

GERRARDS CROSS BOWLING CLUB RULES

As amended and approved at the Annual General Meeting on 30th November 2003

Throughout these Rules, the masculine gender shall be taken to include the feminine and vice versa.

1 NAME

The Club shall be called the **Gerrards Cross Bowling Club**.

2 OBJECTS

The objects of the Club are to promote and foster the game of Flat Green Bowls for all age groups and to provide facilities for the social needs of members.

3 MEMBERSHIP

- 3.1 Any person who wishes to be considered for membership of the Club may obtain an Application Form and a copy of the Club Rules from the Secretary or the Membership Secretary.
- 1.2 Every application for membership shall be completed and signed by the applicant and given to the Membership Secretary who shall display the form or notice of the application on the Club notice board for a period of not less than fourteen days.
- 1.3 An interview will be arranged for the applicant with at least two Club officials in order to discuss the application and to inform the applicant about the Club's activities.
- 1.4 Any member having objections to the application shall advise the Membership Secretary in writing within the said fourteen-day period.
- 1.5 If the Management Committee shall accept the candidate's application and the candidate shall pay the annual subscription and any prescribed entrance fee, the candidate shall be a member of the Club and shall be deemed to have read and agreed to be bound by the Rules and the Byelaws of the Club.
- 1.6 Experienced bowlers are required to have their bowling action approved before membership can be confirmed and new bowlers are required to undergo the EBA Training Scheme which is provided free of charge.
- 1.7 Subject to these Rules and Byelaws from time to time in force, he shall be entitled to use and enjoy in common with other members, the facilities and amenities of the Club.
- 1.8 Bowling members who have not attained their eighteenth birthday on the 1st April shall be Junior members. They shall be required to obtain parental consent to membership.
- 1.9 Social members shall be entitled to use the Club facilities in the same way as bowling members, but they shall not be entitled to participate in the game of bowls.
- 1.10 All persons who become members of the Club shall be deemed to have consented to the Management Committee maintaining details of all members on computerised records comprising their name, address and telephone number and those details being maintained and exhibited.
- 1.11 All bowling members shall be allowed to invite visitors to bowl on not more than three occasions per bowling season without the express permission of the Management Committee; such visitors shall be competent bowlers.
- 1.12 All visitors shall pay such fees, as the Management Committee shall determine. The names and addresses of all visitors shall be recorded in a Visitors Book.
- 1.13 The family of a member may use the social facilities of the Club when accompanied by and signed in by the member, on not more than five occasions in any one year. Should this be exceeded, they shall be required to apply for Social Membership.

- 1.14 All members, their visitors, guests and invitees are obliged to observe and comply with the Rules and Byelaws.

2 SUBSCRIPTION AND BUILDING DEVELOPMENT LEVY

- 4.1 The annual subscription shall be decided at each Annual General Meeting. The rate for Junior members shall be 50% of the full member rate. All membership subscriptions shall be paid in full by the 1st April in each year. The annual subscription shall be reduced pro-rata for any new member joining the Club after 1st April.
- 2.2 A building development levy shall be payable if so decided by the members in General Meeting.
- 2.3 Any person having been elected as an Honorary Life Member in recognition of outstanding service to the Club, shall be regarded as a full member and shall be exempt from payment of the annual subscription but not from payment of the building levy.

1 RESIGNATION

- 5.1 A member shall cease to be a member if he gives written notice to the Membership Secretary of his resignation.
- 5.2 Any member whose subscription is not paid by 1st April in the relevant year or whose building development levy is not paid by the date agreed at the Annual General Meeting, shall be deemed to have resigned from the Club and shall cease to be a member forthwith, whereupon that member shall not be entitled to use the Club facilities until re-elected in accordance with the provisions of Rule 3.

6 INFORMAL GRIEVANCE PROCEDURE

The individuals concerned should resolve incidents or problems arising between Club members as this will help to maintain a friendly Club atmosphere. Should they be unable to resolve the matter themselves, they should ask a member of the Management Committee to act as neutral mediator.

7 FORMAL GRIEVANCE AND DISCIPLINARY PROCEDURES

- 7.1 Where Informal Grievance Procedures are not appropriate, any member who has reason to complain about the conduct of another member shall make the complaint in writing to the Secretary within one week of the incident. (Anonymous complaints are not acceptable). After matching the allegation to a particular section of the Rules or the Byelaws, the Secretary will send or deliver a copy of the allegation to the person whose conduct is being questioned and he shall be given one week to respond.
- 7.2 The Secretary shall collect all relevant information and convene a Disciplinary Panel of three members to investigate the complaint. The panel shall include the Secretary, one member of the Management Committee (not the President who may have to chair an Appeal Hearing) and one bowling member, preferably with experience of grievance and disciplinary matters. The panel shall understand the importance of dealing with confidentiality, intimidation and rumour.
- 7.3 All parties to a complaint must not contact, approach, or otherwise attempt to influence or intimidate any panel member or witness. Any breach of this Rule will be reported to the Secretary, and may itself be a matter of disciplinary action.
- 7.4 A date shall be fixed as soon as possible for a meeting of the Disciplinary Panel for the purpose of considering further action. The person whose conduct is being questioned shall be given written notice of the meeting and informed of his right to be present at that meeting to answer the complaint against him. He shall be given the text of the complaint and any other evidence received. He and other interested parties shall be notified of the names of the members of the panel to give them an opportunity to challenge the membership for lack of impartiality if they so wish. All interested parties to the complaint will also be notified that they may bring a member of the Club as an adviser or friend to the meeting and may produce witnesses.
- 7.5 At the said meeting, any allegations against the member shall be related in his presence if he has elected to attend and he shall be given the opportunity to respond to those allegations. The Disciplinary Panel shall not

unreasonably refuse any request by the member for any adjournment of the meeting should this be deemed necessary.

- 7.6 After hearing all the evidence, the Disciplinary Panel shall retire to make a decision. They shall have the power to absolve from any blame, give verbal or written warnings, suspend or expel a member. Their decision shall be communicated in writing to all interested parties within four days of making such a decision. Reasons for the decision will be given and the parties involved shall be reminded of their right to appeal. From the date of receipt of the decision, interested parties have one week to appeal if they so wish.

8 SUSPENSION OF MEMBERSHIP

Any person whose membership is being suspended shall have one week to make an appeal against the decision of the Disciplinary Panel. The period of suspension shall start at the end of this one-week period if an appeal has not been made, or in the event of any unsuccessful appeal, on the date when the result of the appeal is communicated to the person concerned. Any person whose membership is suspended shall be excluded from the Club premises during the period of suspension.

9 EXPULSION

- 9.1 The Disciplinary Panel shall have the power to expel a member when in their opinion, the conduct or continued membership of the member is considered injurious to the character or interest of the Club and it would not be in the interest of the Club for him to remain a member. The Disciplinary Panel shall give fourteen days written notice of expulsion to the member, during which period of time, his membership shall be suspended. Any person whose membership is suspended shall be excluded from the Club premises during the period of suspension.
- 9.2 If he so wishes, the person subject to expulsion may appeal against the decision of the Disciplinary Panel within fourteen days of receiving the decision. Expulsion shall start at the end of this fourteen day period if an appeal has not been made, or in the event of an unsuccessful appeal, on the date when the result of the appeal is communicated to the person concerned.
- 9.3 Any person whose membership is terminated under this Rule shall be excluded from the Club premises and shall have no claim against the Disciplinary Panel, the Appeals Panel, the Club, the Management Committee or any member thereof, except that any unexpired portion of his membership subscription shall be refunded.

10 APPEALS

- 10.1 There shall be the right of appeal against any decision of an officer, or sub-committee, or by any other person or persons acting on behalf of the Club. A panel of three members who have no direct knowledge of, or partiality to the case shall hear any appeal. The President of the Club shall normally chair the Appeals Panel and he will be accompanied by one member of the Management Committee and one bowling member, preferably with experience of grievance and disciplinary matters.
- 10.2 The procedure for conducting an appeal shall be as set out in pages 17 to 21 inclusive of the publication Getting it right, published by THE SPORTS COUNCIL, 1994.
- 10.3 An appeal deposit is not required (Section 2 of "Getting it right").
- 10.4 The decision of the Appeal Panel is final and there is no further right of appeal (Section 24 of "Getting it right").

11 MANAGEMENT COMMITTEE

- 11.1 The Club shall be managed by the Management Committee, which shall consist of the following Honorary Officers:- President, Vice President, Secretary, Treasurer, Membership Secretary, Ladies Secretary, Match Secretary, Bar Manager, Captain, Vice Captain, Ladies Captain, Maintenance Manager plus two Committee Members.
- 11.2 Members of the Management Committee shall be bowling members of the Club and shall be proposed, seconded and elected by ballot at the Annual General Meeting each year. They shall remain in office until their successors are elected at the next Annual General Meeting. Any vacancy occurring by resignation or otherwise may be filled by the Management Committee. Retiring members of the Management Committee shall be eligible for re-election. Election to the Offices of President and Vice President shall be subject to a time limit of three years.

- 11.3 The Management Committee shall meet at least six times in each year and the Minutes of the proceedings shall be taken by the Secretary and displayed on the Club Notice Board or in the Members Information Book.
- 11.4 In addition to such powers as are elsewhere conferred upon it by these Rules, the Management Committee shall have power to appoint sub-committees and, in particular but without prejudice to the generality, a Greens sub-committee (on which at least one Management Committee member shall serve) and may delegate to such sub-committees such powers and duties of the Management Committee as the Management Committee may determine. All sub-committees must periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
- 11.5 The Management Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club and to do all such further acts or things in connection with the general management of the Club as are, in the opinion of the Management Committee, in the best interest of the Club.
- 11.6 For the purposes of the proper management of the Club, the Management Committee may make such Byelaws as they may consider necessary for the proper regulation of the Club, provided that no such Byelaw shall be made which is in any way at variance with these Rules and provided that the quorum for those Management Committee meetings resolving to amend, vary or dispense with any such Byelaw shall be ten.
- 11.7 Eight shall constitute a quorum of the Management Committee except for any meeting dealing with the making, amendment or removal of any Byelaws.
- 11.8 Save as otherwise specified in these Rules, decisions of the Management Committee shall be made by simple majority and in the event of an equality of votes, the President (or the acting chairperson of that meeting) shall have a casting or additional vote.

12 PROPERTY and TRUSTEES

- 12.1 Property of the Club, other than cash at the Bank, shall be vested in not less than two and not more than four Trustees.
- 12.2 The Trustees shall hold the property upon trust for the members of the Club in accordance with the directions of the Management Committee.
- 12.3 The Trustees shall be elected by the Management Committee and shall hold office until death or resignation unless removed by a resolution of the Management Committee.

13 INDEMNITY

The Trustees and the members of the Management Committee or any of them shall be indemnified firstly out of the assets of the Club and in the event that the assets of the Club are insufficient, then by the members of the Club against all costs, claims and demands made against them or any of them and incurred by them in the proper discharge of their duties.

14 ANNUAL GENERAL MEETING

- 14.1 The Annual General Meeting shall be held each year not earlier than four weeks after the end of the outdoor bowling season but not later than 31st December to transact the following business:-
- To receive the Report of the Secretary on the management of the Club's affairs
 - To receive the Reports of the Club and Ladies' Captain on the playing performance of the Club.
 - To receive the Accounts of the Club for the year to 30th September, the Auditor's or Examiner's Report on the Accounts and the Treasurer's Report on the financial position of the Club
 - To consider proposals for change to membership subscriptions, fees and building development levy
 - To elect Honorary Officers and Committee Members
 - To elect the Hon. Auditor or Hon. Examiner.
 - To consider any other business for which due notice has been given or which is proposed by the Management Committee

- 14.2 Preliminary notice of the Annual General Meeting (the Preliminary Notice) shall be given by a notice in writing displayed on the Club Notice Board not less than four weeks before the end of the outdoor bowling season.
- 14.3 The Management Committee nomination list shall be displayed on the same date as the Preliminary Notice and the closure date shall be four weeks prior to the Annual General Meeting (the Closure Date), Candidates for election to the Management Committee shall be proposed and seconded by two bowling members of the Club and shall by signing the nomination list signify their agreement to their nomination. Only those vacant Officer or Management Committee positions for which there has been no nomination by the Closure Date shall be the subject of nomination from the floor at the Annual General Meeting.
- 14.4 Any proposals for business other than those matters specified above shall be given in writing signed by two bowling members and submitted to the Secretary by the Closure Date.
- 14.5 Final Notice of the Annual General Meeting, including a detailed Agenda, shall be posted to each member at his last known address, not less than two weeks before the date of the Annual General Meeting, and he shall be deemed to have received it.

15 SPECIAL GENERAL MEETING

A Special General Meeting may be called at any time by the Management Committee. A Special General Meeting shall be called within twenty-eight days of receipt by the Secretary of a requisition in writing signed by not less than one fifth of the bowling members or thirty of such members, whichever shall be the lesser, stating the purpose for which the meeting is required and the resolutions proposed.

At least fourteen days notice of any Special General Meeting shall be given to members.

16 QUORUM FOR ALL GENERAL MEETINGS

The quorum for all general meetings of the Club shall be one third of the bowling members. Social members and Junior bowling members shall be entitled to attend and speak at general meetings but shall not be entitled to vote.

17 PROCEDURE AT ALL GENERAL MEETINGS

- 17.1 The President, or in his absence a member selected by the Management Committee, shall take the chair.
- 17.2 Save as otherwise specified in the Rules each member present shall have one vote and a simple majority shall pass all resolutions except any resolution associated with major capital expenditure shall be carried by a majority of at least three-quarters of the members present. In the event of conflict between this sub-clause and any other specific provision in these Rules, the specific provision shall take precedence.
- 17.3 In the event of an equality of votes the President or the acting chairperson shall have an additional casting vote.
- 17.4 The Secretary or in his absence a member of the Management Committee shall take the minutes.

18 BYELAWS

The Management Committee shall have power to make, repeal and amend such Byelaws as from time to time may be considered necessary for the well-being of the Club, which Byelaws, repeals and amendments shall have effect until amended or varied by the Management Committee or by the members in general meeting.

19 FINANCE

- 19.1 All monies payable to the Club shall be accounted for by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by those signatories authorised by the Management Committee and specified in the Byelaws. Any monies not required for immediate use may be invested as the Management Committee in their discretion thinks fit.

- 19.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any member of the Club save as set out in the provisions for dissolution.
- 19.3 The Management Committee shall have power to authorise the payment of remuneration and expenses to any officer, member or employee of the Club and to any other person or persons for services rendered to the Club.
- 19.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Management Committee thinks fit.

20 BORROWING

- 20.1 The Management Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion for the general upkeep of the Club or, with the sanction of a general meeting any other expenditure, additions or improvements.
- 20.2 When so borrowing the Management Committee shall have power to raise in any way, any sums of money in such manner or on such terms and conditions as they think fit, and in particular by mortgage or charge upon, or by the issues of debentures or charges upon, all or any part of the property of the Club.
- 20.3 The Management Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sum so borrowed.
- 20.4 The Trustees shall at the discretion of the Management Committee make such dispositions of the Club's property or any part thereof and enter into and execute such agreements and instruments in relation thereto as the Management Committee may deem proper for giving security for such monies and the interest payable thereon.

21 SUPPLY OF INTOXICATING LIQUOR

- 21.1 The Bar Manager shall manage the bar under the direction of the Management Committee.
- 21.2 The supply of intoxicating liquor in the Club premises shall be at such times in accordance with the Byelaws, notice of which shall be prominently displayed in the Club bar but in any event in accordance with the permitted hours.
- 21.3 The bar shall be closed on Christmas Day and Good Friday.
- 21.4 Subject to any restrictions which from time to time may be made by the Management Committee, members guests and bona fide visitors including the opponent of any member playing in any competition or match at the Club shall be entitled to admission to the Club premises and to purchase intoxicating liquor for consumption on the premises.
- 21.5 No intoxicating liquor may be supplied to any person under the age of eighteen.
- 21.6 Intoxicating liquor for consumption off the premises may not be supplied other than to Club members.

22 DISSOLUTION

- 22.1 A resolution to dissolve the Club shall be proposed only at a Special General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- 22.2 The dissolution shall take effect from the date of the resolution and the Management Committee shall be responsible for the winding up of the assets and the liabilities of the Club.
- 22.3 Any assets, remaining after the discharge of the debts and liabilities of the Club, shall be shared amongst those bowling members of the Club at the date of dissolution having a minimum of three years membership. Each year of bowling membership shall equal one share.

23 ALTERATION, AVAILABILITY and INTERPRETATION OF RULES

- 23.1 Subject to Rule 16, alteration to these Rules shall be made only on a two-thirds majority of the bowling members present and voting at a general meeting of members.
- 23.2 A copy of the Rules shall be supplied to every new member on election and to any member on request following any duly authorised alteration to the Rules as referred to above. A copy of the Rules, the Byelaws, and The Sports Council publication "Getting it right", shall be posted within the Club premises.
- 23.2 If any doubt arises as to the proper interpretation of any Rule or Byelaw, the matter shall be referred to the Management Committee, whose decision shall be final

24 LADIES' SECTION

- 24.1 A Sub-committee elected by the Lady members shall govern the Ladies' section. This Ladies' Sub-committee shall comprise five lady members namely the Ladies Secretary, the Ladies Captain, the Ladies Vice-Captain, the Ladies Match Secretary and the Lady Supplies Officer, and they shall be responsible for administration of the Ladies' Section.
- 24.2 The Ladies Sub-committee shall arrange nominations and (if necessary) election of lady officers who shall hold office from the Annual General Meeting following election until the next following Annual General Meeting. Retiring lady officers may stand for re-election. The Ladies Committee shall have power to fill any casual vacancy.
- 24.3 The Ladies' fixtures programme shall be agreed with the Match Secretary and shall be shown in the Club fixtures programme.

25 THE GREEN, PLAY and DRESS

- 25.1 The Greens Sub-Committee shall manage the Green under the leadership of the Greenranger. Only the Greenranger or his deputy shall communicate with any appointed greens contractor. The Green shall not be played on when adjudged to be unfit for play by the Greenranger, or in his absence, by any member so authorised by the Management Committee.
- 25.2 Protective mats must be used to protect the Green when adjudged necessary by the Greenranger, or in his absence, by any member so authorised by the Management Committee.
- 25.3 All games shall be governed by the laws of the English Bowling Association, or the English Women's Bowling Association as appropriate. Play on the Green, roll-ups and Club competitions shall be in accordance with the Byelaws as determined from time to time by the Management Committee who shall also decide all match fixtures.
- 25.4 Members shall conduct themselves in accordance with the style and etiquette of the game and in accordance with the Rules and Byelaws of the Club.
- 25.5 No animals shall be brought to or allowed to remain within Club premises except under proper control.
- 25.6 Regulation smooth soled bowling shoes must be worn by all players; sandals are not acceptable in the interests of safety. White will be worn above the waist and grey below the waist (white in designated Club matches).
- 25.7 Except for those County competitions governed by the rules of the Bucks County Bowls Association or the Bucks County Women's Bowling Association as appropriate, all disputes arising in the game shall be referred to the members of the Competitions sub-committee then present, failing which members of the Management Committee then present, for settlement in accordance with the laws of the English Bowling Association, the English Women's Bowling Association or the Club Byelaws, as appropriate.

26 FAIR PLAY CODE

- 26.1 Officials, competitors and spectators are representatives of the Club and the game of Bowls, and should set a good example of fair play to other members, clubs and especially to young people.
- 26.2 The Code for Fair Play shall be as set out in pages 24 and 25 of the publication "Getting it right" published by THE SPORTS COUNCIL, 1994.