



CLANFIELD BOWLS & SPORTS CLUB

CLUB RULES

1. INTRODUCTION

- 1.1 The Club shall be named the Clanfield Bowls & Sports Club (C.B.S.C.), the objectives being to provide facilities for, and promote participation of, the whole community in the amateur sport of outdoor flat green bowls and other sports and exercise activities.
- 1.2 C.B.S.C. is based at 7 Columbine Way, Clanfield, Waterlooville Hampshire PO8 0WJ (the Pavilion) over which it holds a 25 year lease with Clanfield Parish Council, which commenced in 2019, at an annual rent of one Peppercorn. In exchange for this nominal rent C.B.S.C. is managed and financed by its members.
- 1.3 These Rules should be read in conjunction with the Constitution of C.B.S.C. (Appendix A). In the event of any ambiguity or conflict the provisions of the Constitution will override these Rules.

2. MEMBERSHIP

- 2.1 C.B.S.C. may have different classes of membership and subscription on a non-discriminatory and fair basis. Membership subscriptions will be decided by the Management Committee and approved by the AGM each year for the following Subscription Year.
- 2.2 The subscriptions for the year from 1st April 2019 to 31st March 2020 will be
 - Full Members - £120
 - Family Members -£120
 - Sports Members - £60
 - Winter Members - £60

Membership applications shall be in the form prescribed by the Management Committee and shall include the applicant's name, address and contact details.

- 2.3 Voting rights will be restricted to paid up Full Members, including Junior Members enrolled under Family Memberships.
- 2.4 Membership of C.B.S.C. shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of bowls as a particular sport. Membership may however be limited according to available facilities on a non-discriminatory basis. The Management Committee may refuse membership or, subject to rule 9 of these Rules, remove it only for good and sufficient cause, such as conduct or character likely to bring the C.B.S.C. or the sport into disrepute or non-payment of sums due to C.B.S.C.

2.5 Membership Categories

2.5.1 Full Membership

Full Members shall be entitled to bowl at any time that the Pavilion and green are open and fit for play, subject only to availability of rinks. Rinks may be unavailable due to maintenance or repair or because they are needed for internal or external competitions or regular “roll ups”.

Full Members may use C.B.S.C’s loan equipment including bowls, without charge.

Full Members have use of the Pavilion facilities and are entitled each year to receive newsletters and notice of C.B.S.C. fixtures. They also have the opportunity to participate in fund-raising social events at the Member admission rate. They are able to participate in any sports or exercise activities organised for Members.

Full Members may each sign in up to 2 Guests who may use the Pavilion, attend fund-raising social events at the Member’s Guest admission rate or play bowls on payment of the Member’s Guest rates. Admission of Guests is subject to the provisions in Rule 13.

Priority for admission to fund-raising social events and for use of the rinks shall be given to Full Members and Sports Members. Members’ Guests shall only be admitted subject to availability.

2.5.2 Sports Membership

Sports members have full use of the Pavilion facilities and are entitled each year to receive newsletters.

Sports Members also have the opportunity to participate in fund-raising social events at the Member admission rate. They are able to participate in any sports or exercise activities organised for Members.

Sports Members will not be able to sign in Guests.

2.5.3 Winter Membership

Winter Members are members only for the period between 31st August and 1st April. During that period they

- shall be entitled to bowl at any time that the Pavilion and green are open and fit for play, subject only to availability of rinks. Rinks may be unavailable due to maintenance or repair or because they are needed for internal or external competitions or regular “roll ups”.
- may use C.B.S.C’s loan equipment, including bowls without charge.
- have use of the Pavilion facilities and are entitled each year to receive newsletters and notice of C.B.S.C. winter fixtures. They also have the opportunity to participate in fund-raising social events at the Member admission rate. They are able to participate in any sports or exercise activities organised for Members.
- sign in up to 2 Guests who may use the Pavilion, attend fund-raising social events at the Member’s Guest admission rate or play bowls on payment of the Member’s Guest rates. Admission of Guests is subject to the provisions in Rule 13.

Priority for admission to fund-raising social events and for use of the rinks shall be given to Full Members, Winter Members and Sports Members. Members’ Guests shall only be admitted subject to availability.

2.5.4 Family Membership

A Family Member may enrol up to three persons who will be under age 16 at the end of the relevant Subscription Year. Persons enrolled by a Family Member will be Junior Members.

Family Members will be Full Members and entitled to all the benefits set out in rule 2.5.1 above.

Provided that they are accompanied by the Full Member who introduced them (or another Full Member who is a relative of the Junior Member), Junior Members have full use of the Pavilion facilities and shall be entitled to bowl at any time that the Pavilion and green are open and fit for play, subject only to availability of rinks. Rinks may be unavailable due to maintenance or repair or because they are needed for internal or external competitions or regular “roll ups”. They are also entitled each year to receive newsletters and notice of any fixtures.

Junior Members also have the opportunity to participate in age appropriate fund-raising social events at the Member admission rate. They are able to participate in any sports or exercise activities organised for Members. In both cases they must be accompanied by the Full Member who introduced them.

Junior Members will not be able to sign in Guests.

2.5.5 Temporary Membership

Any person who uses the Pavilion or the green as a Member’s Guest or as a participant in an event subject to a Hiring Agreement or who is a non-Member who has hired a rink under the Public Access policy shall for the duration of their stay be a Temporary Member and subject to any of these rules that are applicable.

2.5.6 Limitation of Liability of C.B.S.C. to Members

To the extent permitted by law, C.B.S.C. will not accept any liability for

- any damage to or loss of property belonging to members or any person who uses the Pavilion or the green as a Member’s Guest or as a participant in an event subject to a Hiring Agreement or who is a non-Member who has hired a rink under the Public Access policy, or
- personal injury arising out of the use of C.B.S.C. premises or any other facilities of C.B.S.C. 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, Management Committee, Trustees or servants of C.B.S.C..

3. **AFFILIATIONS**

C.B.S.C. shall be affiliated to:-

- (a) Bowls England
- (b) Bowls Hampshire.
- (c) The Portsmouth & District Bowling Association.
- (d) The Portsmouth & District Women's Bowling Association.

4. **RULES OF PLAY**

- (a) All games of bowls shall be played under the Laws of Bowls England and in accordance with the rules of Bowls Hampshire.
- (b) The format for each C.B.S.C. competition in the following year is to be determined by the Management Committee annually. A majority vote of the Management Committee will decide a change of any competition.
- (c) C.B.S.C. competitions shall be played in accordance with the rules set out by the Management Committee. These rules are displayed on the Notice Board and website at the start of each season.

5. **MANAGEMENT COMMITTEE**

- 5.1 The Management Committee, overseen by the Trustees, shall manage the affairs and assets of C.B.S.C. according to the Rules and Constitution and any legal and regulatory requirements. They shall ensure that the funds of C.B.S.C. are applied solely to the objectives of C.B.S.C..

The Management Committee has responsibility for all bowling matters, including the running and organisation of the Pavilion, the organisation of stewards and their duties, the organisation of C.B.S.C. and external competitions, the recruitment and retention of members and the induction of new members into C.B.S.C., the provision of sports and fund-raising activities and ensuring the best use of the green and its maintenance.

In particular the Management Committee shall ensure that the property and funds of C.B.S.C. 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 C.B.S.C.

The Chairman of C.B.S.C. will chair the meetings unless he or she decides otherwise and appoints another member of the Management Committee to do so.

5.2 The Management Committee shall consist of the following:-

Chairperson
Club Secretary
Treasurer
Finance and Compliance Officer
Membership and Registrations Secretary
Events and Catering Officer
Facilities and Special Projects Officer
Sports and Activities co-ordinator
Competitions Secretary
Fundraising and Events Officer

The names of the Trustees and the current holders of these offices can be found in Appendix B.

The Trustees of C.B.S.C. shall be given notice of each Management Committee meeting and may attend if they wish.

The Management Committee may decide from time to time the duties attaching to each of the above roles taking into account the particular skills and available time of the current holder of the role and, where appropriate, one person may undertake more than one role.

The Management Committee has the right to co-opt such additional members as necessary to assist in the execution of C.B.S.C.'s business. Such co-opted members shall not have voting rights.

Further bowls related roles may be created and filled as and when C.B.S.C. reaches the level of bowls playing skill to enable it to enter Leagues and external competitions. The first appointees for these roles shall be appointed by majority vote of the Management Committee and subsequent appointees by majority vote of the members attending the AGM.

5.3 The Management Committee shall have the right to appoint Sub Committees and to co-opt members of C.B.S.C. who are not members of the Management Committee. At least one member of the Management Committee will be a member of each Sub-Committee.

5.4 Management Committee Meetings

5.4.1 The Management Committee will meet as often as is necessary to conduct the business for which they are responsible.

5.4.2 All members of the Management Committee are invited to attend meetings.

5.4.3 Members having a report to make, but unable to attend a meeting, should forward their report in writing to the Secretary prior to the meeting.

5.4.4 Four voting members of the Management Committee shall form a quorum.

6. **MANAGEMENT COMMITTEE ELECTIONS**

6.1 Any two members of C.B.S.C. may nominate candidates for any position shown on the nomination sheets that will be on display in the Pavilion from the last week in January annually; providing that the nominee signs to indicate his/her willingness to stand for office.

6.2 If there is more than one nomination for a position, a ballot shall be taken at the AGM on official ballot papers.

6.3 If no nomination for a particular position is submitted prior to the AGM, then nominations may be taken from the floor. If the position is not filled at the conclusion of the AGM, then the Management Committee is empowered to nominate a person to fill the position without going through the electoral procedure.

6.4 No member shall hold office at C.B.S.C. whilst holding office at another outdoor bowling club unless the Management Committee decides otherwise.

7. **GENERAL MEETINGS**

7.1 The Annual General Meeting will normally be held in accordance with the date agreed at the previous AGM. Not less than fourteen days notice of the Annual General Meeting shall be given to each member of C.B.S.C..

7.2 An Extraordinary General Meeting may be called at the discretion of the Management Committee, or at any time within fourteen days of the

receipt by the Club Secretary of a request in writing for such a meeting, provided the request bears at least thirty signatures of bona fide members of C.B.S.C..

7.3 Not less than eight clear days' notice of an Extraordinary General Meeting shall be given to each member of C.B.S.C.

7.4 The quorum for an AGM or EGM shall be twenty five percent of the then current membership, excluding members of the Management Committee. All voting shall be decided on a simple majority, the Chairperson having the deciding vote in the event of a tie.

8. **FINANCIAL YEAR**

The Treasurer will keep financial accounts, which shall be prepared and examined to the 31st March each year and presented to the AGM.

9. **DISCIPLINE**

Any member who does not act in accordance with the Constitution or these Rules will be subject to disciplinary action. C.B.S.C. has adopted Bowls England regulation number 9 (Misconduct) (Appendix C) and this will be the basis for handling disciplinary matters

10. **REFUSAL OF MEMBERSHIP**

The Management Committee is empowered to refuse renewal of membership in accordance with Bowls England regulation number 9 (Misconduct) (Appendix C) to any member whose continued membership is considered to be against the best interests of C.B.S.C.

11. **SUBSCRIPTIONS**

11.1 The membership/subscription year will run from 1st April to 31st March annually.

11.2 Members will be notified annually of the due date for subscription payment. No member may take part in C.B.S.C. activities without having paid his/her membership subscription.

12. **ALTERATIONS TO C.B.S.C. RULES**

12.1 New rules, revocation or amendments to existing rules, may only be made at an Annual General Meeting of C.B.S.C., providing that two thirds of the members present vote in favour.

12.2 The notice convening the Annual General Meeting shall set out the terms of any proposal in respect of the Rules.

12.3 All proposals regarding the Rules of C.B.S.C. shall be forwarded, in writing, to the Secretary at least twenty-eight days before the Meeting.

12.4 Amendments or alterations to the Appendices to these Rules may be made by a majority vote of the Management Committee but any change made under this rule 12.4 must be notified to the members by posting on the website and a notice in the Pavilion and must be submitted to the next AGM for ratification.

13. **GUESTS**

The Visitors Book shall be held and maintained in the Pavilion. Members, Guests and any other visitor must sign in and out each time that they visit the Pavilion or rink.

Full Members and Winter Members may sign in up to two Guests at any one time and are responsible for ensuring that the Guest signs the Visitors Book. A Full Member or Winter Member who signs in a Guest must be present for the whole time the Guest is on the premises and is responsible for the behavior of the Guest and ensuring that the Guest observes the Pavilion rules.

14. **FINANCIAL**

The funds of C.B.S.C. shall be deposited in the accounts approved by the Management Committee and no financial liabilities shall be incurred or payment made, except as authorised by the Management Committee or by a General Meeting of C.B.S.C. No investment of C.B.S.C. funds shall be made without similar authority.

The Treasurer shall receive all monies payable to C.B.S.C. and shall issue receipts for all payments, subscriptions and donations where appropriate. The Treasurer shall make all outgoing payments on behalf of C.B.S.C. The Treasurer shall keep a debit and credit account and prepare an annual financial report and statement immediately after the end of C.B.S.C.'s financial year.

All cheques drawn on behalf of C.B.S.C. shall be signed by and any electronic payments shall be authorised by two of the following three: Club Secretary, Treasurer and another nominated Committee Member.

The Treasurer shall submit to the Annual General Meeting, a duly audited statement of finances, and a copy shall be made available to each member of C.B.S.C. Members incurring pre-authorized and necessary expenses when carrying out their duties as representatives of C.B.S.C. may be reimbursed on completion of the form in Appendix D and production of adequate proof of expenditure.

The Accounts Examiners are responsible for checking C.B.S.C.'s accounts as soon as possible after 31st December annually. Accounts Examiners must not be Management Committee members.

15. **CLUB COACHES**

The C.B.S.C. Coaches shall give advice and instruction to Members of C.B.S.C. as required on all aspects of the game of bowls. They shall, wherever possible, be a member of C.B.S.C. and qualified by examination under a recognised coaching scheme.

The C.B.S.C. Coaches shall be responsible to the Club Secretary.

C.B.S.C. Coaches, in conjunction with the Membership and Registrations Secretary, shall be responsible for the bowling induction of all new members. It is the duty and responsibility of all members to ensure that all players bowl in an acceptable manner so as not to damage the green.

16. **COMPLAINTS**

Complaints should, in the first instance, be brought to the immediate attention of the relevant committee member (or Captain). If the person bringing the complaint remains dissatisfied with any action taken, the member should communicate in writing to the Club Secretary who will present the complaint to the Management Committee, whose decision shall be final. The Club Secretary will communicate, in writing, the decision of the Management Committee.

17. **C.B.S.C. POLICIES**

C.B.S.C. operates the following policies:-

- a) Child Protection.
- b) Protection of Vulnerable Adults.
- c) Equality.
- d) Data Protection.

The Club has adopted the Bowls England Safeguarding Policy (Appendix E).

The Club having a designated Safeguarding Officer accepts its legal and moral obligation to exercise its duty of care to protect all children and vulnerable adults participating in its activities. It is also committed to ensuring that all members and visitors are treated with respect and dignity.

Data Protection

Members when joining C.B.S.C. give consent to C.B.S.C. holding and using such data as is required for the successful running of C.B.S.C. and to using their contact details to keep them informed about events organized by and developments affecting C.B.S.C. C.B.S.C. will not sell or release a member's data to any third party without the member's consent unless required to do so by law or regulatory provision. Within 30 days of a person's written request to do so, C.B.S.C. will destroy all data held by it relating to that person unless required to retain that data by law or regulatory provision.

18. **SMOKING**

C.B.S.C. operates a strict no smoking policy within the Pavilion and its surrounds and the car park (including the use of e-cigarettes).

19. **HEALTH & SAFETY**

C.B.S.C. operates a Health & Safety policy in accordance with Government guidelines. A copy of the current policy is attached in Appendix F.

23. **PAVILION RULES**

The Pavilion rules are set out in Appendix G and shall be displayed on the Pavilion notice board and must be strictly adhered to.

APPENDIX A

Constitution

CONTACT CLUB SECRETARY

APPENDIX B

Trustees and Management Committee Members

Trustees

<u>Name</u>	<u>Date Appointed</u>
Michael Trippick	26 th February 2018
Graham Withers	26 th February 2018
Martyn Scott	31 st October 2018
Brian Foster	1 st August 2018

Management Committee

<u>Office</u>	<u>Name</u>
Chairperson	Michael Trippick
Club Secretary	Michael Trippick
Treasurer	Glenda Smith
Finance and Compliance Officer	Graham Withers
Membership and Registrations Secretary	Carol Carter
Events and Catering Officer	Debbie Newcombe
Facilities and Special Projects Officer	Brian Foster
Sports and Activities co-ordinator	Nuala Atkey
Competitions Secretary	Nuala Atkey
Fundraising and Events Officer	Martyn Scott

APPENDIX C
Bowls England Regulation 9 (Misconduct)

Bowls England Regulation 9 can be found at the following link.

https://www.bowlsengland.com/uploads/R_R_AMENDED_May_2015_FINAL.pdf

APPENDIX D

Expenses Policy and Claim Form

CONTACT CLUB SECRETARY

APPENDIX E

Bowls England Safeguarding Policy

The Bowls England Safeguarding Policy can be found at the following link.

https://www.bowlsengland.com/uploads/Safeguarding_Templates_Jan17.pdf

APPENDIX F
Health and Safety Policy
CONTACT CLUB SECRETARY

APPENDIX G

Pavilion Rules

1. Dress Code

Appropriate flat soled shoes are to be worn on the green. They should be changed into at the Pavilion and not worn while travelling to the Pavilion to avoid damaging the green.

For County, all P&D matches and friendly matches Home and Away, the dress code specified for the day shall be observed by the players.

2. Smoking.

Smoking is not permitted in the Pavilion, on the green and its surrounds or in the car park.

3. Visitors Book.

All Members, Members' Guests and persons using the Pavilion or green under a Hiring Agreement must enter their name in the Visitors Book held in the Pavilion each time that they enter the Pavilion or the green. A person who signs the Visitors Book will be a Temporary Member of C.B.S.C. for the duration of their stay. **Failure to sign the Visitors Book may mean a member or guest is unable to claim under the Club insurance policy in the event of accident or loss of property.**

Use of the Car park is subject to availability of spaces and subject to Clanfield Parish Council Regulations. Use of the Car park is at owners' own risk.

4. Green Equipment.

In every instance it is the responsibility of Playing Members to ensure that all jacks, mats, scoreboards and other C.B.S.C. equipment having been used shall, without fail, be returned to the Store room.

5. Member's possessions

At no time should members' bags or bowling equipment be left in the main room of the Pavilion. All bags should be left in the Changing Rooms.

6. Dogs.

No dogs, other than registered assistance dogs are allowed in the Pavilion or on the green or its surrounds.

7. Opening Hours

The Pavilion and green shall be available at all times that an authorized Club Steward is present. Use of rinks may be restricted by demand or in the event that an internal or external competitive match is in progress.

Unless a later time is specifically authorised by the Management Committee for a particular date (subject to the terms of any relevant Licence) the Pavilion will always be vacated and locked up by 11.10pm.

Members and visitors should please be considerate of nearby residents when leaving the Pavilion at night and keep noise to a minimum.

8. Policy for Public Hire of a Rink

Subject to prevailing weather and a satisfactory playing surface, at least one rink will be available for public use between the hours of 10am and dusk subject to advance payment of an entry fee and, if appropriate, a refundable equipment deposit.

Hirers must provide their own suitable flat-soled footwear.

There will be a limited amount of equipment available to hire for any hirer who has not brought their own equipment but its availability cannot be guaranteed.

Conditions of Hire

Hirers having no bowls experience must go through a short (no more than 15 minutes) briefing (“the familiarisation briefing”) before starting to play. The familiarisation briefing will cover the rules of bowls, how to use the equipment, safety issues and protection of the playing surface.

Hirers must sign the Visitors Book in the Pavilion and will become Temporary Members of C.B.S.C. for the duration of the hire. Failure to sign the Visitors Book will result in that person not being covered by C.B.S.C.’s Insurance policy.

A club member authorised by C.B.S.C. to supervise rink hirers must be present during the period of the hire.

C.B.S.C reserves the right to require a minimum of 24 hours’ notice but will try to accommodate hirers at shorter notice if suitably authorised members are available.

Cost £6 per person per session (up to 2 hours) plus £4 for equipment hire if wanted. There will be a refundable £20 deposit payable for equipment hire. Member’s Guests and Sports Members benefit from a discounted rate of £5 per person per session and £3 for equipment hire.

The maximum number of players is 8 on any designated rink.

Rink equipment will be provided free of charge.

The Hirer or Tenant must ensure that it has public liability insurance for all persons using the facilities to a minimum level of £2M (Two Million Pounds) and shall provide proof of such insurance upon demand.

Enquiries for rink hire to be made to C.B.S.C. (contact details can be found at www.clanfieldbsc.com).