

Ibstock Bowling Club

Club Constitution and Rules

1. Title

- 1.1 The Club shall be called **Ibstock Bowling Club**, hereafter to be referred to as “the Club” and shall be affiliated to and play under the rules of Bowls England and Bowls Leicester.

2. Objects

- 2.1 To foster and promote the sport of flat green bowls at all levels, providing opportunities for recreation and competition.
- 2.2 Provide and promote opportunities for the members of the club and the local communities for instruction, recreation, participation and competition.
- 2.3 To provide coaching expertise to promote the clubs activities to potential new members including young people and persons with disabilities.

3. Membership

- 3.1 Membership of the Club shall be open to any person interested in flat green bowling, regardless of race, age, gender, sexual orientation, religious belief or ability, who completes a membership application form and pays the relevant subscription/joining fee as determined by the Club. (Refer to Appendix A for further information regarding membership, Sex Discrimination Act, etc.)
- 3.2 All surplus income, profits, and monies from club sponsored competitions shall be re- invested in the club. No surpluses or assets will be distributed to members or third parties.
- 3.3 A condition of membership of the club shall be that the Club Constitution and Rules are accepted as final and binding.
- 3.4 Although membership of the club is open to the whole community, the club reserves the right to limit the number of members without prejudice or discrimination solely on the availability of the club’s facilities to fulfil its primary objectives.
- 3.5 The club’s Management Committee may refuse membership to individuals of proven bad character or with track records of poor conduct likely to bring the club into disharmony or disrepute. Appeal against refusal may be made to the Executive Committee.
- 3.6 At the commencement of the season all members of the previous season shall be considered as members of the club.
- 3.7 Only members of the club shall be entitled to use all facilities of the club.
- 3.8 Only members of the club may play in competitive (non-friendly) club matches and competitions.
- 3.9 It is expected that club members will play in weekend matches in order for them to be selected for league matches.
- 3.10 Visitors shall be welcomed and actively encouraged to play on the green and use the clubs facilities providing they are accompanied by a club member.
- 3.11 An “out of town” guest may play at the club for the duration of their stay with the permission of a club Committee member.
- 3.12 A local visitor shall be allowed to play up to three times per season.

4 Subscriptions

- 4.1 Membership subscription categories as per the following examples:-
 - Full Member – Any male member between the ages of 16 and 60;
 - Over 60s Member – Any male member who is 60 or over;
 - Ladies Member – Any lady member over 16;
 - Junior Member – Any member under the age of 16; and
 - Honorary Member – Any member having served the club and been voted an Honorary Member privilege at an Annual General Meeting.Potential new members with no bowling experience will enjoy free membership for the first year.
- 4.2 Annual subscriptions, green fees, match fees shall be fixed at the Annual General Meeting
- 4.3 Subscriptions shall be paid to the Treasurer or their Assistant before 1st May. The Treasurer shall

report to the Committee the subscription status at the first committee meeting following 1st May. Any member failing to pay their subscriptions before the 1st May shall be deemed not to be a member of the club and shall not be entitled to be selected for match play, competitions or use of the club facilities.

5 Officers

5.1 The officers of the Club will be:-

President/Chairperson	Non-Executive Officer, usually an honorary position
Captain)
Vice-Captain)
Secretary) Executive Officers
Treasurer)
Assistant Treasurer)
Fixture Secretary	
Competition Secretary	
Captains Hinckley & District	
Captain Coalville & District	
Captain Over 60s	
BL men's delegate	
BL ladies' delegate	
Ladies' Secretary	
Welfare and safeguarding Officer	
Green Keeper	
Any member elected by a Annual General Committee	

5.2 Election of officers

5.2.1 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members.

5.2.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

6 Management/General Committee

6.1 The affairs of the Club shall be controlled by a General Committee comprising the Executive Officers and other Members (as per Officers 5.1) elected from, and by, the Annual General Meeting. The General Committee shall meet at agreed intervals and not less than four times per year.

6.2 The duties of the General Committee shall be:-

6.2.1 To control the affairs of the Club on behalf of the Members.

6.2.2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be examined by the appointed accounts examiner before every Annual General Meeting. The club shall maintain a bank current account. Any cheques drawn against Club funds should be signed by the Treasurer and one other Officer.

6.2.3 To co-opt additional members of the Committee as the Committee feels necessary. Co-opted members shall not be entitled to vote on the Committee.

6.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to a second and casting vote.

6.2.5 To appoint Sub-Committees as necessary to fulfil the Club's business.

6.3 The **President** of the club shall be responsible for leading the club to achieve its goals for the year. The President will preside effectively over club meetings and ensures that conflicts are resolved within the club (see BE Disciplinary rule 9)

6.4 **The Hon. Secretary** of the club shall be responsible for minutes of the club committee meetings, handle all correspondence and maintain all club records including a list of names and addresses of all members.

6.5 **The Hon. Treasurer** of the club shall be responsible for income and expenditure and shall present the club accounts to the Annual General Meeting. The Treasurer ensures, wherever practicable, that all payments of over £100 shall be made by cheque signed by two of the account signatories.

6.6 The Hon. Treasurer's accounts shall be audited by two club members duly elected at the Annual General Meeting

- 6.7 **The Fixture Secretary** shall be responsible for organising and maintaining all club fixtures through the committee.
- 6.8 **The Match Secretary** shall organise, arrange and administer all club competitions and arrange for the purchase of or inscribing of the club competition trophies.
- 6.9 **The Greekeeper** or green committee shall have the authority to decide if the green is playable or not, under adverse weather or other extreme conditions. The direction of play, selection of rinks for play and setting of rinks is the responsibility of the greenkeeper or green committee. The green committee shall be responsible for the upkeep and maintenance of the of the green, ditch and surrounding areas.

7 General meetings

- 7.1 The **Annual General Meeting** shall be held not later than the end of November each year. 21 clear days' written notice shall be given to Members of the Annual General Meeting by either circulating a copy of the notice to every member at their home address or posting the notice on the Club Notice Board. Members must advise the Secretary in writing of any business to be considered at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 7.2 The AGM shall be chaired by the President or in his absence a member voted to do so by those present. The business of the Annual General Meeting shall be to:-
- 7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - 7.2.2 Receive the examined/audited accounts for the year from the Treasurer.
 - 7.2.3 Receive the annual report of the Committee from the Secretary.
 - 7.2.4 Receive report from the Social & Benevolence Committee, Captains, Fixture Secretary & Green Keeper
 - 7.2.5 Elect two members to act as accounts examiners.
 - 7.2.6 Elect the Officers and Committee Members of the Club.
 - 7.2.7 Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.
 - 7.2.8 Conduct Any Other Business
- 7.3 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 3 Members of the Club. At least 21 days' notice of the meeting shall be given.
- 7.4 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date.
- 7.5 At all General Meetings, the Chair will be taken by the President/ Chairperson or, in their absence, by a deputy appointed by the Members attending the meeting.
- 7.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the President/Chairperson shall be entitled to a second and additional casting vote.
- 7.7 A quorum for a General Meeting shall be 10 members
- 7.8 Each Member shall be entitled to one vote at General Meetings.
- 7.9 A **Special General Meeting** may be convened at any time by the Management Committee if considered necessary or alternatively on receipt by the Secretary of a request in writing signed by not less than five members, specifying the resolution to be submitted to the General Meeting.
- 7.10 A Special General Meeting called in response to a request shall be held no later than twenty one days of receipt of the request.
- 7.11 Decisions made at a Special General Meeting shall be by a simple majority vote from the attendees at the meeting. Each member at the meeting shall be entitled to one vote. In the event of a tied vote, the chairperson shall be entitled to a second and casting vote.
- 7.12 No further business other than the resolution shall be discussed.

8 Team Selection

- 8.1 The relevant Team Captain shall be responsible for selecting the teams for the weekend, friendly fixtures and Monday, Tuesday and Thursday league fixtures.
- 8.2 A Selection Committee of at least two members of the club may be nominated by the committee to

be responsible for selecting the teams entered in various County and National competitions.

9 Dress Code

- 9.1 For weekend matches members shall wear recognised club shirts and cream/white trousers (men) trousers/skirts (ladies) bowling shoes and cream/white socks.
- 9.2 For midweek matches and league/inter-club or county competitions members shall wear club shirts, grey trousers (men) grey trousers/skirt (ladies) bowling shoes and cream/white/grey socks.
- 9.3 For club competitions members may wear smart, casual clothing with bowling shoes apart from the finals where 9.2 above shall apply.
- 9.4 Smart, casual clothing may be worn for roll ups but regulation bowls shoes must worn.
- 9.5 Members reaching the final stages of National or County competitions shall be required to comply with appropriate National or County regulations for clothing

10 Etiquette and Conduct

- 10.1 Club members shall be expected to take an interest in the preservation of the green and on no account play on the green without wearing bowling shoes
- 10.2 Normal etiquette shall be observed on or around the green at all times in order that no one may be offended or distracted whilst playing bowls
- 10.3 No betting or lottery shall be promoted by any member of the club in aid of club funds without prior permission of the committee
- 10.4 The club committee may suspend a member of the club whose conduct has been, in the opinion of the committee, contrary to the interests of the club. The suspended member shall be informed in writing by the secretary. The member may appeal against his/her suspension at a specially convened meeting of the executive committee. The executive committee shall decide either to terminate the membership of the suspended member or re-instate him/her. The member shall be informed of the committee's decision in writing

10.5 The club adopts in full Bowls England current Regulation 9: Disciplinary Rules in Relation to Misconduct (copies of which shall be available in the clubhouse or from the BE website

11 Protection of Children and the Vulnerable

- 11.1 The club is committed to promoting a safe environment within the club's facilities in which children and the vulnerable can enjoy taking part in the game of bowls.
- 11.2 The club shall appoint a designated person to serve as the Club Safeguarding Officer
- 11.3 The club adopts The Bowls Leicestershire Safeguarding & Child Protection Policy and Procedures.**

12 Alterations to the Constitution

- 12.1 Any proposed alterations to the Club's Constitution may only be considered at an Annual or Special General Meeting convened with the required 14 day written notice of the proposal. Any alteration or amendment must be duly proposed and seconded. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.

13 Indemnity Clause

- 13.1 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.

Note 1.

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,

Note 2.

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.

13.2 The club nor its officers shall be liable to any member or guest for any loss or damage to any property occurring on the club premises.

14 Dissolution

14.1 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.

14.2 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.

14.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to some other voluntary organisation having similar objects.

The Club include within their constitution reference to the following items of legislation. Further information is available on the Bowls England website – www.bowlsengland.com – and from the Bowls England Regulations.

- Anti doping
- Children and Vulnerable Adults
- Discrimination, Equal Opportunities and Human Rights
- Health and Safety
- Insurance and Indemnification
- Misconduct, Suspension and Exclusion of Members

Appendix A: Notes on Membership and the Sex Discrimination Act

Does 'open membership' mean clubs can never refuse membership?

As a rule sport and recreation organisations have 'open' membership policies, whereby anyone who wishes to participate in a given sport and recreation, and is willing to abide by necessary rules and codes of conduct, is able to do so. Clubs can refuse membership, where they have good reason to believe that the applicant would be a disruptive influence or prejudice the good conduct of the club. But there must be no discrimination in such a decision.

Sex Discrimination Act

The Sex Discrimination Act 1975 (SDA) prohibits direct and indirect sex discrimination. Direct sex discrimination is less favourable treatment of a woman than a man (or vice versa) because of their sex. For example, the local football club refuses to allow women to play in the team. Indirect sex discrimination occurs when a condition or requirement is applied equally to both women and men but, in fact, it affects more women than men (or vice versa) and is not justifiable on objective ground unrelated to sex. There are some exceptions allowing sporting organisations to discriminate between the sexes, and exceptions in the SDA that may be relevant to your situation include:

Voluntary bodies

A voluntary body may use this exception in order to restrict membership to one sex and provide its services to those members. The voluntary body must be non-profit making, single sex and not set up under any laws. For example, men-only or women-only leagues or teams, and single-sex sporting clubs are often set up as single sex voluntary bodies and are therefore allowed to restrict membership to one sex. [S.34 SDA]

Serious embarrassment

Services may be restricted to one sex if the users are likely to suffer 'serious embarrassment' at the presence of a member of the opposite sex or the users are likely to be in a state of undress. Where this is the reason for women only saunas and leisure facilities then this exception could apply. [S.35 (1) (c) SDA]

Physical contact

Facilities or services may be restricted to one sex if they involve physical contact between the participants where a member of one sex might reasonably object if the contact was with a person of the opposite sex. A self-defence class restricted to women only might rely on this exception. [S.35 (2) SDA]

General exception for sport

It is not unlawful in relation to any sport, game or other activity of a competitive nature where the physical strength, stamina or physique of the average woman puts her at a disadvantage to the average man, to confine competitors to one sex. For example, it would not be unlawful for the Football Association to refuse to allow women to play in the men's football league. [S.44 SDA]

Private members' clubs

Currently genuinely private members' clubs are not covered by the SDA. A private members club is

one, which operates genuine selection of members on personal grounds e.g. a new member must be proposed, seconded and accepted by the existing membership. Therefore they can be single sex or, if they admit both sexes, can have rules that disadvantage one sex.

Some clubs may think of themselves as 'private' but admit members freely - if so, they would not be considered a private members club and would be acting unlawfully if they treated men and women differently. Frequently, sporting clubs such as bowling clubs discriminate between the sexes by having different classes of membership for men and women - private members clubs are allowed to do this under the current law.