



VICTORY PARK BOWLS CLUB

CONSTITUTION

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Name and Objectives

1. The name of the Club shall be VICTORY PARK BOWLS CLUB', hereinafter referred to within these documents as the 'Club'.
2. The Club is situated at Victory Park, off Church Rd., Cainscross, Stroud, Glos., GL5 4JE
3. The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls and to facilitate related social activities for Members and Guests.
4. The Club shall be affiliated to Bowls England (BE) and to the Gloucestershire Bowling Association (GBA).
5. The Club shall adopt and conform to Bowls England Rules & Regulations and to the Crystal Mark Laws of the Sport of Bowls, as updated from time to time.

Constitution

1. This document is the Constitution of the Club. It is a living document which will be updated and amended as required. It represents the rules by which the Club operates. It can only be amended by a two-thirds (2/3) majority vote at an AGM or SGM (see below).

The Management of the Club

1. The day-to-day management of the Club resides with the Management Committee (hereinafter, the 'Committee'). The Honorary posts listed below are the Officers of the Club. The Committee shall consist of:
 - Honorary Chairman
 - Honorary Secretary
 - Honorary Treasurer
 - Safeguarding Officer
 - Club Captain
 - Ladies' Captain (or a Men's Captain if the Club Captain is a lady)
 - Up to seven additional, Full Members of no less than six month's membership.
2. The Honorary President is an ex-officio post. They are not a Committee Member unless holding one of the other positions listed above, when they will still hold only one vote.

Powers of the Committee

1. The Committee shall have power to appoint, engage and fix the remuneration of any paid servants.
2. The Committee shall have the power to appoint the Club President and Life Members.
3. The Committee shall have the power to purchase articles and services as necessary for the operation of the Club, having regard to any resolutions and recommendations agreed by the general Membership, collectively. A member of the Committee, of a sub-committee, or any member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting.
4. The Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Constitution and any Rules or Byelaws. No surpluses or assets will be distributed to Members or third parties and all surplus income or profits will be re-invested in the Club (see below re 'Dissolution').
5. The Committee shall have the power to make any such regulations or byelaws as it may consider necessary for the good governance of the Club and its premises, providing that such regulation or byelaw is compatible with this Constitution.
6. Any such regulations or byelaws must be publicized to the Members on the Club noticeboard and by electronic means to every Member on request, before they come into force.

Proceedings of the Committee

1. Committee Members shall hold office until the next AGM, retiring at the end of that Meeting. All Committee Members shall be eligible for re-election to the same role or to another role, at the end of their period of tenure.
2. The elected Committee may co-opt Full Members to act as Committee Members where the total of elected Officers, elected Committee Members and co-opted Committee Members numbers less than 13.
3. When present the Chairman will preside over the proceedings of Committee Meetings. When absent the Committee will elect a Meeting Chair who is empowered to act as Club Chairman on all matters for the duration of the Meeting only.
4. The Committee shall meet monthly to conduct the management of the Club but must meet at least 6 times per annum and every three months at a minimum.
5. Any Committee Member failing to attend three consecutive Committee Meetings is required to

provide an explanation for their absence to the Honorary Secretary who shall convey that explanation to the Committee at the earliest opportunity. In the absence of an explanation or an unsatisfactory explanation the Committee has the absolute discretion to suspend the Committee Membership of that absentee either temporarily or for the remainder of the Club year by majority vote, only. The Committee may co-opt a replacement Member for the remainder of the Club year without reference to the Membership.

6. Matters duly proposed and seconded at Committee meetings will be passed on a simple majority vote. In the event of equal votes then the Chairman presiding on the day will have a deciding vote. Proxy votes are only permitted with the approval of the Chairman of the day and must be by signed statement of the absent Committee member.
7. Seven (7) Committee Members personally present shall form a quorum at a meeting of the Committee.
8. The Committee may form and direct Sub-Committees which focus on specific aspects of the Club's aims. Sub-Committees report to the Committee. The Committee directs and controls the activities of any Sub-Committee.

Financial

1. The Honorary Treasurer will report on the financial position of the Club at each Committee meeting, either in person or in writing.
2. The Club recognizes that the Honorary Treasurer must hold and exercise online banking facilities on behalf of the Club and may make provision as necessary for a delegated deputy to perform this function. That deputy must be a Full Member of at least six month's standing.
3. The Club will maintain a current bank account with a UK clearing bank. It may hold savings accounts or other bank accounts as approved by the Committee.
4. The approval of the Honorary Treasurer is required for any expenditure in excess of £300. The approval of the Committee is required for any expenditure in excess of £500.
5. The Committee, or any person or Sub-Committee delegated by the Committee to act as agent for the Club or its Members, shall enter into contracts only as far as expressly authorized, or authorized by implication, by the Committee. No one shall, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its membership.
6. The financial year for the Club runs to 30th September.
7. For the purposes of Member's subscriptions a nominal 'Club' year runs from 1 May for one calendar year each season.

Records of Proceedings

1. The Honorary Secretary will maintain minutes of Committee proceedings, noting resolutions in particular.
2. Minutes must be posted for the inspection of Club Members on the Club notice board at least one week before the next scheduled meeting of the Committee. Minutes must be provided electronically to Members on request within one week of that request. [The paper Minutes must offer the electronic option]

Elections of Officers and Committee Members

1. Honorary Officers and Committee Members are elected at the Club's Annual General Meeting (AGM). Nominations for Officers and other Committee Members shall be submitted to the Secretary in advance of the AGM in the form prescribed in the notice advising the date of the AGM.
2. The period for eligible nominations will be similarly advised to all voting Members.
3. All nominations must carry a Proposer and a Secunder, who must be Full Members.
4. Only Members of 6 months standing are eligible to be Officers of the Club.
5. The procedure for the election of Officers and other Committee Members follows the same procedure as the voting on any motion proposed at the AGM.

Trustees

1. There shall be at least three Trustees of the Club who shall be appointed from time to time as necessary by the Committee of the Club from among Full Members who are willing to be so appointed.
2. A Trustee shall hold office during the term of his/her life or until they resign by notice in writing given to the Committee or until a resolution removing them from office be passed at a meeting of the Committee by a majority comprising two-thirds of the Members present and entitled to vote.
3. All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club. In the event of the death, resignation, or removal from office of a Trustee, the Committee shall nominate a new Trustee in his/her place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after such nomination. For the purpose

of giving effect to any such nomination, the Honorary Secretary for the time being is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and they shall by Deed duly appoint the person or persons so nominated by the Committee.

4. The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions. Such actions will be duly recorded in the Minutes of the proceedings of the Committee but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.
5. The Trustees shall be effectually indemnified by the members of the Club out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or in relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club.

Club Membership

1. Members are elected to membership by being nominated to the Committee and duly seconded. Both the nominator and seconder must be Full Members of more than six month's standing. The Committee is under no obligation to explain why it declines such a nomination.
2. All candidates for membership must complete an application document in a form prescribed by the Club and pay their membership fee on approval of membership. The Committee has discretion to adjust the first membership fee to reflect the date of joining.
3. There shall be the following categories of membership:
 - FULL MEMBER – being a person who, at the date of election to membership, shall have attained the age of eighteen years and shall have one vote at an AGM or SGM.
 - JUNIOR MEMBER – being a person who, at the date of election, is under the age of eighteen and shall have no vote at an AGM or SGM. They become a Full Member in the Club year following their 18th birthday.
 - SOCIAL MEMBER – being a person who shall have no vote at an AGM or on the Committee. The total number of Social Members may not exceed 25% of the total number of Club Members on the date that membership fees become due.

Rights and Privileges of Members

1. The rights and privileges of each category of membership shall be as follows:
2. A FULL MEMBER shall have full use of all Club facilities. Compulsory affiliation Fees are payable to the Gloucestershire Bowling Association and Bowls England and will be collected within the Club membership fee.
3. A JUNIOR MEMBER shall have the full use of all Club facilities subject to any age restrictions imposed by the laws of England. Compulsory affiliation Fees payable to the Gloucestershire Bowling Association and Bowls England will be collected within the Club membership fee.
4. A SOCIAL MEMBER shall have the full use of the Club-house facilities.
5. Applicants for membership are Guests until elected to membership and must be signed-in.
6. Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises, until they have become a Member.

Guests, Visitors and Pets

1. Members may entertain Guests on Club premises. Members may have no more than 3 Guests at any one time and no more than 6 different Guests in the Club year, unless as part of a pre-arranged social function, formally endorsed by the Committee.
2. Members are responsible for the conduct of their Guests. Members are subject to sanction for any behavior of their Guests as if they had so behaved themselves.
3. Dogs are the only pets permitted on Club premises. All dogs, whether assistance dogs or otherwise, must be kept under control and on a lead at all times. Dogs are never allowed in the Clubhouse unless assistance dogs and never on the green in any circumstances. Dog owners are responsible for the conduct of their dog/s.

Joining Fee & Subscription Fee

1. The Subscription Fee for each category of Membership shall be proposed by the Committee to the Members at the Annual General Meeting each year. Any proposed changes shall be approved by a simple majority of eligible voters present and shall become operative from 1st April following that AGM. The current rate of Joining Fee (if any) and Subscription Fee shall be prominently displayed in the Club premises.
2. Membership subscriptions will be kept at levels that will not pose a significant obstacle to those

wishing to join.

3. All members shall pay the Joining Fee (if applicable) and their first annual Subscription Fee upon election to the Club and thereafter by 1st May each year.

Arrears of Subscription

1. Any Member who has not paid their necessary fees by 1 May will be considered to be in arrears for that year of membership. The Committee may cancel, without prior notice being given, the membership of any Member whose annual Subscription or other fees are more than one month in arrears. No Member who is in arrears may use the Club premises or vote at any meeting. The Committee may, at its absolute discretion, re-instate such Member upon payment of arrears. The Committee also has absolute discretion to waive or postpone fees in cases of hardship in order to preserve the membership of an established Member.
2. A Member shall settle any indebtedness for refreshment or otherwise before leaving the Club premises on the day incurred, or in accordance with any bye-law relating to the settlement of such indebtedness.

Membership Eligibility

1. Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities, on a non-discriminatory basis.
2. The Committee may remove membership only for good cause such as conduct likely to bring the Club or the sport into disrepute. The procedure for such removal and any appeal against that decision will adhere to the Disciplinary processes required by Bowls England.

Membership Records

1. Every member shall furnish the Club with up-to-date contact details that shall be recorded in the Register of Members and any notice sent to such address(es) either by post or electronically shall be deemed to have been duly delivered.
2. Membership of the Club and acceptance of this Constitution by the Member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act, as amended from time to time.

Contact details to be provided shall include, as a minimum:

- Name
- Date of birth
- Home Address
- Home Telephone Number (if any)
- Mobile Telephone Number (if any)
- E-mail address.

Any personal data provided by members is for club use ONLY in accordance with the Club's GDPR policy and will not be passed to any other organization, except as required for affiliation to the GBA and/or BE.

Retirement of a Member

1. A Member wishing to resign their membership shall notify same to the Honorary Secretary and membership will cease on a date agreed between them and the Club. The Club may decline the resignation pending any actions against that Member which require ongoing membership in order to proceed.
2. A member who retires shall not be entitled to have any part of the annual membership fee or any other fees refunded.

Responsibilities of Members

1. Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, this Constitution and Rules and any Byelaws and Regulations of the Club as created from time to time.
2. 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 Committee or by the Honorary Secretary upon the instructions of the Committee.
3. A member shall not cause any communication in whatever form to be exhibited on Club notice boards or premises without prior permission of the Honorary Secretary.

Disciplinary Action against Members

1. The Club follows all policies and guidelines approved by Bowls England and UK Anti-Doping.
2. The latest Bowls England Disciplinary Procedures are laid out in a 35-page document known colloquially as R9. It can be found here:

<https://www.bowlsengland.com/wp-content/uploads/2022/01/Regulation-9.pdf>

The Club will abide by all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel of Bowls England.

Should any Member be expelled under disciplinary procedures that former Member shall not be entitled to have any part of the annual Subscription fee refunded and must return any property belonging to the Club.

Complaints against the Club

Minor complaints and issues in a specific area of the Club's activities may be addressed to the appropriate Club officer or to the Sub-Committee holding responsibility for that activity. More serious or general complaints should be submitted in writing to the Honorary Secretary, who will refer them to the Committee and will ensure that the complaint is dealt with fairly and in accordance with the relevant Bowls England policy.

Complaints of Misconduct Arising from Play

1. Notwithstanding anything herein, the Bowls England complaints and disciplinary procedures prevail in all cases.
2. Formal complaints of misconduct against a Member or Opponent should be made to the match Captain on the day or to the relevant Club Captain if there is no match Captain .
3. The Captain/s will then decide whether the Committee needs to be informed. If the complainant is not satisfied with the Captain's decision they are entitled to escalate the complaint to the Committee. Only the Committee can invoke the Bowls England procedures in the first instance. Once the Bowls England process is invoked specific forms and procedures compatible with the Bowls England codes must be followed and the process cannot be reversed. Costs may accrue to the Club and to the Complainant arising from the process.

Limitation of Club liability

1. The Committee shall endeavor to ensure that the following clause is incorporated in every contract, lease, license or other agreement entered into by the Committee and/or Trustees of the Club, as appropriate.
2. "The liability of the [Committee/Trustees] for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time."
3. All references to the Club in this Section shall mean each and every individual Member of the Club from time to time.

Membership Agreement

1. Members of the Club and their Guests use the Club premises, and any other facilities of the Club, entirely at their own risk, notwithstanding their statutory rights. Members and their Guests furthermore implicitly accept that:
2. The Club will not accept any liability for any damage to or loss of property belonging to members.
3. The Club will not accept any liability for personal injury arising out of the use of the Club premises, or of any other facilities of the Club, 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, Committee, Trustees or Servants of the Club.

Members Indemnification of the Committee

1. Members acknowledge that this document constitutes a legally binding contract to regulate the relationship of Members with each other and the Club.
2. In pursuance of the authority vested in the Committee by Members of the Club, Members of the Committee are entitled to be indemnified by the Members of the Club against any liabilities properly incurred by them jointly and severally on behalf of the Club wherever the contract is of a duly authorized nature, or could be assumed to be of a duly authorized nature, and entered into on behalf of the Club.
3. Every 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 therefrom, or incurred in good faith in the purported discharge of such duties.
4. 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 and provided that any such Member so indemnified has been properly authorized in relation to the duties undertaken on behalf of the Club by the Committee.
5. The limit of any individual Member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of membership unless the Committee agrees to exceed that amount but limited to a maximum of £300 in any single event.

Annual General Meeting

1. An Annual General Meeting (AGM) of the Club shall be held each year in the month of November on a date to be fixed by the Committee. The Honorary Secretary shall, at least 21 days before the date of such meeting, circulate to each Member notice thereof and of the business to be brought forward thereat. This may be done either by post or electronically.
2. Any AGM can be adjourned to such time as the Members present direct. Any matters slated for discussion that cannot be concluded at the adjourned AGM will be carried-forward to the reconvened AGM.
3. An AGM is quorate if fifteen Full Members are present one half hour after the start of the AGM. If not quorate then the AGM will be dissolved and will be reconvened no sooner than two weeks after the dissolved AGM.
4. No AGM will be incompetent to transact business from want of a quorum after the Chair has been taken and the meeting opened for business.
5. The AGM will be chaired by the Honorary President of the Club. All Full Members carry one vote on any resolution duly accepted for approval/rejection at an AGM.
6. Voting on matters proposed will be by a show of hands. Voting on the election of Officers and/or Committee Members where there is more than one candidate for the post will be by secret ballot. The Honorary President will appoint two Full Members who are present to conduct and count the secret ballot.
7. Proxy voting is permitted. The vote must be submitted on a form issued by the Honorary Secretary, signed by the absentee Member, clearly state the motion in question and whether 'for' or 'against'. If appointing a proxy to vote in person it must also cite the name of the voter.
8. In the event of equal voting the Honorary President will have the casting vote.
9. No business, except the passing of the Accounts and the election of the Officers, Committees, Trustees and Honorary Auditors, and any business that the Committee may order to be inserted in the notice convening the AGM shall be discussed at such meeting, unless notice thereof be given in writing by a Member entitled to vote to the Honorary Secretary at least 10 days before the date of the AGM.

Special General Meeting

1. The Committee may at any time, upon giving 21 days' notice in writing, call a Special General Meeting (SGM) of the Club for any special business, the nature of which shall be stated in the notice convening the meeting. The discussion at such meeting shall be confined to the business stated in the notice sent to Members.
2. The Committee shall call a SGM upon a written request addressed to the Honorary Secretary and signed by at least 10 Full members. The Committee shall then meet within 7 days of receiving a valid request for an SGM when it will give 21 days' notice to the Membership of such SGM.
3. At any General Meeting (GM), whether AGM or SGM, the Honorary President shall take the chair, or in their absence, a Chair elected by a majority of those present shall preside.
4. Fifteen (15) Members entitled to vote at the relevant meeting and personally present shall form a quorum at any GM of the Club.
5. Only Full Members may vote at a GM. Other members may attend and speak but are not entitled to vote.
6. Voting, except upon the election of Members of the Committee, shall be by show of hands.
7. In the case of equal votes the Chair of the GM shall have a second or casting vote, on any matter.
8. On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, By-law or Regulation of the Club such Rule, By-law or Regulation shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote.

Dissolution of the Club

1. The Club can only be dissolved voluntarily by a three-quarters (3/4) majority vote at an AGM or SGM.
2. If such a vote is passed then the Committee shall set a target date for dissolution but that date may not be confirmed until all the assets and liabilities of the Club have been computed and all debts and liabilities of the Club have been discharged and all relevant stakeholders and bodies notified and all residual assets have been valued and liquidated.
3. If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, a final SGM will be called to ratify the dissolution date and to determine the distribution of those residual assets. Assets must be distributed in

line with the rules governing the distribution of assets for a sports club governed by trust.

4. Upon dissolution of the Club the Committee shall give or transfer the net assets remaining to one or more of the following, as required under sports Club status:
 - 4.1. to another Club with similar sports purposes which is a charity and/or
 - 4.2. to another Club with similar sports purposes which is a registered CASC and/or
 - 4.3. to Bowls England for use by them in related community sports.

Miscellaneous

1. Opening of Club Premises

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

2. Licensing

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.

3. Safeguarding

The Club shall adhere to the Safeguarding Policy of Bowls England. Access to that policy is principally by online link in the Appendix of this Constitution but directed access can be made to the Club's Safeguarding Officer who is named on the Club Notice Board and in the Fixture List.

4. Equality and Gender

- 4.1 The Club is open to all without the exclusion of any defined group.
- 4.2 The Club shall adhere to the Equality Policy of Bowls England. Pending guidance from that body, the Equality and Human Rights Commission (EHRC) has ruled that gender for the use of sports club facilities means biological gender at birth. However, where a more sensitive solution can be achieved without any detriment to others then this will be offered.
- 4.3 Bowls England recognizes that gender plays a role in the ability of a player to compete. The Club duly recognizes and supports the recognition of gender in the organization of leagues and competitions, both external and internal.

5. Smoking/Vaping

Smoking and vaping are not permitted within the Clubhouse or on the green. Designated smoking/vaping areas are. available outside the Clubhouse.

6. Neighbours

All persons using the Club site must behave in a manner which does not disturb our residential neighbours or users of the adjoining leisure facilities.

Appendix 1 Code of Conduct

The following Code of Conduct operates within the Club. It is extracted directly from the Bowls England model Code. It is a requirement of Bowls England that it is cited in full in this Constitution.

- * Bowls should be played not only in accordance with the Laws of the Sport of Bowls, but also in the spirit of the game and the values of Bowls England: Collaborative, Adaptable, Responsible and Encouraging (CARE).
- * The responsibility for upholding these values lies with everyone involved - players, team managers, officials, volunteers, coaches and supporters.
- * This Code of Conduct reflects the Club's commitment to creating a welcoming, inclusive and enjoyable environment for everyone - on and off the green.

Respectful Behaviour

- * Treat everyone with courtesy and respect, regardless of differences in opinion, background or ability.
- * Use positive, respectful language, avoid offensive language, taunting, bullying, harassment or discrimination.
- * Celebrate and congratulate good play and positive behaviours. Demonstrate good sportsmanship at all times, win or lose.
- * Celebrate Our Differences
- * Embrace the diversity of our club community and encourage participation from individuals of all backgrounds, abilities, genders and ages.
- * Be mindful that some disabilities may be hidden - always approach others with kindness and understanding.

Maintain a Safe Environment

- * Help create a safe and inclusive space for all, ensure you notify club management of any unsafe conditions.
- * Ensure adequate supervision of Under 18s, ensure the right number of adults are present based on the children's age, group size, the activity and their specific needs.
- * Report safeguarding concerns promptly to our Club Safeguarding Officer.

Online Conduct

- * Treat others online with the same respect you would in person.
- * Do not send messages or make/interact with posts that could be perceived by others as harmful, offensive or threatening via any media, such as e-mail, Text, WhatsApp, Facebook and Instagram.

- * Do not post content that could bring you, our Club, County Association or the sport into disrepute.
- * Respect members' privacy - always seek permission before sharing images or personal information.

Our Club, Our Responsibility

- * Keep the clubhouse clean, safe and welcoming.
- * Report any health and safety concerns to Committee or relevant Officer.

Appropriate Attire

- * Dress suitably for club events and activities. When we look like a team, we feel like a team.
- * If unsure about dress code expectations, ask a fellow member - we're here to support each other.
- * Be understanding if a teammate or opponent requires flexibility with the dress code, as accessibility or personal circumstances may play a role.

Volunteer Appreciation

- * Our volunteers are the heartbeat of our Club. Take time to acknowledge and appreciate their efforts. A simple thank you goes a long way.
 - * Acknowledgment
- * By being part of our Club, every member, parent or guardian and supporter agrees to uphold these standards. Together, we commit to creating a positive and supportive environment where everyone can enjoy the sport and thrive.

Appendix 2: Responsibilities of Officers and Sub-Committees

This Appendix gives a brief outline of the duties entrusted to the Officers of the Club and to the Sub-Committees which have delegated powers from the Committee to run specific areas of the Club's activities. It tells Members who is responsible for decisions and actions which affect the club and who they may ask about any aspect of the club.

OFFICERS

Honorary President:

- * Represents the Club on match days and other special events. For example, they perform opening and closing ceremonies and they host County matches.
- * Represents, either in person or by delegatee, the Club at County and divisional meetings and reports back to the Committee on any issues affecting the Club, via the Secretary).
- * Chairs any GM, AGM or SGM.
- * Communicates with all Members of the Club
- * Ensures that the Club complies with all its legal responsibilities by oversight of the Committee activities
- * Is responsible for conducting disciplinary investigations and hearings in accordance with Bowls England regulations. This may be delegated as appropriate.
- * Advises the Honorary Chairman and acts as a sounding-board for key issues

Honorary Chairman:

- * Acts as Chief Executive Officer of the Club
- * Chairs the Management Committee
- * Consults with the Honorary President on any key or contentious matters
- * Oversees and advises on the discharge of duties agreed on behalf of the Committee with regard to the other Officers, Committee Members and Sub-Committee Members.

Honorary Secretary:

- * Is the first point of contact for Club enquiries
- * Acts as Membership Secretary
- * Maintains and interprets the Constitution and Rules and the ongoing suitability of these documents with regard to all stakeholders
- * Conducts official correspondence of the Club and maintains up to date Club records and reference files.
- * Organizes and attends key meetings of the Club including GMs, SGMs, AGMs and Committee meetings
- * Takes and distributes minutes of key meetings
- * Maintains and submits the Club's affiliation returns to GBA and BE.
- * Manages and submits entries to County and National Competitions.

- * Administers the Club's online rink management and membership databases
- * Liaises with the Club's IT Manager on behalf of the Committee
- * Manages the Club's GDPR policy, maintaining an up-to-date record of consent forms and renewing consents as required
- * Represents the Club at County and divisional delegate meetings, reporting back to the Committee on any issues affecting the club (shared with President).
- * Manages the provision and sale of club clothing, including second-hand items.
- * Manages casual hirings of the club facilities for special events
- * Provides new Members with access to Club directives such as this Constitution and Rules, fixture cards and etiquette policies
- * Maintains and fosters the relationship with external stakeholders such as neighbours

Honorary Treasurer:

- * Manages the Club's income and expenditure in accordance with Club rules.
- * Holds the Club's banking codes and passwords
- * Ensures that deputies are in place to operate banking against the event of unavailability, obtaining bank approval for such deputies before the need arises
- * Deals with HMRC and Stroud District Council as required
- * Pays invoices and bills
- * Deposits cash and cheques that the Club receives
- * Monitors the Club's finances and keeps records to accounting standards
- * Keeps the Committee informed of any financial issues at regular meetings.
- * Produces an end of year financial report and presents it to the AGM
- * Administers insurance policies needed to fully protect the interests of the Club, its Officers and its Members.
- * Monitors prices charged to maintain agreed profit margin.
- * Arranges the annual audit of the accounts and its sign-off and addresses any comments arising

Safeguarding Officer:

- * Assists in adopting and promoting the Bowls England safeguarding policies and procedures.
- * Assists in identifying areas of development to ensure a safe and welcoming environment for young people and adults at risk.
- * Acts as first point of contact for staff, volunteers, Members, children and parents for any issues concerning the safeguarding of children and adults at risk, poor practice and potential or alleged abuse within or outside the sport.
- * Maintains and reports to the Committee on the Incident record book.
- * Ensures all incidents/concerns are dealt with in accordance with policy guidelines.
- * Ensures that all relevant Members, volunteers and staff have the opportunity to access appropriate safeguarding training.
- * Ensures that appropriate procedures for safe recruitment of staff and volunteers are in place in conjunction with the Secretary.
- * Maintains contact details for all external agencies with a valid interest in safeguarding
- * Ensures that codes of conduct are in place and understood.

- * Advises on safeguarding issues and attends, as necessary, bowls or other sports management meetings.
- * Maintains confidentiality of incidents where possible within these Rules
- * Ensures compliance with relevant Health & Safety regulations

Captains/Vice Captains:

- * Select representative teams for Club matches, with the advice of the Selection Committee
- * Manage matches on the day, ensuring a good experience for both home and visiting teams.
- * Arranges refreshments for match days under their remit
- * Conducts raffles on match days under their remit
- * Confirm arrangements with other clubs at least a week before the match takes place that includes the number of rinks.
- * Inform the team of travel and meeting arrangements for home and away matches.
- * Encourage players to conduct themselves in an appropriate manner and represent the club with pride at all times.
- * Manage the dress code and etiquette of players within the guidelines published in the fixture card and material given to new Members on joining.
- * Endeavour to ensure that players do not bring the sport or club into disrepute.
- * Manage team and player entry into competitions.
- * Attend Committee meetings.
- * The Club Captain chairs the Selection Sub-Committee (see below)

Selection Sub-Committee

Comprises:

- * Captains of Men's League Teams plus
- * Two co-opted Selectors

And, separately

- * The Ladies Captain
- * The Ladies Vice-Captain
- * One co-opted Selector

Competitions Manager/s

- * Maintains and publishes Club competition rules.
- * Decides closing dates for competition entries.
- * Sets fair handicaps for all competitions which require them.
- * Makes a fair draw for all Club competitions and publish it to all entrants
- * Manages Club competitions, resolving any dispute and ensuring matches are completed in good time (includes granting deferments for acceptable reasons and resolving any disputes that may arise).
- * Makes arrangements for Finals Day(s).

Fixture Secretary

- * Arranges the fixtures for the outdoor season in liaison for approval by the Committee
- * Arranges the printing of the Fixture Book and all its contents

Bar Manager (and Bar Sub-Committee):

- * Is responsible for the supply of excisable goods under the Licensing Acts prevailing from time to time as administered by the Stroud District Council licensing section
- * Liaises with the Club Secretary and Treasurer to maintain an orderly, profitable and compliant license.
- * Arranges and holds the Club premises license and personal license for the sale of intoxicating liquor.
- * In liaison with the Treasurer, sets the prices for bar sales to maintain agreed profit margins
- * Has day to day responsibility for ordering and arranging delivery of bar supplies.
- * Organizes volunteer Members to staff the bar for regular Club events and matches, as required.
- * Arranges volunteer Members to staff the bar for special events and casual hirings.
- * Reports to the Committee when requested by the Committee

Green Sub-Committee:

- * Manages the maintenance and repair of all Club buildings and property.
- * Manages the maintenance of the grounds and external furniture.
- * Is responsible for the upkeep of the green and its surroundings and of equipment required to maintain the green.
- * Maintains a rota for Members to mow the green as required.
- * Trains Members to discharge relevant tasks and oversees health and safety in so doing
- * Decides on whether the green is fit for play, consulting with the relevant team captain.
- * Attends the Committee as required

Fabric Sub- Committee

- * The Managing Committee discharges the function of maintaining the fabric of the premises

Appendix 3 – Policies Adopted from External Bodies

Safeguarding Policies

The Club adheres to the Bowls England Safeguarding Policies.

Every Member is responsible for maintaining a safe and supportive environment when on Club premises or whenever representing the Club, whether formally or informally.

When an incident warrants consideration under the heading of safeguarding it should be referred to the Club's Safeguarding Officer for an initial review. Their contact details are posted on the Club Notice Board and in the Fixtures Card. If an urgent case of safeguarding occurs off-site then the Member should seek the site Safeguarding Officer. In extreme cases they may choose to take such urgent action as necessary to prevent harm to a vulnerable person before reporting the incident.

The Bowls England Safeguarding Policies can be found here:

<https://www.bowlsengland.com/wp-content/uploads/2026/06/Safeguarding-Adults-Policy-Quick-Reference-Guide-June-2026.pdf>

<https://www.bowlsengland.com/wp-content/uploads/2022/12/Safeguarding-Children-Policy-V10-Feb-2022.pdf>

Anti-Doping Rules

Bowls England, and, therefore, the Club, adheres to the UK Anti-Doping policies.. They can be found here:

<https://www.ukad.org.uk/anti-doping-rules>

Laws of the Sport of Bowls

With the exception of specific competitions which may have amended laws the Club adheres to the Crystal Mark edition of the laws of bowls, as amended from time to time. They can be found here:

<https://www.worldbowls.com/wp-content/uploads/2023/05/Laws of the Sport Fourth Edition.pdf>

Misconduct and Disciplinary Procedures

The Club adheres to the Bowls England definitions and processes to manage incidents of misconduct or ill-discipline. Every Member is responsible for vigilance against incidents of misconduct or ill-discipline. Where such incidents arise they should be entered into the Club's Incident book and immediately reported to the Club's Safeguarding Officer. Please note that Misconduct and risks to Safeguarding are separate issues but they may overlap and the Safeguarding Officer is best placed to adopt the correct procedure following a report.

A guide to Misconduct may be found here with examples of varying degrees of misconduct.

<https://www.bowlsengland.com/wp-content/uploads/2025/11/Guide-to-categorising-a-Complaint.pdf>