

## EAST PRESTON & KINGSTON BOWLS CLUB

### OPERATING RULES

*Copies of the Club's Constitution and Operating Rules, fully amended, will be kept in the Operations Manual in the Club Pavilion, and will be provided to each new Member.*

#### 1. CLUB BOWLS COMMITTEES

- a) **A Bowls Committee** will be responsible for all Men's, Ladies', Mixed and Short Mat bowling activities and will consist of two representatives from each of the ladies' and men's sections and a Secretary. It will elect a Chair at the first meeting after the Bowls Annual Meeting. The following Officers will attend as required but will not be entitled to vote on any matter: Competition Secretary, Fixture Secretary, County and League Representatives and any other Officer/member for a particular item to be discussed. The Bowls Committee will report to the Management Committee.
- b) No later than the 31<sup>st</sup> October the Bowls Committee will convene an independent Annual Meeting for Members to elect the Officers set out above. Nominations for Officers will be made on a form to be exhibited in the Club Pavilion by the Bowls Committee Secretary. The nomination forms must be exhibited seven weeks prior to the date of the Annual Meeting and remain on the notice board for three weeks following which no further nominations will be accepted.
- c) Each Committee will meet (normally) once a month with additional meetings as necessary. In the case of the Bowls Committee, three will constitute a quorum. Copies of the minutes of each meeting must be available in the Club Pavilion and a copy sent to the General Secretary as soon as possible after a meeting.
- d) Selectors for the Men's Section will be elected at the Bowls Annual Meeting.
- e) Selectors for the Ladies Section will be elected at the Bowls Annual Meeting.
- f) Selectors for Mixed Matches will be elected at the Bowls Annual Meeting.
- g) League and County Representatives will be elected at the Bowls Annual Meeting.
- h) The Outdoor Competition Secretary and the Outdoor Fixture Secretary will be elected at the Bowls Annual Meeting.
- i) A Captain, Selection Committee and Competition Secretary for the Short Mat Section will be elected at the Bowls Annual Meeting.
- j) If an Office falls vacant at any time, the Committee will have the power to fill the vacancy.

#### 2. OTHER OFFICERS AND ROLES

Copies of job descriptions for elected Officers for the Management Committee and the Bowls Committee and all other roles within the Club will be kept in the Operations Manual, together with a list of post holders for each position. In addition to the elected Committee members, other key elected positions will be:

- **The President** may be nominated for election by any member and will act as the formal representative of the Club. The elected nominee may remain in office for a period of no more than two years and will be eligible for re-nomination and re-election at the Annual General Meeting on the expiry of their term of office.
- **The Membership Secretary** will be responsible for managing the Membership process and for informing the Bowls Committee of new members.
- **The Outdoor Competition Secretary** will be responsible for all matters relating to outdoor Club competitions (The Short Mat Bowls Section Committee will be responsible for the Competition Rules of the Short Mat Section).
- **The Outdoor Fixture Secretary** will be responsible for co-ordinating arrangements for the annual Fixture List.

Applications for the appointment of volunteers to fulfil other roles identified by the Management Committee will be sought in advance of each Annual General Meeting.

### 3. MEMBERSHIP

#### a) Enquiries for Full Membership

Experienced existing bowlers can apply for Membership. Applicants who have not bowled before or have very limited experience will be required to attend a Course conducted by club coaches to assess bowling suitability. Subject to satisfactory completion they can then apply for Membership. On payment of the Annual Subscription they will be able to play in Club Matches and Competitions (subject to the Club Competition Rules) enjoy full use of all the Club's facilities and may stand for election to a Club Office or Committee

#### b) Junior and Student Members

Applicants under the age of 18 years old may apply for Junior Membership but must be subject to the provisions of the bar regulations. Student Membership will be available to applicants over the age of 18 years who are following an approved full-time course. Student and Junior members may play in County and Club competitions and matches. Junior Members may use the Club facilities only when a Full Member is in attendance.

#### c) Social Members

Spouses/partners of Full Members and Members who no longer wish to bowl but wish to keep contact with and support the Club, may, at the discretion of the Membership Secretary, be admitted to Social Membership and on payment of the appropriate subscription will be entitled to use of all Club facilities except bowling facilities.

Members of the public may become social members upon payment of the appropriate subscription, subject to the agreement of the Management Committee

The number of social members may not exceed 50% of the total membership of the Club (in accordance with Community Amateur Sports Club Rules)

Social Members may not have use of the green facilities, stand for Office or vote at any meeting.

Social members may not take precedence above any Full Member for attendance at any function or social meeting.

Social Members may not stand for Office or vote at any meeting.

Social Members may on payment of the relevant green fee (see tariff) have use of green facilities but limited to four times in any twelve-month period. They will have priority use of the green over casual visitors.

d) A full member with 5 years continuous full membership may apply to renew their membership in the category of Social-with-Short-mat Playing Member on payment of a fee of one third of the fee for full membership. However, these members are not able to play in Club Competitions or play in matches.

#### e) Guests

Full Members may bring guests to use Club and green facilities on payment of the relevant green fee (see tariff), but the use of green facilities will be limited to four times per guest in any twelve-month period.

### 4. ANNUAL SUBSCRIPTIONS

a) All new and Full Members will pay an Annual Subscription fee.

b) Pro-rata payments will be at the discretion of the Management Committee.

c) Junior Members will pay a nominal Annual Subscription until reaching the age of 18 years.

d) Student Members will pay a nominal Annual Subscription during the period of their approved study.

e) Social Members and Social-with-Short-Mat playing Members will pay an Annual Subscription fee.

f) Annual Subscriptions are valid until 31<sup>st</sup> March.

g) Members failing to pay the renewal subscription by the closing date of 31<sup>st</sup> March will normally cease membership of the Club, from the 1<sup>st</sup> April and be excluded from re-joining the Club for one full calendar year from the 1<sup>st</sup> March of that same year.

h) Any Member who has reached the Short Mat Finals usually held in March/April but has not renewed their full subscription by 31<sup>st</sup> March will be eligible to play in the finals.

### 5. CLUB DRESS CODE

All Members will abide by the current Club Dress Code as defined by the Bowls Committee and published in the Operations Manual. All new members will be provided with a copy of the Dress Code.

## 6. ANNUAL GENERAL MEETING

The agenda shall include:

- a) **Election of Officers for the Management Committee** as follows:  
*Chair, General Secretary, Treasurer and two other Members.*
- b) **Election or Ratification of President**
- c) **Election of Membership Secretary**

Nominations for the Officers in 6a) 6b) and 6c) above must be made on a form exhibited on the Notice Board of the Club Pavilion by the General Secretary from the 10<sup>th</sup> September to the 30<sup>th</sup> September, which will be the closing date for nominations.

If an Office becomes vacant the Management Committee will have the power to fill the vacancy with the exception of either President or Chair. If the Office of either President or Chair falls vacant and if it is expedient to fill the vacancy before the next Annual General Meeting, a Special General Meeting will be called to elect a replacement.

Nominations for either Office must be received by the General Secretary from the proposer and seconder no later than two weeks prior to the Special General Meeting convened for that purpose and in accordance with items 8 and 9 of the Constitution.

- d) **To receive** list of post holders/appointments to other roles within the Club.
- e) **To receive** and, if approved, to adopt the statement of the Club's Accounts for the year ended on the previous 30<sup>th</sup> September, as circulated with the agenda.
- f) **To appoint** an Account Examiner or Examiners.
- g) **To consider** motions, duly proposed and seconded, which the General Secretary has received in writing no later than 30<sup>th</sup> September.
- h) **To approve** Annual Subscriptions and Tariffs.

## 7. SAFEGUARDING

The Club is committed to safeguarding and promoting the well-being of all its Members. A policy statement is exhibited in the Club Pavilion and Members are to abide by a Code of Practice. Further information can be found on the Bowls England website.

## 8. HEALTH AND SAFETY

The Club has a responsibility to protect members and others who may be affected by activities in maintaining a safe and healthy environment. The Club has a written General Policy Statement on Health and Safety exhibited in the Club Pavilion. Further information can be found in the Bowls England booklet on their website.

## 9. DISPUTES

Any dispute or question that may arise in respect of the affairs of the Club, a bowls matter at individual level or the conduct of a member will be referred to the Management Committee whose decision is final. In all matters relating to discipline and allegations of misconduct the Management Committee will appoint a Disciplinary Committee as outlined in Bowls England Regulation 9 (3.2). Generally, matters relating to the rules of bowls will be referred to and dealt with initially by the Bowls Committee. Any other matter will be dealt with by the management Committee. Providing the Bowls England Regulations are adhered to in their entirety, any appeal against the decision taken by the Club must be made to the County Association as outlined in Regulation 9 (5).

## 10. CLUB BAR REGULATIONS

- a) **Permitted Licensing hours for opening the Club Bar** – the hours of opening, which must be within the current normal licensing hours, will be set by the Bar Manager and displayed in the bar. No alcohol may be purchased or consumed on the premises outside the permitted licensing hours unless special dispensation has been granted by the Arun District Council.
- b) Only Full Members will be allowed behind the bar.
- c) No person under the age of 18 years will be allowed to purchase or consume alcohol on Club premises.
- d) Members of the Club who introduce guests to the Club must enter their appropriate details and sign the Visitor's Book.
- e) The Captain of the Day will enter into the Visitor's Book the details of visiting clubs and associations.
- f) On all other occasions, such as County or other competitions, the Visitor's Book must be completed by a responsible member.
- g) Visitors duly signed in by members may purchase refreshments, including alcohol, while on the Club premises in accordance with the most recent Licensing Act.
- h) Alcohol not purchased from the bar may not be consumed on Club premises.

**11. TROPHIES**

Trophies for Club competitions will normally be kept in the Trophy Cabinet in the Club Pavilion. If any winner wishes to keep the Trophy for the year, they will be personally responsible for its safe custody and will return said Trophy to the Competition Secretary not later than 14 days prior to the Competition Finals.

**12. TIMES OF PLAY**

Play may take place on each day during the outdoor playing season, the period of play to be from 10.00 am until dusk, subject at all times to the Green Liaison Officer's decision, or in their absence, a member of the Bowls Committee.

**13. GREEN FEES**

Green fees for casual visitors will be agreed with the East Preston Parish Council.

**THESE OPERATING RULES MAY BE ALTERED BY THE MANAGEMENT COMMITTEE AND CONSEQUENTLY RATIFIED AT THE FOLLOWING ANNUAL GENERAL MEETING**

*Developed September 2019 Ratified and Amended – Nov 22*