



Torquay Bowls Club

16 - Charity Policy

Responsible Department - BOM

Date Approved - March 2024

Next Review 2 years

Introduction

This Policy can either be consistent for all or have flexibility. The original version emerged from a BoM meeting seeking flexibility. This version seeks a balance.

Scope

To clarify the ability to run successful charity events with an agreed policy

Definition

How the club deals with charity events

Manager responsibility

To run the event with Board and Bowl Committee approval where required

Charity activity by the club may involve:

- i. Donations in response to requests for assistance.
- ii. Providing static displays within the club house eg. collection tins and advertisements
- iii. The use of the green or clubhouse by a charity organization to raise money.

All applications for charity activity will be received by the Bar/Bistro Manager or an officer delegated with this responsibility.

Regular Charity Days – e.g. Lions and Masonic Days

- i. Regular applicants such as Lions and Masons should submit an application to the Bar/Bistro Manager who will advise the Board and submit the request to the Fixture Book Manager for inclusion in the annual program. Unless otherwise renegotiated the conditions that apply to their presentation will be those previously decided by the Board.
- ii. Provided the event is mentioned in the club's fixture book, unless further additional requests are received for this event the Relevant Board member can approve the event prior to advising the Board of the date and the details for inclusion in the minutes of a meeting.
- iii. No charge will be made for use of the greens and club house. All existing club conditions for green and club house use will apply.
- iv. The club will receive the bar/bistro takings.
- v. Each charity shall apply for access to the club annually.
- vi. Issues that should be considered by the Board in its deliberations
 - a) The hourly dollar charge to cover cleaning, heating/cooling energy use and gas use re barbecue will be negotiated by the Bar/Bistro Manager
 - b) Club Bowls will be loaned free of charge
 - c) If planned by the charity the Board will identify where an auction may be conducted?

Irregular Charity Events

- i. The Board will approve all irregular charity events and activities by resolution after the appropriate Board member tables the request. This also applies to the use of the club house by the TRSL and the Dabu Trust.
- ii. All applications for approval to operate a charity event will be submitted on a proforma devised to contain all relevant information.
- iii. Upon receipt the Manager should then consult the Greens Manager and the Senior Bowls President before advising the Board in writing through the relevant Board member. The reservations manager will subsequently be the contact person for any approved event.
- iv. The advice should list any special requirements required by the sponsors of the day.
- v. The Board will subsequently decide the conditions and the charges that will apply to the event.
- vi. Should TBC offer any form of discount for hire charges it will formally be recognised as a sponsor in any publicity by the event organizers and in any end of day presentations.
- vii. Because charities can vary in their relevance to the local community and response to catastrophic events the Board will consider the merits of each event separately excluding those conditions that already apply to the Lions and Masons days.

Donations

- i. The Board will consider each request on its merit and relevance.