship Committee, and for Indoor bowls by the Chair of Indoor Bowling.

9.02 d) In case of illness or a bonafide emergency, a player may be substituted. The substitute player must continue in all subsequent games until the completion of the event. The substitute player is not permitted to skip.

9.02 (e) Singles, Pairs, Triples, Mixed Pairs, Novice Singles, Novice Open Pairs, Juniors shall be played as a 1 day 3 game tournament.

Triples must include a Novice bowler.

If a tie after regulation number of ends; Singles will play a 7 (seven) end game playoff. One (1) match is played if 2 players are tied, if 3 players tie then 2 versus 3 with the winner playing player 1. If 4 players tied, 1 versus 4 and 2 versus 3 with both winners playing for the finals.

9.02 (f) Junior bowlers must be under the age of 18 as of the 1st (first) of January of the current year.

9.02 (g) For all in club, non-tournament play, the Drawmaster shall set the rules of play.

9.03 Novice Tournaments

9.03 (a) Top **1st (first) year** Novice playing in Novice Singles and top **1st (first) year** Novice team playing in Novice Open Pairs tournaments will qualify for a prize(s) unless already qualified in the prize structure.

9.03 (b) Novice events are open to all novices with 1 -5 years' experience, including another club, Province or country. Note: Novices can win more than 1 (one) time in any novice event but not more than twice.

9.04 Indoor (Short Mat) Championships

9.04 (a) Indoor Short Mat bowls championships may be played in Singles, Pairs and Mixed Pairs. The format will be decided by the Chair of Indoor Bowling, taking into account the number of entries.

9.04 (b) Players will sign up for the event as individuals. After the entries are closed, the Chair (or a designate) will determine which players in a Pairs competition are to play as skips. At the opening of the event skips will draw for partners, and for their team position in the draw.

Section 10 Weather Safety Policy

10.01 Purpose

To ensure the safety of all bowlers, volunteers, and visitors during Thunderstorms, Hot Weather or Air Quality Events. This policy provides clear thresholds and procedures for modifying or cancelling play at BLBC. It aligns with the OLBA 2026 Conditions of Play (see appendix A) while adding specific, measurable criteria for club-level operations.

10.02 Scope

This policy applies to:

- Daily Draws
- Leagues
- Coaching Nights
- Club Tournaments
- Practice Sessions
- Rentals and Social Events

District and Provincial Championships follow OLBA Conditions of Play; however, BLBC may apply stricter thresholds if local conditions warrant.

10.03 Definitions

- **Temperature:** Air temperature measured by Environment Canada (EC).
- **Humidex:** EC's combined heat-and-humidity index.
- **Heat Warning:** EC advisory issued for Halton Region.
- **Decision Authority:** Any 1 (one) of Greens Chair, Drawmaster, Tournament Chair, Coaching Chair, President, Vice-President. Ideally 2 (two) will jointly agree on decision making.

10.04 Weather Events

10.04.1 Lightning Events

- All play shall comply with the lightning safety and preparedness standards issued by Environment Canada.
- At first sound of thunder or observation of lightning, play shall be suspended immediately, and all participants shall be ordered from the greens to find appropriate shelter.
- Play will not resume until at least 30 minutes have passed since the last sight of lightning or the sound of thunder.
- Full details of these requirements are available at: https://publications.gc.ca/site/eng/9.695655/publication.html**10.04.2 Thresholds for Action for Heat Events**

10.04.2 (a) Caution Level — Play Modified

Temperature ≥ 35°C
Required actions:

- Shorten games (e.g., 8 ends or 1-hour timed games).
- Mandatory 5 minute hydration breaks every 20 minutes at completion of the end in play.
- Cold water to be made available
- Game time limits will be waived
- New games may start only if conditions are stable or improving.

10.04.2 (b) Suspension Level — Play Cancelled

Humidex ≥ 40or**Temperature ≥ 38°C**or**Environment Canada Heat Warning in effect**
Required actions:

- All scheduled play cancelled.
- Greens closed for practice.
- Coaching sessions postponed.
- Rentals notified and rescheduled.
- Tournament Chairs must suspend play until conditions fall below thresholds for at least 60 minutes.

10.04.2 (c) Emergency Level — Immediate Stop

If any participant shows signs of heat illness (dizziness, confusion, collapse), or if on-green conditions become unsafe (no shade, extreme radiant heat):

- Play stops immediately.
- Greens cleared.
- Emergency Committee (Greens Chair, Drawmaster, President) determines next steps.
- 911 called if required.

10.04.3 Air Quality Guide

a. The Air Quality Health Index (AQHI) at an event will be based on information posted by Environment Canada. Canadian Weather - Environment Canada

b. When the AQHI is between 4 and 6, if any player experiences symptoms due to poor air quality, play for their specific game may be stopped for 20 minutes.
   i. After the first 10 minutes, the symptomatic player(s) will be assessed to determine whether they are able to continue to play;
   ii. If they are able to continue, play will recommence after the 20-minute break
   iii. If they are not able to continue playing at that time, a substitute will be recruited in accordance with the published substitution policies, and play will recommence with the substitute after the 20-minute break;
   iv. If there is no substitute available, an additional 10 minutes may be taken (20 minutes total) for the symptomatic player to recover. If, after 20 minutes, the symptomatic player remains unable to continue, the game will be forfeited by the defaulting team.

c. When the AQHI reaches 7, all play/competition will be suspended for at least one hour, during which time, players should be encouraged to rest and/or find shelter indoors, provided the shelter has better air quality than is currently outdoors.
   i. It will be at the discretion of the Head Event Umpire to determine when to resume play. Consideration should be given to all relevant factors, including the age and health of participants, the proximity of the venue to the nearest air quality station(s), and the predicted forecast.

d. Any time limits will be extended for any stoppages in play due to poor air quality.

e. In all instances where play is stopped or suspended, any end that has commenced must be completed before the stoppage takes effect unless stopped by the Chief Umpire mid-end.

10.05 Decision Process

- **Monitoring:** EC forecasts beginning **3 hours before** scheduled play.
- **Joint Decision:** Any 1 (one) of Greens Chair, Drawmaster, Tournament Chair, Coaching Chair, President, Vice-President make the final determination ideally **2 (two) hours before** play. Ideally 2 (two) will jointly agree on decision making.
- **Communication:**
  - Website banner updated
  - Email sent to distribution list
  - Notice posted on clubhouse door

    - Social media updated (optional)
- **During Play:**If thresholds are reached mid-game, play is suspended immediately.

10.06 Responsibilities

General: As BLBC is on City of Burlington property, any advisory by the City to suspend activity must be followed.

President or Vice-President: If conditions warrant it, the President or Vice-President may unilaterally issue a Club Closed directive at which time all bowling will be suspended.

Drawmaster, Tournament Chair

- Monitor weather conditions.
- Ensure shade structures and water stations are available.
- Maintain equipment (tents, coolers, fans).
- Apply thresholds consistently.
- Communicate cancellations promptly.
- Modify formats when required.
- Ensure volunteers follow hydration and shade protocols.

Coaching Chair

- Adjust or cancel coaching sessions based on thresholds.
- Ensure novice bowlers receive heat-safety guidance.

All Members

- Bring personal water bottles.
- Use shade areas.
- Report symptoms of heat stress immediately.

10.07 Additional Safety Measures

- Sunscreen strongly recommended.
- Hats strongly recommended.
- No alcohol permitted during high-heat conditions.

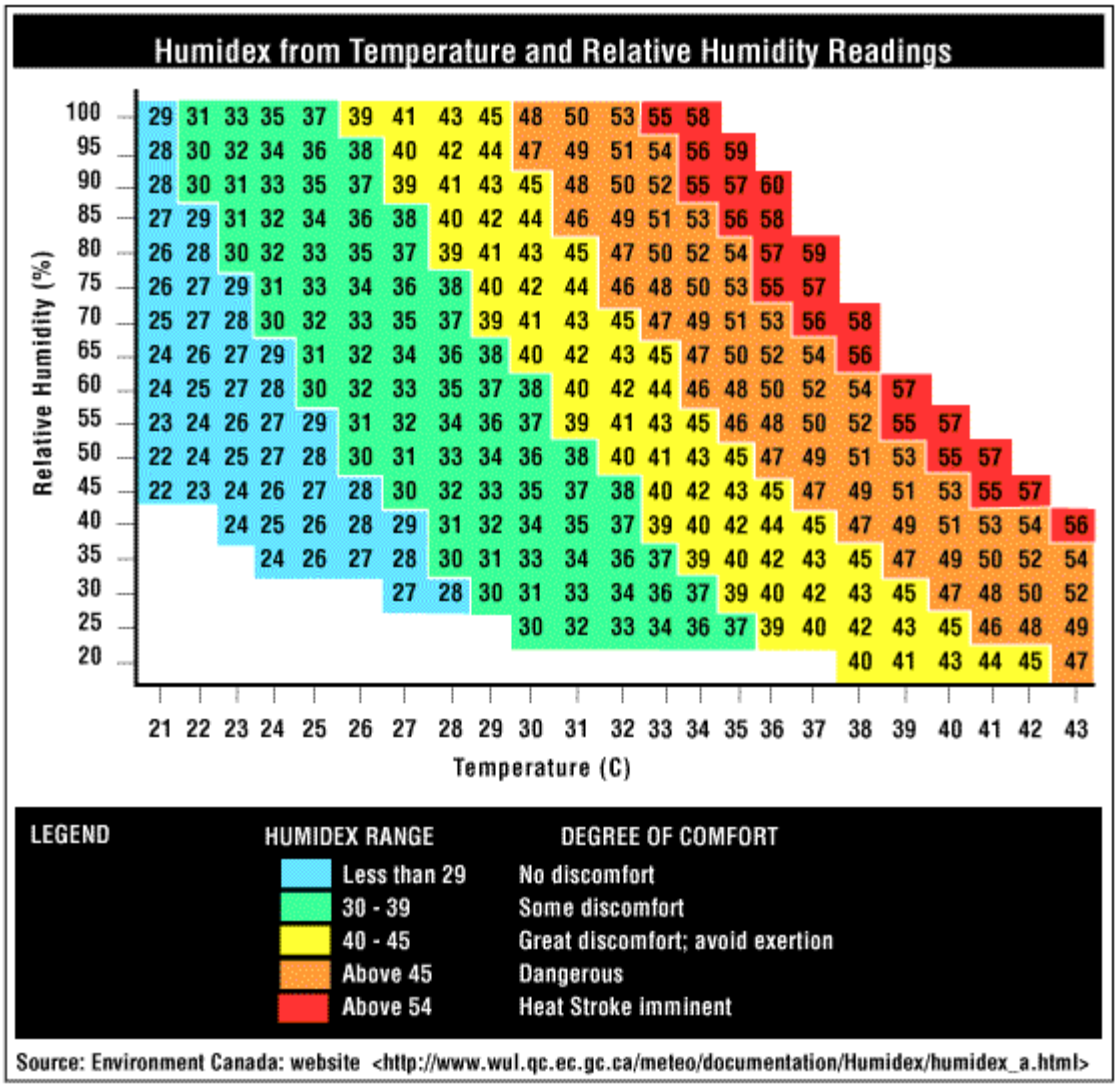
10.08 Review Cycle

This policy is reviewed annually by:

- Greens Chair
- Competition Director
- Coaching Chair
- President

Effective Date: September 2026

10.09 Humidex Table



Section 11 Policy on Sale of Bowls and Other Equipment

11.01 Purpose

This policy establishes the rules and procedures for the sale of lawn bowling equipment owned by the Burlington Lawn Bowling Club (“the Club”), including items donated by members. It ensures transparency, fairness, and consistency while generating reasonable revenue for the Club.

11.02 Scope

This policy applies to:

- Club-owned bowls, bags, accessories, and other equipment.
- Equipment donated to the Club by members.
- Any items left in the Draw Office without prior arrangement.

11.03 Draw Office Storage Rule

The Draw Office is **not** a storage area for personal equipment.

- Any items left in the Draw Office for more than **7 days** without prior written notice to the Vice President will be **assumed to be donated** to the Club. Notice of this rule will be posted on the door into the Draw Office.
- Donated items will be sold under the procedures outlined in this policy.
- Proceeds from such sales will be deposited into **general Club revenues**.

This rule ensures the Draw Office remains organized and available for Club operations.

11.04 Sale Methods

The Club will use one of two approved sale methods.

11.04.1 Silent Auction by Email (single or multiple items)

This method can be used whenever the Club has items available for sale.

Process:

- Members will receive an email listing all available items, including descriptions and minimum bid thresholds.
- Each item will have a minimum bid set by the Club to ensure reasonable revenue and prevent lowballing.
- Members submit bids by email only before the stated deadline.
- The highest bid received before the deadline wins the item.

- Winners will be notified by email and must remit payment before collecting the item.

11.04.2 Live Silent Auction

This method may be used when there is a good opportunity to offer items live.

Notification Requirements:

- Members must receive advance notice by email that a live silent auction will occur.
- Notification must include the auction date, time, item description, and minimum bid.

Advance Bids:

- Members may submit advance bids by email only.
- Advance bids will be added to the bid sheet at the start of the live auction.
- Advance bids must meet or exceed the minimum bid to be valid.

Auction Procedure:

- A silent auction sheet will be available at the event.
- Members may place written bids during the auction period.
- The highest bid at closing time wins the item.

11.05. Minimum Bid Thresholds

- Minimum bids will be set by someone designated by the Board based on item condition, market value, and Club needs.
- Minimum bids apply to both email and live silent auctions.
- Bids below the minimum will not be accepted.

11.06. Use of Proceeds

- All proceeds from equipment sales—whether Club-owned, donated, or abandoned—will be deposited into general Club revenues and used to support Club operations, maintenance, and member services.

11.07. Responsibilities

- The Vice-President or another designated Board member will administer auctions.

- The Treasurer will receive payments and record revenues.
- A Board designated member will determine minimum bids and approve sale formats.

11.08. Policy Review

- This policy will be reviewed annually by the Board and updated as needed to ensure fairness, clarity, and alignment with Club operations.

Effective Date: September 2026

APPENDIX I: *(updated 08-06-25)*

BURLINGTON LAWN BOWLING CLUB
MEMBER CODE OF CONDUCT

Members are reminded that the Burlington Lawn Bowling Club has been built and developed over the years by its members for the benefit of all members and for the advancement of the sport of bowls. It is the responsibility of everyone involved with the club to ensure that it continues to develop and progress and that no person/s is/are allowed to degrade or damage the property or interests of the club or bring the club or the sport of bowls into disrepute.

Being a member of Burlington Lawn Bowling Club entitles and obligates you to certain rights and responsibilities, as it does other members, guests, visitors and the club overall. Members of and visitors to the Burlington Lawn Bowling Club are required under this Code of Conduct to behave at all times in a way which upholds the values and good reputation of the Burlington Lawn Bowling Club.

The Code

1.0 Members and Visitors have a right to:

1.01 Be treated equitably and with respect.

1.02 Participate in an environment free from all forms of harassment and discrimination.

1.03 Have their privacy and confidentiality treated lawfully and with respect.

1.04 Submit their views to the Board of Directors of the club provided this is done appropriately and respectfully in line with the club's governance procedures and policies.

2.00 Members of and Visitors to Burlington Lawn Bowling Club must:

2.01 Treat everyone with respect, courtesy, and without harassment. All members must respect the rights, (not to be harassed, discriminated or bullied) dignity and worth of all Club Members regardless of age, gender reassignment, disability, marriage and

civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

2.02 Behave honestly and with integrity.

2.03 Comply with the rules and follow all safety requirements and practices of the Burlington Lawn Bowling Club.

2.04 Abide by the principles of “Safe Sport”. as defined by the Ontario Lawn Bowling Association (OLBA)

2.05 Observe the rules and etiquette of the sport of Bowls as defined by the current laws governing the sport of Bowls along with the Conditions of Play set out by Bowls Canada, the Ontario Lawn Bowling Association and the Club regarding course language, animals, smoking/vaping or alcohol consumption etc.

2.06 Not use obscene, offensive language or gestures or behave in a disorderly manner.

2.07 Behave responsibly and refrain from conduct that could be known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating to others.

2.08 Maintain appropriate confidentiality about dealings that any person has with the Burlington Lawn Bowling Club.

2.09 Not physically or verbally harass others (includes fight, argue, ridicule, threaten, stalk, etc.)

2.10 Comply with any lawful and reasonable direction given by someone who has authority to give the direction.

2.11 Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the Burlington Lawn Bowling Club.

2.12 Use the Burlington Lawn Bowling Club resources in an appropriate manner.

2.13 At all times behave in a way that upholds the good reputation of the Burlington Lawn Bowling Club

2.14 Any Breach of Criminal Law shall be referred to the Police.

APPENDIX II

BURLINGTON LAWN BOWLING CLUB
PROGRESSIVE DISCIPLINARY PROCEDURES

Stage 1:

1) Two Board members and one club member attend a meeting with the offender.

The offender must agree to cease the offending conduct.

2) The Board members report back to the Board at the next meeting discussing the response of the offender and his/her agreement to cease the offending conduct.

3) A Warning Letter is presented by the interviewers describing the offending conduct and directing that it cease in the future. The offender shall sign and date the document with agreement and returns it to the interviewers.

Stage 2

1) If the offender objects to the Warning Letter and refuses to sign, he/she may petition to state their case before the Board within 5 days of the initial interview.

2) After the discussion, the Board will consider the submission of the member before making the final decision as to termination of the member

3) An email will be sent out to the offender announcing the decision of the Board. A copy will be kept on record by the Secretary.

4) No fees will be reimbursed.

Stage 3

1) If the offender's membership has been terminated and the offender returns to the Club, any Board member is authorized to request that they leave the premises.

2) If no Board member is present, the Drawmaster will call a Board member to come to the Club and request the offender to leave.

Appendix III: In-Camera/Closed Meetings Policy

In keeping with the status BLBC as a Not for Profit Club which receives support from sponsors, Foundations and members, and which encourages participation by members of the public to join and participate, it is recognized that the Board of Directors have an obligation to be accountable and transparent to its various stakeholders.

In furtherance of this, the guiding principle governing meetings of the Board of Directors where matters are discussed and/or decisions are made which materially advance the interests of the club will be transparency.

At the same time, in some situations, matters being dealt with by the Board require confidentiality to a degree that outweighs the principle of transparency in order to allow a full and proper discussion and decision making process by the Board, or to protect the interests of the BLBC or certain persons.

The Board may move "*in camera*" to discuss or deal with matters of the following nature;

a) the security of the property of the BLBC;
b) personal matters about an identifiable individual, including BLBC employees if any;
c) a proposed or pending acquisition or disposition of land by the BLBC, or by the City of Burlington or other entity for or on behalf of the BLBC;
d) labour relations or contractor/employee negotiations;
e) the performance of the Board or a Board member;
f) litigation or potential litigation affecting the BLBC, including matters before an administrative tribunal; and

g) the receipt of advice subject to solicitor-client privilege, including communications necessary for that purpose.

A decision to hold a meeting, or a portion thereof, *in camera* shall be made by a motion of the Board (or committee) following a request by the Chair (or committee chair) or by a member of the Board (or committee) provided that prior notice of the intention to make the request has been given by the member to the Chair (or committee chair). The motion shall state that the Board is moving into closed session and indicate the general nature of the matter to be considered in the *in camera* session The agendas for board meetings shall include an agenda item "*In Camera* session (if required)

When a meeting of the Board (or committee), or a portion thereof, takes place *in camera*, all individuals who are not Directors of the Board shall leave the meeting immediately and no person who is not a Director shall attend the *in camera* portion of the

meeting unless expressly invited by the Board (or committee). Persons who may be invited to attend an *in camera* meeting of the Board (or committee) include BLBC staff (if any) and/or other persons who have knowledge of or a connection to the matter such that their presence at the *in camera* session, or a portion thereof, would benefit the Board and its deliberations.

It is the responsibility of the Chair or committee chair to ensure that only matters that are confidential, as defined within the parameters defined in this policy, are discussed during an *in camera* meeting of the Board or committee.

In order to ensure clarity, the Corporate Secretary or, in their absence, another member of the Board, (or in the case of a committee, the committee chair) will record significant matters discussed *in camera* and any resulting motions or directions. The *in camera* minutes will be held in a confidential file accessible only to the Corporate Secretary and the Chair (and in the case of a committee, the committee chair as well as the Chair). When required, Board members may view *in camera* records by request made to the Corporate Secretary.

APPENDIX IV: COMMITTEES

2026 Committee Liaisons

Board Position	Standing Committees	Ad hoc Committees
President		
Vice President		Non-Club Events/Rentals
Treasurer		Bookkeeper Budget
Secretary		
Property Director	Building Greens	Gardens Health & Safety
Membership Director	Publicity	Tag Committee
Competition Director	Tournaments Club Championships Coaching	District 5 Ladies League District 5 Men's League Drawmasters
Social Director	Hospitality Bar	
Fundraising Director	Sponsorship	
Communication Director	Website/Social Media	Handbook Photography Sick and Visiting
Past President (non-voting)		Nominating Committee