



***Bishops Cleeve Bowling Club***

# **RULES & REGULATIONS**

**UPDATED VERSION**

(NOTE THE CLUB CONSTITUTION IS A  
SEPARATE DOCUMENT)

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To comment or feedback on this document please contact the Club Secretary.

## Section 1 Overview

- 1.1 Rules and Regulations of Bishops Cleeve Bowling Club are determined and set by the Management Committee and will be notified to the members at the Annual General Meeting (AGM) for ratification.
- 1.2 All Club members must comply with Club rules and behave with courtesy and discipline.
- 1.3 Any member who acts or behaves in a manner likely to bring the Club or its members into disrepute will be subject to disciplinary action. Subsequently they may be required to appear before the Section or Management Committee.

## Section 2 Management and Officers of the Club

### 2.1 Management Committee Meetings

- 2.1.1 The Committee shall endeavour to meet monthly as commitments allow, making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish. If within fifteen minutes from the commencement of the meeting there is no quorum (50%) the meeting shall be abandoned.
- 2.1.2 The office of any elected member of the Committee who fails to attend three consecutive meetings of the Committee without good reason shall forthwith be vacated. With notification to the Club Secretary, and acceptance by the Chairman, an absent officer may delegate a suitable deputy to attend in their absence. The Committee may proceed to fill any vacancy occurring between meetings for the remainder of the un-expired term.
- 2.1.3 Voting at Management Committee Meetings shall be by show of hands. In the case of equality of votes the Chairman of the meeting shall be entitled to a second and casting vote.
- 2.1.4 In the absence of the Chairman, the Chair will nominate a deputy, prior to the meeting, from the Management Committee to sit in their place.
- 2.1.5 The members of the Management Committee of the Club must be Full Members and shall consist of: President (non-elected member); Chairman; Secretary; Treasurer; House Manager; Bar Manager; Catering Manager; Fixtures Secretary; Social Secretary; Green and Grounds Manager; Men's Captain; Ladies' Captain, Short Mat representative and 1 other member without specific office.  
Detailed Job Descriptions of the Management Committee are available from the Club Secretary on request.
- 2.1.6 The following non-Management Committee positions also exist and detailed Job Descriptions are available from the Club Secretary on request:
  - Competitions Secretary
  - Safeguarding Officer
  - Match Secretary

## 2.2 Standing for Election to Committees

- 2.2.1 Candidates standing for contested elections to the posts of Club Chairman and Club Captains will give a verbal resume of their motives for standing and this will be stated at the AGM or at the appropriate Annual Section Meetings. Candidates for all other positions which are contested, both on Section and Management Committees, post a written statement of their motives for standing at least 7 days prior to the appropriate meeting.
- 2.2.2 Members can only stand for positions on the Management Committee after they have been a member of the club for a minimum of 2 years. In special circumstances the Management Committee can override this. This does not apply to Men's and Ladies Captains as they are elected at the appropriate Section Meetings not at the AGM.

## Section 3 Membership of the Club

- 3.1 Bishops Cleeve Bowling Club is a local community Club. The premises are leased from the Parish Council.
- 3.2 Membership of the club is open to anyone interested in the sport on application. Anyone applying to become a new member of Bishops Cleeve Bowling Club, will be vetted by the Bishops Cleeve Bowling Club Membership Application sub-committee and may be required to attend a meeting with the sub-committee to discuss their application. The sub-committee may refuse membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute.
- 3.3 The Membership Application sub-committee will consist of:
- Club Secretary
  - Men's Captain (a Men's Vice Captain can deputise)
  - Ladies Captain (a Ladies Vice Captain can deputise)
  - One other member of the current Management Committee.
- The meetings will be chaired by the Club Secretary.
- 3.4 If the Membership Application sub-committee cannot reach a unanimous decision, regarding the application, it will be referred to the next Management Committee meeting.
- 3.5 If an application for membership is rejected, the Club Secretary will write to the applicant and advise them of the situation and will have their fee returned.
- 3.6 A new member will be granted a one-year temporary membership with a review at the end of that year by the sub-committee. The sub-committee can refuse continuing membership of the Club only for good cause such as conduct or character likely to bring the Club or sport into disrepute.
- 3.7 Membership of the Club is restricted by the numbers who can use the Green. As a result the number of members who can bowl on the green will be continuously monitored by the Management Committee. In addition there may be up to 40% of the Full Membership who can be Social members. Social members can bowl on the green up to 3 times a year on payment of a rink fee. Any increase in these number limits must be authorised by the Management Committee. There will be no

- restriction on the Junior membership.
- 3.8 If the numbers of Members, stated in 3.7, have been achieved a waiting list will be established. Thereafter, any person applying for membership will be advised of the situation and will have any paid membership fee returned.
- 3.9 Paragraphs 3.1 to 3.6 do not apply to existing Members.

## Section 4 Bowling Sections and their Responsibilities

- 4.1 There shall be Men's and Ladies' Sections who shall each hold their own separate Annual meetings and form their own sub committees, accountable to the Management Committee and responsible for the whole purpose of running the bowling activities of their respective Sections. The composition of such sub committees shall be at the discretion of each Section but must include a Captain, Vice-Captain and Secretary.
- 4.2 Each Section shall fully support the objectives of Bishops Cleeve Bowling Club in promoting the game of lawn bowls by running the bowling aspects of the club and is responsible for arranging inter club matches and entering and competing in local, County and National competitions in accordance with the wishes of the members of each Section.
- 4.3 Each Section is responsible for the selection procedure for matches, appointing a County Delegate and producing minutes of the Section meetings and displaying them on the notice board and the website.
- 4.4 In accordance with the above, each Section will hold its Annual Section meeting at least three weeks before the AGM, to form its own Sub Committee to achieve the Clubs' aims and objectives.
- 4.5 The Section sub committees shall meet on no less than three occasions during a Club Year.
- 4.6 A Joint Bowling Committee comprising appointed members of each Section will be responsible for determining the policy and activities of both the men's and ladies' Sections including midweek and mixed matches, in conjunction with the Club Management Committee. Any change of policy or activity of the Ladies'/Men's Sections must have been discussed at the Men's/Ladies' Section meetings before going to the Joint Bowling Committee for change.
- 4.7 The Men's and Ladies' Captains will act as the liaison between the Joint Bowling Committee and the Management Committee with reference to all activities and matters relating to the junior membership and in all cases shall adhere to the safeguarding procedures of Bowls England.
- 4.8 The following details the responsibilities and duties of the Section Officers
- 4.8.1 Captain
- To chair all Section meetings
  - Management of the selection procedure
  - Administration of all club matches and responsibility for visiting teams
  - In conjunction with the Green keeper to decide on the suitability or otherwise of the green for play during adverse conditions
  - Attendance at Club Management meetings

- To represent each Section at invited functions if the President is unable to attend
- To ensure minutes of Section meetings are produced and displayed

#### 4.8.2 Vice-Captain

- To deputise in the absence of the Captain
- Attend selection committee meetings

#### 4.8.3 Section Secretaries

- To attend and provide administrative support to the Section Committees
- To receive correspondence on behalf of the Section
- To post copies of all minutes of the Section committee meetings on the notice board and website

## Section 5 Bowling Section Rules

- 5.1 All players are to comply with the etiquette of the game.
- 5.2 Club uniform will be determined by the Joint Bowling Committee and agreed at the next Annual General Meeting, club colours being purple and white. The normal standard of dress on the green shall be club or white shirts, white or grey trousers and/or skirts and/or tailored shorts dependent on the match requirements.
- 5.3 Smooth flat-soled bowling shoes are the only shoes permitted on the green.
- 5.4 Members must be dressed in accordance with Club rules for all matches.
- 5.5 On Club nights and rollup afternoons dress standards on the green are relaxed BUT members are required to wear smart, casual clothing. Correct footwear must be worn at all times.
- 5.6 Smoking, vaping, or the use of mobile phones are not permitted on or around the green. There is a designated area for smoking/vaping. The consumption of food is not permitted on the green.
- 5.7 Before any member may use the green or short mats they must satisfy a minimum standard of competence as judged by the Club Captains and Club Coaches.
- 5.8 All match fees are to be collected by the Captain of the Day or his/her delegate.
- 5.9 The Captain of the day will be responsible for paying in match fees in accordance with the instructions from the Club Management Committee.

## Section 6 Selection Procedures

- 6.1 All full members are expected to make themselves available for selection for Club fixtures.
- 6.2 Availability sheets will be posted on the Club notice board, members should append their name on the sheet if they wish to be considered for selection.

- 6.3 A list of those selected will be emailed and displayed on the notice board; members are to tick their names to indicate that they know they have been selected and remain available to play. In knockout competitions the emailing and displaying on the notice board of the team may not be possible due to time constraints. If this occurs players will be notified personally or by telephone.
- 6.4 Any member who has been selected to play and has subsequently to drop out must notify the Captain of the Day directly as soon as possible and must not delete their name from the sheet.
- 6.5 All members selected to play must report to the team captain at least 15 minutes before the start of a game; failure to do so may result in a reserve being asked to play.
- Reserves should attend at the discretion of the team captain at least 10 minutes before the start of a match.
- 6.6 Any member having a grievance concerning the fairness of the selection process shall be entitled to appear before the selection committee to discuss the matter.
- 6.7 As a general rule all members should be given reasonable opportunity to play in friendly or Club matches. For league matches and competitions the emphasis will be on fielding a stronger team.
- 6.8 The selection committee will meet on a regular basis to select teams.

## **Section 7 Club Competitions**

- 7.1 Club competitions are organised and managed by the Competitions Secretary. The Competitions Secretary is accountable to the Joint Bowling Committee and will be invited, as and when necessary, to participate in JBC meetings.
- 7.2 Club competition draws must take place at the Clubhouse and during a recognised club evening.

## **Section 8 Club Financial Management**

- 8.1 The subscription fees are due immediately on acceptance to Club membership and thereafter on the 1<sup>st</sup> April. If payment has not been received by 30<sup>th</sup> April, membership shall be deemed to have ceased.
- 8.2 For members joining after 1<sup>st</sup> October, the subscription fee will be 50% of the annual subscription.
- 8.3 Green fees, match fees, other charges and allowances shall be fixed annually by the Management Committee and notified to members at the AGM.
- 8.4 The Club financial year shall commence on 1<sup>st</sup> October.
- 8.5 The Club shall have bank accounts as necessary in the name of Bishops Cleeve Bowling Club into which all money must be paid. All payments other than very small cash disbursements (less than £25), shall be paid by cheque from the Club's

- Bank account and will require two out of three authorised signatories, namely the Treasurer, the Secretary and the Chairman.
- 8.6 All Club accounts shall be submitted for audit at the end of the financial year.
- 8.7 The income and property of the club, however derived, shall be used and devoted solely for promoting and carrying out the objectives of the Club.
- 8.8 The Club Management Committee or Trustees cannot accept responsibility for any personal injury, damage to, or loss of property occurring to members, or visitors, in the Club premises or grounds or elsewhere.
- 8.9 The Club premises may be hired only by Club members and must be agreed in advance by the Club Management Committee.
- 8.10 For existing members attaining the age of 18 and for new members over the age of 18 who are in full time education, the membership fee shall be at the junior rate. Such members have full member status.

## **Section 9 Miscellaneous Points**

### **9.1 Opening of the Club Premises**

The Club premises shall be open to members at such times as the Management Committee shall direct and those times will be posted on the Club notice board.

### **9.2 Visitors and Guests of the Club**

- 9.2.1 Visitors and guests may only be admitted at the invitation of a Club Member.
- 9.2.2 Members shall enter the names of all guests in the Visitor's Book.
- 9.2.3 Not more than three guests per member may be introduced in any one day and the same guests may not be introduced more than six times in any calendar year (this is at the discretion of the Management Committee).
- 9.2.4 Guests, over the age of 18, may purchase alcoholic drinks provided the Club member who gave the invitation is present.

### **9.3 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.

### **9.4 Equalities**

The Club shall adhere to the Equality Policy of Bowls England.

### **9.5 Licensing**

- 9.5.1 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, and management of the selling of alcoholic drinks. This is to be under the control of the Bar Manager.
- 9.5.2 All bar staff are to be over the age of 18 years and alcoholic drinks must only be sold to members/guests over the age of 18 years.
- 9.5.3 Should there be any doubt as to a person's age then proof of age will be required before alcoholic drink is supplied.



9.5.4 Opening and closing times specified in the licence conditions are to be strictly adhered to.

## **9.6 Exhibiting Notices**

A member shall not cause any communication in whatever form to be exhibited on Club Notice boards or premises without the prior permission of the Club Secretary.

## **9.7 Damage to Club Premises and Property**

A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Management Committee or Secretary upon instructions of the Committee.

# **Section 10 Changes to Rules & Regulations**

10.1 The Club may adopt such Rules or Regulations as it considers appropriate for good management of the Club and its facilities.

10.2 The Management Committee may alter/amend rules or regulations as deemed necessary and will be ratified at an Annual General Meeting by a straight majority of those full members present.

## Document Control and Record of Amendments

Version	Reason for amendment	Sections amended	Amended by	Reviewed by/date
1.0	New document	All		
1.1	Revised version reviewed and agreed by Committee	All	Management Committee	Management Committee October 2009
2.0	Version agreed and signed off at AGM	All	Management Committee	Membership November 2009
2.1	Revised version agreed by Committee	All	Management Committee	Management Committee February 2010
3.0	Version agreed and signed off at AGM	All		Membership November 2014
3.1	Revised version agreed by Committee	All	Management Committee	Management Committee October 2014
4.0	Version agreed and signed off at AGM	All		Membership November 2014
4.1	Overall document review	All	Management Committee	Management Committee August 2016
5.0	Version agreed and signed off at AGM	All		Membership November 2016
5.1	Overall document review	All	Management Committee	Management Committee September 2018
5.2	Updates following review	Sections 3, 4 & 5	Management Committee	Management Committee October 2018
5.3	Updates following annual review by Management Committee	Sections 3,4,5 & 6	Management Committee	October 2019
5.4	Updated following comments from members	Sub Section 2.2, 3.2, 5.1		October 2019

<b>Version</b>	<b>Reason for amendment</b>	<b>Sections amended</b>	<b>Amended by</b>	<b>Reviewed by/date</b>
5.5	Updated following Management Committee Nov 19	Sub Section 5.1 removed		November 2019
6.0	Version agreed and signed off at AGM			Membership November 2019
6.1	Amended at the AGM as a result of changes to the membership year in the constitution	Section 8	AGM	Membership November 2020
6.2	Amendments following agreement to propositions put forward at the AGM	Sub Section 2.1.5, 5.2	AGM	Membership November 2021