

# GREAT TORRINGTON BOWLING CLUB

## Constitution and rules

1. **Name**  
The club shall be known as the Great Torrington Bowling Club
2. **Affiliations**
  - 2.1 All playing members shall be affiliated to Bowls England and Bowls Devon
  - 2.2 All Short Mat playing members shall be affiliated to the English Short Mat Bowling Association (ESMBA) and Devon Short Mat Bowls Association
3. **Objectives**
  - 3.1 To promote the game of Lawn Bowls in the Great Torrington area and community
  - 3.2 To promote the game of short mat bowls in the Great Torrington area and community
  - 3.3 To encourage all players, of a sufficient standard, to enter County Competitions in both outdoor and short mat
4. **Constitution**
  - 4.1 The Club shall be organised as a non-profit making organisation to provide members and their guests with the playing facilities and benefits of an amateur sports club.
  - 4.2 Membership of the club shall be open to the whole community and consist of full, full outdoor, full short mat, junior and social members.
  - 4.3 Only full and full outdoor members will have voting rights but full short mat members of only the short mat section will have voting rights on matters appertaining to the short mat.
  - 4.4 Only full members and juniors shall be eligible to enter senior competitions.
  - 4.5 There will be sections for gentlemen, ladies and juniors.
  - 4.6 The membership year shall run from the date of one pre-season meeting until one day prior to the next pre-season meeting.
  - 4.7 The financial year shall run from 1st October until the next succeeding 30th September.
  - 4.8 Annual subscriptions for full members shall be set at a level to take into account Club income expected from all sources to ensure adequate maintenance of the playing equipment, surfaces and the clubhouse. Fees for the junior and associate members shall be proportionate.
  - 4.9 Any surplus income or profit shall be reinvested in the club. No surplus or assets shall be distributed to members or third parties.
  - 4.10 Safeguarding
    - 4.10.1 The club will abide by the Bowls England Safeguarding Bowls Policy and will follow its procedures
    - 4.10.2 The club will appoint a Welfare Officer responsible for safeguarding
  - 4.11 No part of the Constitution and Rules may be altered or repealed save at the Annual General Meeting or a Special General Meeting.
  - 4.12 Notice of any proposed alterations to the Constitution shall be submitted in writing, to the Secretary not less than 28 days before the Annual General or Special Meeting.
5. **Administration**
  - 5.1 The club shall be managed by a general committee
  - 5.2 The club shall annually elect the following officers:
    - 5.2.1 President
    - 5.2.2 Chairman
    - 5.2.3 Vice Chairman
    - 5.2.4 Secretary
    - 5.2.5 Treasurer
    - 5.2.6 Captain
    - 5.2.7 Competition Secretary
    - 5.2.8 Fixtures Secretary
    - 5.2.9 Ladies Captain (elected & voted for by the Lady members only)
    - 5.2.10 Other members are a Green Manager, Short Mat Representative, Welfare Officer, Social Representative, Section Representative and Bar Manager.
  - 5.3 **The Chairman** shall be chiefly responsible for the direction and co-ordination of the club's activities.
  - 5.4 **The Secretary shall:**
    - 5.4.1 Keep Minutes of all meetings of the club and may be assisted by a minute's secretary.
    - 5.4.2 Produce these minutes at all meetings.

- 5.4.3** Maintain a list of all members and their addresses and shall carry out duties as directed by the General Committee
- 5.5 The Treasurer shall:**
- 5.5.1** Be responsible for the collection of all moneys owed to the club and shall make payment of all monies owed by the club, without recourse to the General Committee.
- 5.5.2** Submit an account of the financial state of the club to the General Committee from time to time.
- 5.5.3** Submit Independently Verified Accounts to the AGM.
- 5.5.4** Be responsible for the accounting of proceeds from fund raising activities from any source and these shall form part of the accounts produced.
- 5.6 The Club Captain shall:**
- 5.6.1** Select all teams for friendly matches
- 5.6.2** Display a list of nominated players for each match on the notice board
- 5.6.3** Share his duties of officiating at matches with the Vice-Captain.
- 5.7 General Committee Meetings:**
- 5.7.1** Shall be called by the Chairman or Secretary and the dates shall normally be published in the minutes at the beginning of the year
- 5.7.2** Approved copies of the Minutes of the last meeting shall be displayed on the Club notice board.
- 5.7.3** There shall be at least three meetings between October and April
- 5.7.4** Members may attend Committee meetings but may not take part in the discussions
- 5.7.5** Have the power to co-opt additional members to fill a vacancy or for a special purpose
- 5.7.6** Have the powers to deal with any matters which arise and are not covered by these rules.
- 5.7.7** In the event of a vacancy occurring among the officers of the club, shall fill the vacancy as soon as possible
- 5.8 Special General Meetings:**
- 5.8.1.1** Shall be called by the Chairman or Secretary upon receipt of a request by six full members.
- 5.8.1.2** The purpose of such meeting shall be stated on the request.
- 5.8.1.3** Notice of Special General Meetings shall be given, in writing, to all members at least seven days before such meeting, stating the reason for the meeting
- 5.8.1.4** No other matters may be placed on the agenda.
- 5.9 Pre-Season Meetings:**
- 5.9.1 Outdoors:**
- 5.9.1.1** Shall be held in April each year, before the start of the outdoor season
- 5.9.1.2** The meeting shall fix fees and transport payments for the season.
- 5.9.1.3** The meeting may also discuss other matters which arise.
- 5.9.1.4** The meeting shall appoint a Vice-Captain to assist the Club Captain for the season
- 5.9.2 Short Mat:**
- 5.9.2.1** Shall be held in September each year, before the start of the short mat season.
- 5.9.2.2** The meeting will fix the team selections and competition dates
- 5.9.2.3** The meeting may also discuss other matters which arise
- 5.10** Proxy votes shall be accepted at the Annual General Meeting, Pre-Season or Special General Meetings and should be sent to the Chairman, in writing, not later than 48 hours before the meeting. In the absence of any specific directions the Chairman may cast the votes as he wishes.
- 5.11** The necessary quorum for a general committee shall be five members of which three must be officers
- 5.12** An Executive Committee consisting of the Chairman, Secretary and Treasurer shall handle all business matters, including financial, between meetings of the General Committee and shall report any decisions to the next meeting for ratification.
- 5.13** The Ladies Section shall have the authority to appoint a Ladies Captain and Vice-Captain.
- 5.14 Men's Selection Committee shall:**
- 5.14.1** Be elected annually, for the propose of the selection of County and North Devon Triples League teams.
- 5.14.2** Display team lists on the appropriate club notice board at least seven days before the date of the match.
- 5.15 A Green Committee shall:**
- 5.15.1** Be elected annually to deal with all aspects of the green and its upkeep.
- 5.15.2** Make decisions regarding playing conditions, at the discretion of the Green Manager or, in his absence, a member of the Green Committee.
- 5.16 Short Mat Section:**
- 5.16.1** A Sub-Committee shall be formed to run the Short Mat section
- 5.16.2** The Sub-Committee shall appoint a Short Mat Captain at the end-of-season meeting for the following year
- 5.16.3** The Sub-Committee shall select players for the afternoon and evening teams
- 5.16.4** The Sub-Committee shall appoint a team captain per team to administer the teams

**5.16.5** A Short Mat Competition Secretary shall be appointed at the end-of-season meeting for the following year

**5.17 Social Events and Fund Raising:**

**5.17.1** A Sub-Committee may be formed to supervise fund raising on behalf of the club.

**5.18** No member may act on behalf of the Club without specific authority

**5.19** No member may pledge credit of the Club's finances without specific authority.

**6. Annual General Meeting**

**6.1** The AGM shall be held within six weeks of the end of the Club's financial year.

**6.2** Notice of the meeting shall be given to all members, in writing, at least fourteen days prior to that meeting.

**6.3 Nominations for Club Officers and General Committee members:**

**6.3.1** Shall be sought by a nomination list placed on the Club notice board before the Annual General Meeting.

**6.3.2** Nominees must be full club members and their approval sought before their names are placed on the list.

**6.3.3** Each nominee must have a proposer and seconder

**6.3.4** In the event of there being insufficient nominations to fill the positions the Chairman at the AGM may call for nominations at that meeting

**6.4** The following business shall be conducted

**6.4.1** Presentation of a report by the Chairman

**6.4.2** Presentation of the Financial report

**6.4.3** Adoption of the Financial report

**6.4.4** Determination of the Annual Subscriptions and fees to be charged to individual visitors

**6.4.5** Determination of the fees for the Short Mat section

**6.4.6** Subscriptions shall be paid within a period of fourteen days after the pre-season meeting.

**6.4.6.1** Failure to do so will render that member ineligible to enter Club competitions

**6.4.6.2** Late payment will incur a late payment penalty

**6.4.7** Presentation of a report by the Club Captain

**6.4.8** Presentation of a report by the Ladies Captain

**6.4.9** Presentation of a report by the Fixtures Secretary

**6.4.10** Presentation by the Competition Secretary

**7. Opening and Closing Day**

**7.1** The Green and new season shall normally be opened in April and shall close on the last Sunday in September. Both of these dates may be varied by the Green Committee.

**7.2** The short mat season will start on the 1st October and finish on the 31st March the following year.

**8. Etiquette and Dress Regulations**

**8.1** Members shall, at all times, act in a considerate manner to all other members and should be aware of the Rules of Bowling as published by the International Bowling Board.

**8.2** Smooth soled heel-less footwear shall be worn on the Green at all times.

**8.3** Dress code for members when playing on the green should be:

**8.3.1** For club roll-ups, casual but smart dress with NO non-dress shorts or jeans

**8.3.2** For club competitions players, should wear Club Shirts and Grey below the waist including markers for singles matches

**8.3.3** For club morning and evening fixtures players should wear Club Shirts and Grey below the waist

**8.3.4** For club afternoon fixtures players, should wear Club Shirts and whites below the waist except at the request of the Club or Ladies Captain when, on occasion, grey shall be worn below the waist.

**9. Club Discipline**

**9.1** If, in the opinion of the Committee, the conduct of any member, either inside or outside the Club is such as to cause injury to the Club's reputation, or is against the interest of the members as a whole, the Committee may, as they think fit, suspend that person from membership or warn the member as to his or her conduct.

**9.2** Where a member is suspended, the Secretary shall send notice of the suspension to the home address of the member and shall summons him/her to attend before the Committee to explain their conduct.

**9.3** If the Committee, on hearing any evidence that may be called, and after affording the member a fair and honest hearing, decide that the offence is of a serious nature, they may suspend that membership for a period of three months or immediately terminate that person's membership.

**9.4** The person whose membership has been terminated may re-apply for membership after a period of 2 (two) years from the date of expulsion.

**10. New Members**

- 10.1 All persons wishing to join the Club shall be required to complete an application form on which they must obtain the signature of a member and pay the appropriate membership subscription.
- 10.2 The new applicant shall automatically become a member of the Club unless an objection is received within 14 days of the new application being brought to the attention of existing Club members by being posted on the Club Notice Board.
- 10.3 Any member wishing to object to the election of a new member must do so within this period and in the strictest confidence.
- 10.4 Objections on the grounds of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, shall not be considered.
- 10.5 If an objection is upheld by the Committee, subscription fees shall be returned, and the membership terminated.

**11. Junior Members**

- 11.1 The age limit for Junior Membership is up to 18 years old before the 1<sup>st</sup> April of that year
- 11.2 Juniors shall be allowed to play under the following conditions
  - 11.2.1 Two senior members are in attendance
  - 11.2.2 The signature of the parent/guardian shall be required to acknowledge acceptance of these rules and regulations.

**12. Club Competitions**

- 12.1 The Club's Competition Secretary shall maintain a set of Competition Rules previously agreed by the General Committee, which shall be displayed on the Notice Board.
- 12.2 Any disputes which cannot be settled within the Rules shall be decided by the General Committee.

**13. Alcoholic Licensing**

- 13.1 As Licensing Laws.

**14. Dissolution**

- 14.1 Upon dissolution of the Club, any remaining assets shall be given or transferred to Bowls England or their successors.

Dated November 2016

<u>Issue No and date</u>	<u>Summary of changes</u>
First Document March 2009	
Issue 2 September 2013	Inclusion of Short Mat section
Issue 3 November 2016	Amendments to; all 2, all 3, 4.10, 4.11, 4.12, all 5, all 6, 7.2 & 8.3,
Issue 4 November 2018	Amendments to rules: 5.2.8, 5.2.10, 5.16.2, 5.17, 6.4.9 & 11.1
Issue 5 October 2019	Amendments to rules: 4.2, 4.3, 5.2.9 & 11.1