

## **Ibstock Bowling Club**



Secretary Ibstock Bowling Club  
24/10/2023

### **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. Objectives**

- 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 Application for 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 fulfill its primary objectives.
- 3.5 Applications for membership of the club will be considered and approved by the Executive Committee, with a minimum of 5 days elapsing between application and approval of that membership.
- 3.6 The club’s Executive 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 and heard by a meeting of the Executive Committee.
- 3.7 At the commencement of the season all members of the previous season shall be considered as members of the club.
- 3.8 Only members of the club shall be entitled to use all facilities of the club.
- 3.9 Only members of the club may play in competitive (non-friendly) club matches and competitions.
- 3.10 It is expected that club members will play in weekend matches in order for them to be selected for league matches.
- 3.11 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.
- 3.12 An “out of town” guest may play at the club for the duration of their stay with the permission of a club Committee member.
- 3.13 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:-
  - Adult Member – Any member between the ages of 16 and 60;
  - Over 60s Member – Any member who is 60 or over;
  - 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.
- 4.2 Potential new members with no bowling experience will enjoy free membership for the first part year, although they will be expected to pay for full membership on subsequent years. Nevertheless

voluntary donations will be encouraged in that first year of free membership.

- 4.3 Annual subscriptions, green fees, match fees shall be fixed at the Annual General Meeting
- 4.4 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:-

Role/Position	
President	
Chairperson	Executive Officer
Secretary	Executive Officer
Treasurer	Executive Officer
Assistant Treasurer	
Club Captain	Executive Officer
Club Vice Captain	
Fixture Secretary	Executive Officer
Greenkeeper	Executive Officer
Marketing Officer	Executive Officer
Bar Manager	Executive Officer
Captain & Delegate Hinckley Triples 'C' team	
Captain & Delegate Hinckley Triples 'B' team	
Captain & Delegate Coalville & District Triples 'A' team	
Captain & Delegate Coalville & District Triples 'B' team	
Captain & Delegate Coalville & District Over 60s team	
Wednesday captain	
Competition Secretary (Mens)	
Competition Secretary (Ladies)	
Bowls Leicester Delegate (Mens)	
Bowls Leicester Delegate (Ladies)	
Bowls Development Officer	
Welfare & Safeguarding Officer	
Social Committee	
Auditors	

## 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 Executive/General Committee

- 6.1 There will be an Executive Committee, comprising of Executive Officers and a General Committee that will comprise of all officers of the club, as per section 5.1 Officers.
- 6.2 The Executive Committee shall meet prior to the start of the season to formulate an operating plan for the coming season, and as required should external events demand so. The General Committee shall meet at agreed intervals and not less than four times per year.
- 6.3 The duties of the Executive Committee shall be:-
- 6.3.1 To formulate and propose an 'operating plan', for the agreement of the General Committee.
- 6.3.2 To meet as required to formulate a response in respect of any external changes that impact the running of the Club.
- 6.4 The duties of the General Committee shall be:-
- 6.4.1 To control the affairs of the Club on behalf of the Members, approving (or rejecting) any recommendations made by the Executive Committee,

- 6.4.2 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.
- 6.4.3 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.
- 6.4.4 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.
- 6.4.5 To appoint Sub-Committees as necessary to fulfill the Club's business.
- 6.4.6 The roles and responsibilities of the individuals that comprise the General Committee are summarized in section 6.5 below. Fuller job descriptions of each role will be maintained for reference but will not form part of this constitution.
- 6.5 The **President** of the club is an honorary and non executive position, responsible for representing the club at major functions.
- 6.6 The **Chairperson** should be responsible for leading the club to achieve its objectives, in line with their agreed strategy. They should be responsible for chairing meetings of the Executive Committee, the Annual General Meeting and all Special General Meetings. When a vote is taken the Chairperson shall have a normal vote plus, in the event of a tie, a casting vote. (See 6.1.2 in respect of Executive Committee meetings)
- 6.7 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.
- 6.8 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 or bank transfer, authorised by two of the account signatories.
- 6.9 The Hon. Treasurer's accounts shall be audited by two club members duly elected at the Annual General Meeting.
- 6.10 The **Assistant Treasurer** of the club will be responsible for shadowing the role of the Hon. Treasurer and assisting their duties as required.
- 6.11 The **Club Captain** should be responsible for the fulfillment of Saturday friendly fixtures, including match arrangements and selection of teams.
- 6.12 The **Club Vice Captain** should be responsible for deputising for the Club Captain in their absence.
- 6.13 The **Fixture Secretary** shall be responsible for organising and maintaining all club fixtures through the committee.
- 6.14 **The Match Secretary** shall organise, arrange and administer all club competitions and arrange for the purchase of or inscribing of the club competition trophies.
- 6.15 **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.
- 6.16 The **Marketing Officer** shall be responsible for the promotion of the bowls club,
- 6.17 A Captain and Delegate will be appointed for each team that participates in the respective leagues that the club participates in. Each captain and delegate shall be responsible for representing the club at any league meeting, as well as responsible for the fulfillment of league fixtures, including match arrangements and selection of teams.
- 6.18 The **Bar Manager** shall be responsible for all operations in connection with the running of the bar, including the provision of revenue to the club treasurer at season's end,
- 6.19 The **Wednesday Captain** should be responsible for the fulfillment of Wednesday friendly fixtures, including match arrangements and selection of teams
- 6.20 The **Competition Secretary (Mens)** should be responsible for the organisation of any internal club competitions that are specifically held for male club members, They will be jointly responsible, with the Competition Secretary (Ladies), for any club competition that is mixed.
- 6.21 The **Competition Secretary (Ladies)** should be responsible for the organisation of any internal club competitions that are specifically held for female club members, They will be jointly responsible, with the Competition Secretary (Mens), for any club competition that is mixed.
- 6.22 The **Bowls Leicester Delegate (Men)** should be responsible for representing the club at County

level, specifically aspects as they relate to male members.

- 6.23 The **Bowls Leicester Delegate (Ladies)** should be responsible for representing the club at County level, specifically aspects as they relate to female members.
- 6.24 The **Bowls Development Officer** should be responsible for the development of bowling skills within the club.
- 6.25 The **Welfare and Safeguarding officer** should be responsible for ensuring the safety and well-being of club members, in line with the agreed policies for the club, by ensuring that all club members are aware of and uphold those policies.
- 6.26 The **Social Committee** shall be responsible for encouraging an active social participation by all club members in all club affairs, and not just those directly connected with lawn bowling.
- 6.27 The **Auditors** shall be responsible for auditing the Club Treasurer's annual accounts, ahead of the club's AGM, ensuring that they are a fair and accurate reflection of the clubs expenses.

## **7 Executive meetings.**

- 7.1 Executive meetings are attended by Executive Officers only and will be held in the month prior to the first General Committee meeting, to formulate plans for the coming season, such that those plans can be proposed to the General Committee for ratification and agreement.
- 7.2 Additionally, an Executive meeting might be called in response to any external event that might impact the running of the club.
- 7.3 Executive meetings will be chaired by the chair person, or in their absence a member voted to do so by those present.
- 7.4 The Executive Committee only has the power to propose changes for consideration and voting on by the General Committee. However, any agreement to a proposal will be taken by a simple majority of votes from those present at the meeting. In the event of equal votes, the Chairperson shall be entitled to a second and additional casting vote.
- 7.5 A quorum for an Executive Meeting shall be 4 members
- 7.6 Each Member shall be entitled to one vote at Executive Meetings.

## **8 General meetings**

- 8.1 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.
- 8.2 The AGM shall be chaired by the Chairperson or in their absence a member voted to do so by those present. The business of the Annual General Meeting shall be to:-
  - 8.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
  - 8.2.2 Receive the examined/audited accounts for the year from the Treasurer.
  - 8.2.3 Receive the annual report of the Committee from the Secretary.
  - 8.2.4 Receive report from the Social Committee, Captains, Fixture Secretary & Green Keeper
  - 8.2.5 Elect two members to act as Auditors of the clubs accounts.
  - 8.2.6 Elect the Officers and Committee Members of the Club.
  - 8.2.7 Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.
  - 8.2.8 Conduct Any Other Business
- 8.3 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.
- 8.4 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.
- 8.5 At all General Meetings, the Chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Members attending the meeting.
- 8.6 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 Chairperson shall be entitled to a second and additional casting vote.
- 8.7 A quorum for a General Meeting shall be 8 members
- 8.8 Each Member shall be entitled to one vote at General Meetings.
- 8.9 A **Special General Meeting** may be convened at any time by the Executive 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.

- 8.10 A Special General Meeting called in response to a request shall be held no later than twenty one days of receipt of the request.
- 8.11 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.
- 8.12 No further business other than the resolution shall be discussed.

## **9 Team Selection**

- 9.1 The relevant Team Captain shall be responsible for selecting the teams for the weekend and Wednesday, friendly fixtures, and Monday, Tuesday and Thursday league fixtures.
- 9.2 A Selection Committee drawn from the respective team captains will be responsible for selecting the teams entered in various County and National competitions.

## **10 Dress Code**

- 10.1 For all friendly matches (including weekend matches and Wednesday friendly matches), members shall wear club shirts and either white, grey or county registered club colours below the waist (to be decided by AGM) and flat shoes. Players have the freedom to choose to wear trousers, culottes, skirts, shorts or shorts on an individual basis, with no requirement to wear the same item as other players in their team as long as all members of the same team wear the same colour.
- 10.2 For midweek league matches and league/inter-club or county competitions members shall wear club shirts and below the waist colour as stated by the competition ruling body and flat shoes.
- 10.3 For club competitions members may wear smart, casual clothing with flat shoes apart from the finals where members shall wear club shirts and white or county registered club colours below the waist.
- 10.4 Smart, casual clothing may be worn for roll ups but flat shoes must worn.
- 10.5 Members reaching the final stages of National or County competitions shall be required to comply with appropriate National or County regulations for clothing

## **11 Etiquette and Conduct**

- 11.1 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
- 11.2 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
- 11.3 No betting or lottery shall be promoted by any member of the club in aid of club funds without prior permission of the committee
- 11.4 In the event of a complaint being received against a club member, whether that complaint has been made by a fellow club member, a member of another club or through Bowls England or Bowls Leicestershire, then the complaint will be received and investigated by the Club's Disciplinary Committee to see whether there is a case to answer. In the event that it is deemed that there is no case to answer, the Chairperson will respond directly to the complainant, on behalf of the Club Disciplinary Committee, to this effect. In the event that the Chairperson deems that there is a case to answer, then the matter will be referred to the Club Disciplinary Committee, for investigation and for a hearing to be held, if they deem one is appropriate.
- 11.5 The Club Disciplinary Committee will consists of the Chairperson, the Secretary, the Treasurer and the Club Captain. Should a vote be required on actions to be taken, then the Chairperson will have the casting vote, in the event of a tie.
- 11.6 Notwithstanding the above points, 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).

## **12 Grievances**

- 12.1 In the event that a club member feel that they have a valid grievance that has not been addressed to their satisfaction then they should seek to address the matter with the associated parties, in the first instance.

- 12.2 Should the matter not be resolved with the individuals concerned then the party that feels that they have a grievance should raise the matter in writing with the club secretary, stating what their grievance is and what resolution they are expecting.
- 12.3 On receipt of a written grievance, the secretary will arrange an extraordinary meeting with members of the Executive Committee to discuss the grievance/complaint, within two weeks of receiving that grievance. Involved parties may or may not be invited into that meeting, at the sole discretion of the Executive Committee.
- 12.4 In making a decision, the Executive Committee should seek guidance from the Bowls England rules and regulations, where relevant guidance exists.
- 12.5 The decision of the Executive Committee will be relayed to all involved parties in writing, within a further week of the grievance meeting being held.
- 12.6 The decision of the Executive Committee will be the final and binding ruling on the matter, notwithstanding any individuals right to refer the matter to Bowls England.

### **13 Protection of Children and the Vulnerable**

- 13.1 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.
- 13.2 The club shall appoint a designated person to serve as the Club Safeguarding Officer
- 13.3 The club adopts The Bowls Leicestershire Safeguarding & Child Protection Policy and Vulnerable Adults Safeguarding Policy, including the associated Procedures.

### **14 Alterations to the Constitution**

- 14.1 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.

### **15 Indemnity Clause**

- 15.1 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.

- 15.2 Neither 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.

### **16 Dissolution**

- 16.1 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.
- 16.2 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.
- 16.3 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](http://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.

<b>Version History</b>		
<b>Version Number</b>	<b>Date</b>	<b>Description</b>
1.0	Dec 2009	Baseline version pre changes introduced at AGM 2022
2.0	11/10/2022	Version to include changes approved at AGM 2022.
3.0	23/10/2023	Version to include changes approved at AGM 2023, including review of section 13 Protection of Children and the Vulnerable to ensure continued relevance.