

# **CONSTITUTION & RULES**

**OF THE**

# **DURSLEY BOWLS CLUB**



Club Headquarters: -

Priory Gardens  
Long Street  
Dursley, Gos.

**ADOPTED AT THE**  
**ANNUAL GENERAL MEETING OF THE CLUB,**  
**held on Friday 9<sup>th</sup> November 2018, at Dursley Bowls Club**

# CONSTITUTION of the DURSLEY BOWLS CLUB

## **1: NAME AND OBJECTIVES**

- 1.1 The name of the Club shall be 'DURSLEY BOWLS CLUB' (hereinafter referred to within this constitution as the 'Club').
- 1.2 The Club shall be affiliated to Bowls England and Gloucestershire Bowls Association
- 1.3 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls in Dursley and District
- 1.4 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.

## **2: OFFICERS of the CLUB**

- 2.1 The Officers of the Club shall be Full members of the Club and shall consist of:- a Chairperson, an Honorary Secretary and a Treasurer. Officers shall be elected at the Annual General Meeting and shall hold office for the period of election. All Officers shall be eligible for re-election to the same office or another office at the end of their current period of election.
- 2.2 An honorary, non-executive, President may also be elected annually at the Annual General Meeting to represent the Club at General Meetings, on match days and other special events.

## **3: MEMBERSHIP**

- 3.1. There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder.
  - 3.1.1. **A Full Adult Member** - being a person who, at the date of election, shall have attained the age of eighteen years shall have one vote.
  - 3.1.2. **A Junior Member** - being a person who, at the date of election, is under the age of eighteen years shall have no vote.
  - 3.1.3. **An Associate Member** – *for those that support the objects of the Club but are non-players and shall have no vote.* Honorary Associate Membership may be granted by the Management Committee to those that make, or have made, an active contribution to the life of the Club.
- 3.2. **Rights and privileges of members**
  - 3.2.1. The rights and privileges of each category of membership shall be as follows:-
    - (a) A FULL MEMBER shall have the full use of all Club facilities. Affiliation Fees shall be payable to Gloucestershire Bowls Association and Bowls England.
    - (b) A JUNIOR MEMBER shall have the full use of all Club facilities subject only to 8.4 of this Constitution. Affiliation Fees shall be payable to Gloucestershire Bowls Association and Bowls England.

(c) AN HONORARY/LIFE MEMBER shall have the full use of all the Club facilities. Affiliation Fees shall be payable to Gloucestershire Bowls Association and Bowls England.

(d) AN ASSOCIATE MEMBER shall have the full use of the Club-house facilities.

3.2.2 Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises until they have become a member.

### 3.3 **Membership Joining Fee & Subscription Fee**

3.3.1 The rate of Joining Fee (if any) and Subscription Fee for each category of Membership shall be proposed by the Committee to the members at the Annual General Meeting in each year. Any proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative from the First Day of April each Year. The current rate of Joining Fee (if any) and Subscription Fee shall be prominently displayed in the Club premises.

(a) Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis.

(b) Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.

(c) The Club Committee may refuse membership or remove it, only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members. If consideration of removal of membership is as a result of a disciplinary issue, the procedure to be adopted shall be that as set out at point 3.6.2 of this Constitution.

3.3.2 All members shall pay the Joining Fee (if applicable) and their first annual subscription fee upon election to the Club and thereafter by the First of April each Year

### 3.4 **Members' duty to provide contact details**

3.4.1 Every member shall furnish the Honorary Secretary with up-to-date contact details that shall be recorded in the Register of Members and any notice sent to such address/es either by post or electronically shall be deemed to have been duly delivered.

### 3.5 **Election and retirement of members**

3.5.1 Application for membership

(a) An application for membership shall be in the form prescribed by the Committee and shall include the name, address and contact details of the candidate.

3.5.2 Election of Members

(a) Upon receipt of an application for membership, there shall be an interval of at least two days before the meeting of the Committee at which such application for membership shall be considered. The election of all classes of members is vested in the Committee and shall be a simple majority vote of those of the Committee. The Committee may refuse applications only for good cause such as conduct likely to bring

the Club into disrepute. The Honorary Secretary shall inform each candidate in writing of the candidate's election or non-election. The Honorary Secretary shall furnish an elected candidate with a copy of the Rules and Byelaws of the Club and make request for such payments as are necessary.

### 3.5.3 Payment of Fees upon Election

- (a) Upon election, a candidate shall pay, within one calendar month, fees as shall be requested. In default of such payment, the election shall be void unless sufficient cause for delay be shown.

### 3.5.4 Retirement of a member

- (a) A member wishing to resign their membership shall give notice in writing to the Honorary Secretary before the Thirty-first of March and shall not then be liable to pay the subscription for the following year.
- (b) A member who retires in accordance with this Rule shall not be entitled to have any part of the annual membership fee or any other fees refunded.

### 3.5.5 Arrears of Subscription

- (a) The Committee may cancel, without notice being given, the membership of any member whose annual subscription and other annual fees are more than one month in arrears provided that the Committee may, at its absolute discretion, re-instate such member upon payment of arrears. No member whose annual payment is in arrears may use the Club premises or vote at any meeting.

## 3.6 **Conduct of Members**

### 3.6.1 Under-taking by members to comply with rules

- (a) Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Byelaws and Regulations of the Club.

### 3.6.2 Disciplinary action against members

- (a) All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct)
- (b) Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

### 3.6.3 Complaints

- (a) Complaints of any nature shall be addressed in writing to the Honorary Secretary.

### 3.6.4 Members of other Bowls England Affiliated Clubs

- (a) A member of any Club affiliated to Bowls England (a list whereof is published by Bowls England annually) may be authorised to use the premises of the Club.

## 3.7 **Limitation of Club liability**

- 3.7.1 All references to the Club in this Section shall mean each and every individual member of the Club from time to time.

3.7.2 Members are bound by the following Rule which shall also be exhibited in a prominent place within the Club premises:

*“Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:*

*(a) The Club will not accept any liability for any damage to or loss of property belonging to members.*

*(b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club.”*

3.7.3 Membership of the Club and acceptance of these Rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.

#### **4: Management Committee**

##### **4.1 Composition of Committee**

4.1.1 The Committee shall consist of the Officers, ex officio, and not less than eight nor more than twelve Full Members elected at the Annual General Meeting to hold office for the term of their elected period.

4.1.2 Candidates for election to the Committee shall be those members of the retiring Committee eligible to offer themselves for re-election and such other full members whose nominations (duly proposed and seconded in writing by Full members of the Club) with their consent shall have been received by the Honorary Secretary at least twenty eight days before the date of the Annual General Meeting in each year. Such nominations, together with the names of the Proposer and Secunder shall be posted to the Club premises at least fourteen days prior to the date of the Annual General Meeting.

4.1.3 If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot of those members present and entitled to vote at the Annual General Meeting.

4.1.4 If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if majority of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.

4.1.5 In the event of the ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot or previously nominated person.

4.1.6 If, for any reason, a casual vacancy shall occur, the Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Co-opted Members will be entitled to vote.

## 4.2 **Committee Meetings**

- 4.2.1 The Committee shall endeavour to meet at least six times a year making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish.
- 4.2.2 Voting shall be by show of hands. In the case of equality of votes the Chairman (or other nominated person) shall be entitled to a second and casting vote.
- 4.2.3 At least one Executive Officer and five Committee members personally present shall form a quorum at a meeting of the Committee.
- 4.2.4 Any conflict of interest must be declared to the Chairman (or other nominated person) prior to the start of the meeting. The Chairman (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.

## 4.3 **Powers of the Committee**

- 4.3.1 The Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objects of the Club.
- 4.3.2 In particular the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.

## 4.4: **Appointment of Sub-Committees**

- 4.4.1 The Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law.

## 4.5 **Disclosure of Interest to Third Parties**

- 4.5.1 A member of the Committee, of a sub-committee or any member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting.

## 4.6: **Limitation of Committee's authority**

- 4.6.1 The Committee, or any person or sub-committee delegated by the Committee to act as agent for the Club or its members, shall enter into contracts only as far as expressly authorised, or authorised by implication, by the Committee. No one shall, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its membership.

## 4.7: **Members' indemnification of Committee**

- 4.7.1 In pursuance of the authority vested in the Committee by members of the Club, members of the Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.

#### 4.7.2 Indemnity Clause

Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever [reasonably] incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties.

Save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the General Committee.

4.7.2 The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of membership unless the Committee has been authorised to exceed such limit by a General Meeting of the Club.

#### 4.8 Contractual Liability

4.8.1 The Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Committee and/or Trustees of the Club, as appropriate.

*“The liability of the Committee and Trustees for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time.”*

#### 5: Trustees

5.1 The Trustees of the Club shall be the Management Committee of the Club.

5.2 All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club.

5.3 The Trustees shall in all respects act, in regard to any property of the Club held by them, and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club. The governance recording all decision making shall be duly recorded in the Minutes of the proceedings of the Management Committee, but no purchaser, lessee or mortgagee shall be concerned to enquire to see the Minutes.

5.4 The Trustees shall be effectually indemnified by the members of the Club out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club

## **6: Annual General Meeting**

- 6.1. The Annual General Meeting of the Club shall be held not later than the end of March in each membership year on a date to be fixed by the Committee. Ninety days written notice shall be given to the Members of the date and normal Agenda of the Annual General Meeting by posting the notice on the Club notice board. The Honorary Secretary shall at least fourteen days before the date of such meeting circulate to each member notice hereof and of the business to be brought forward thereat. This may be either by post or electronically. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least twenty eight days before a meeting.
- 6.2. The business of the Annual General Meeting shall be to:
  - 6.2.1. Confirm the minutes of the previous Annual General Meeting and any General Meeting held since the last Annual General Meeting.
  - 6.2.2. Receive the audited accounts for the year from the Treasurer.
  - 6.2.3. Receive the annual report of the Committee from the Secretary.
  - 6.2.4. Elect an auditor.
  - 6.2.5. Elect the Officers of the Club (i.e. President; Chairperson; Secretary; Treasurer and other Management Committee Members).
  - 6.2.6. Elect a Bar Committee, from adult members of the club, to be responsible to the Management Committee for the purchase and supply of alcohol by and for the club.
  - 6.2.7. Elect an Appeals Committee of five Full Members who are not members of the Management Committee.
  - 6.2.8. Review Club subscription rates, match fees and transport allowances and agree them for the forthcoming year.
  - 6.2.9. Transact such other business received in writing by the Secretary from Members fourteen days prior to the meeting and included on the agenda.
- 6.3. No business, except the above clauses 6.2, and any business that the Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice thereof be given in writing by a member entitled to vote to the Honorary Secretary at least 28 days before the date of the Annual General Meeting.
- 6.4. The Committee may at any time, upon giving twenty one days notice in writing, call a Special General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice sent to members.
  - 6.4.1. The Committee shall call a Special General Meeting upon a written request addressed to the Honorary Secretary signed by at least Fifteen members. The Committee shall meet within Ten days of the request in order to call a SGM. The Committee shall give twenty one days notice in writing of any such Special General Meeting.
- 6.5. At every General Meeting of the Club the President will preside, or in their absence, a Chair elected by a majority of those present shall preside.
- 6.6. Twenty-one members entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.



- 6.7 Only Full Members or Honorary Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.
- 6.8 Voting, except upon the election of members of the Committee, shall be by show of hands.
- 6.9 In the case of an equality of votes the President (or other nominated person) shall have a second or casting vote, on any matter.
- 6.10 On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Byelaw or Regulation of the Club such Rule, Byelaw or Regulation shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote. Provided that no such change shall jeopardise the Club's status as a Community Amateur Sports Club within the meaning of the Finance Acts, or in any event alter its objects or winding-up provisions.

## **7: Dissolution of the Club**

- 7.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 7.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 7.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club.
- 7.4 Upon dissolution of the Club the Committee shall give or transfer the net assets remaining to one or more of the following:
- (a) to another Club with similar sports purposes which is a charity and/or
  - (b) to another Club with similar sports purposes which is a registered CASC and/or
  - (c) to Bowls England for use by them in related community sports.

## **8: Miscellaneous**

- 8.1 Opening of Club Premises  
The Club premises shall be open to members at such times as the Committee shall direct and those times will be posted on the club notice board.
- 8.2 Safeguarding  
The club shall adhere to the Safeguarding Policy of Bowls England and will ensure that all the contents are communicated to members and clearly displayed within the club premises for Members and Visitors.
- 8.3 Equalities  
The club shall adhere to the Equality Policy of Bowls England.

#### 8.4 Licensing

The club shall adhere to the requirements of the Licensing Act (or any subsequent Act) with regard to the purchase and supply of excisable goods.

8.5 The property and funds of the Club cannot be used for the direct or indirect private benefits of its members other than as reasonably allowed by this Rule.

8.6 The Club may provide sporting and related social facilities, club sporting equipment, coaching, courses, insurance cover, medical treatment, reasonable away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs.

8.7 The Club may also in conjunction with the sports purposes of the Club:-

8.7.1 Sell and supply food, drink and related sports clothing and equipment.

8.7.2 Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.

8.7.3 Pay for reasonable hospitality for visiting teams and guests.

8.8 **The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.**

#### **9: PRIORITY**

9.1. Where there is any conflict between any of the above Rules (“key Rules”) and any other rule or rules the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

# **CLUB RULES**

These Club Rules are a supplement to the Club Constitution. They should be read in conjunction with the Constitution and where there is any conflict between any of the Constitution Rules and any other Club Rules the Constitution will take priority.

## **1. SUBSCRIPTIONS.**

All Subscriptions are due on the First of April each year and must be paid, in full, before playing in any match representing the Club. New members shall complete an application form, before their application is considered by the Management Committee.

New Members joining during the membership year shall pay such proportion of the subscription as decided by the Management Committee.

Persons may not be admitted to membership or be admitted as candidates for membership, without an interval of at least two days between their nomination for membership and their admission.

## **2. VISITORS.**

Full Members may introduce visitors to the green. If they wish to play, they may do so after paying the due fee.

## **3. SUPPLY OF ALCOHOL.**

(i) Alcohol may not be supplied to members on the premises otherwise than by or on behalf of the club.

(ii) The purchase and supply of alcohol by and for the club shall be managed by a committee made up of elected members of the club all aged over 18 years.

(iii) It is not permitted for any person to receive any commission, percentage or similar payment at the expense of the club with reference to purchases of alcohol by the club.

(iv) It is not permitted for any person to derive directly or indirectly any monetary benefit from the supply of alcohol to members or guests apart from to benefit the club as a whole or any indirect benefit a person derives by reason of the supply contributing to a general gain for the club as a whole.

(v) Full members may introduce guests on any occasion, to accompany them in the members' bar, whose names and addresses shall be recorded in the visitors' book.

(vi) Members of visiting teams, officials and supporters competing in official events against Club teams shall, on the day of such an event, be permitted entry to the Club and while on Club premises may purchase intoxicating liquor and use Club facilities. The Committee reserve the right to refuse admission to any such visitor at their own absolute discretion.

(vii) The sale by retail of alcohol by or on behalf of the club to a guest of a full member of the club shall only be for consumption on the club premises where the sale takes place.

(viii) The permitted hours for the supply and consumption of intoxicating liquor shall be such as dictated by the Licensing Acts and the local licensing regulation, as approved by the Committee and displayed on

the Club premises. The Committee is empowered to authorise application being made for a special order for exemption in connection with any special occasion to be held by Members on the Club premises.

#### **4. FINANCE.**

- (i) All monies raised by the club from the subscriptions, sales or other activities, shall be immediately paid into the club accounts by the Treasurer.
- (ii) Authority for all expenditure on behalf of the club must first be given by the Management Committee.
- (iii) Match fees and Transport Allowance shall be such sum as shall be decided at an A.G.M. and details posted on the club notice board.
- (iv) Competition fees shall be such sums as shall be decided by the Management Committee.
- (v) Travelling expenses, on a scale agreed at the Club AGM, will be paid for the following categories:
  - The driver of a car taking players, at the request of the Club, to a match which the Club has organised and for which the players pay the rink fee set at the AGM.
  - Official representatives of the Club attending meetings of the governing bodies of the organisations of which the Club is a member

#### **5. SECTIONS AND SUB-COMMITTEES.**

- (i) The Men and Women Members of the club shall meet separately at the end of the playing season to elect their Match Captains and Vice-Captains, Secretaries, Fixture Secretaries, Competition Committee Members and County Representatives, for the next season, and to discuss arrangements for their single-sex matches. A joint end of season meeting shall appoint a Mixed Match Captain, Vice-Captain and Mixed Fixtures Secretary.
- (ii) The Management Committee may appoint such sub-committees as it requires to implement specific tasks. These sub-committees are responsible to the Management Committee and all decisions must be ratified by the Management Committee.

#### **6. CLUB MATCHES.**

- (i) Availability lists will be posted in the pavilion.
- (ii) Teams will be selected by the relevant Captains from the lists. Players will only be included if they have indicated their availability, unless there is a shortage of players.
- (iii) Selected teams, including transport and catering details, will be posted in the pavilion at least four days before matches are due to be played.

#### **7. COMPETITIONS.**

Club Competitions shall be regulated by a Competitions Committee, appointed by the Management Committee, consisting of two members elected by the Men's Section and two members elected by the Ladies Section of the Club.

## **8. CONDUCT OF MEMBERS AND VISITORS.**

Members and Visitors are expected at all times to act in a responsible and considerate manner towards each other and to all Club property.

There will be NO SMOKING OR VAPING on the green and is only allowed in designated areas- near the car park gate and on the patio near the front gate.

The Club, it's Members and its Visitors shall at all times and in all respects conform to and be bound by the Rules of Bowls England and the Club. Any member breaking those Rules may be requested to appear before the Club Management Committee. Definitions of Misconduct are as in Bowls England Rules, as are procedures for Expulsion, Suspension and Striking-Off. Appeals may be made to the Club Appeals Committee and, thereafter, to the County and National Executives, as in Bowls England Rules.

## **9. DRESS ON THE GREEN.**

All dress to be as in Bowls England rules for all Club matches and Club competitions, with the exception of social events when reasonable attire shall be worn (If in doubt consult your section or match Captain).

When representing the Club in matches the wearing of Club uniform colours is expected.

## **10. USE OF THE GREEN.**

The Greenkeeper's decisions on the fitness of the green for play, or not, are final. If he is not available please use common sense on using the green in wet conditions. Use the ground sheets if necessary.

## **11. PRIORITY FOR USE OF THE GREEN shall be:**

1. All County Competitions i.e. Team, Individual, etc.
2. Club League matches including:
  - South Cotswold League matches (Men)
  - Corinium League matches (Ladies)
  - Stroud Valleys Triples League matches (Ladies)
3. BOWLS ENGLAND Competitions through Club qualification.
4. Club Friendly matches and Club organised events
5. Other competitions, including:
  - Club competitions
  - BOWLS ENGLAND Competitions through individual entry
  - Any other private entry competitions

## **12. CHILD PROTECTION POLICY.**

Dursley Bowls Club fully accepts its legal and moral obligation to exercise its duty of care and to protect all children (and vulnerable adults) participating in its activities, and to safe-guard their welfare. Members must, therefore, support this policy.

We are committed to do this by acknowledging that:

The welfare of the child is paramount.

Each child irrespective of age, gender, religion, race or disability has the right to protection from abuse.

Each child has a right to be safe, and to be treated with respect and dignity.

We shall use our best endeavours to ensure that:

All allegations of abuse are taken seriously.

The response to them is swift and appropriate.

The effectiveness of our policy is reviewed annually.

At least one responsible person shall be appointed annually as a Child Protection Officer (whose name and telephone number will be displayed on the club notice board) to whom members can address any concerns.

### **13. DATA PROTECTION.**

The Club may collect data from Members, consisting of the name, address and other identifiers as to the eligibility for membership, for the purposes of establishing or maintaining membership of the Club or the County and National governing bodies of the sport of bowls, including administration purposes. Data will not be transferred to third parties other than with consent or where necessary to process the data.

### **14. ALTERATIONS TO THESE RULES.**

Alterations or additions to all or any of the rules may be made at any General Meeting of the Members, convened with the required written notice of the proposal. A resolution of two-thirds majority of those present and voting must be forthcoming.

The Management Committee may make alterations or additions to any of the rules except Numbers 3,8,12,13 & 14, at a duly convened meeting.

All alterations and additions made by the Committee must be presented for approval by two-thirds majority of those present and voting at the next Annual General Meeting of the Members.

### **15. ANY COMPLAINTS OR MATTERS NOT PROVIDED FOR.**

Any complaints by Members or any matters not provided for by these rules must be submitted in writing to the Honorary Secretary who shall submit the same to the Management Committee at their next duly convened meeting.

# **CLUB COMPETITION RULES**

1. All matches will be played under the Laws of the Sport of Bowls.
2. The dress code of white above the waist and grey below shall be observed for all matches.
3. **1.** Competitions are open to all Full and Junior Members, subject to the competition rules noted on all entry forms.  
**3.2.** If not enough players or teams enter, so that one player/ pair/ team, could advance directly to the final without having played a game, the overall competition shall be deemed, “Not held”, as far as the result/ honours board is concerned for that year.
4. **4.1.** The Competitions Committee shall fix handicaps, where required, before making the draws. They will decide the start and finish dates for each round. No extensions of time will be allowed save in very exceptional circumstances as may be determined by the Committee.  
**4.2.** In pairs triples and fours, the players taking part in the first game shall constitute the team and shall normally play together throughout the competition.  
**4.3.** One additional, and the same player, may be used as a substitute at any time provided they have not already played in the competition. They may play in any position. The sign-up sheets will, therefore, have a section for anyone who cannot play on the first round dates, to say that they would like to be considered if there is a vacancy for a substitute. In the drawn pairs competitions, if there is more than one substitute available, the names shall be drawn blind from a hat to make it fair.
5. The first named in the draw for a match is the CHALLENGER and is responsible for booking the green and, in singles, for providing a marker. **BOTH PLAYERS ARE EQUALLY RESPONSIBLE** for contacting their opponent, immediately after the draw or previous round, to arrange a mutually agreeable time of play within the remaining permissible time of play. If a player is knowingly unavailable (due to holidays, etc.) during this period, for more than four days, they should inform their opponent beforehand.
6. Games not played within the prescribed period, except for mutually agreed walkovers, will be automatically cancelled but the Competitions Committee will consider a claim for any competitor to be claimed the winner. The Club Secretary must be informed in writing of the grounds for any such claims.
7. All competition rinks to be drawn, at the start of the match, from the Rink Numbers Bag. In practice this means that particular rinks may not be booked in advance and the rink selection can only be made, immediately prior to the commencement of the match, from those rinks available at that time. A booking for the match should, however, be made on the Club Diary sheet.  
  
No player in a competition shall play on the same rink on the day of such competition before play commences, under penalty of disqualification.
8. Rinks are to stay as set by the Greenkeeper – normally at the minimum allowed by the Laws of the Sport of 4.3 metres.

The Greenkeeper's decisions on the fitness of the green for play, or not, are final. If he is not available please use common sense on using the green in wet conditions. Use the ground sheets if necessary.

9. All players shall be on the green ready to play by the agreed start time. Any player arriving fifteen minutes after the agreed start time may be eliminated from the competition.

10. The completed score card must be signed by ONE PLAYER FROM EACH SIDE and placed in the results box.

11. Singles Four Wood matches to be played to 21 shots

Two Wood Singles and Pairs matches to be played to 21 ends.

If the scores are tied at the end of 21 ends an extra end shall be played.

Mixed Pairs to be best of 3 sets, with each set comprising 7 ends.

Each set must be played to a result. If the point scores are equal at the end of a set, an extra end (or ends) shall be played to decide the winner.

All matches will be drawn. However entries for the mixed pairs competition will be accepted from pairs (already agreed). Anyone else entering on their own will have their names drawn with a partner who has also entered on their own whenever possible.

## 12. The Handicap Competition

101 points are required to be reached to achieve a winning result. Points are awarded thus: -

Shot 4 points, Second wood 3 points, Third wood 2 points, Fourth wood 1 point.

If two opposing woods are equidistant from the jack then the points shall be shared (e.g. Equal first 3.5 points each, equal second 2.5 points each, equal third 1.5 points each, equal fourth 0.5 point each)

At the start of the match the handicaps of both players must be entered on the score card at "first end" space. Play then proceeds until 101 (or more) is reached by adding actual scores to the handicap already entered. In the event of a player reaching 97, 98, 99 or 100 points, the next end is played in its entirety and the scores added to total score.

The player with the highest score is the winner. (e.g. A is on 97, B is on 96. A has shot – 4 points. B has 2nd, 3rd and 4th – 6 points. Final score is A 101, B 102 – B is the Winner). If both reach the same total of 101 (or more) on completion of an end, play is continued until a result is achieved. All woods in an end must be counted.