

**Constitution for Chacewater Bowling Club**  
**The Recreation Ground, Falmouth Road, Chacewater, Truro. Cornwall TR4 8LP**

**1. Title**

1.1 The Club shall be called Chacewater Bowling Club, hereafter to be referred to as “the Club” and shall be affiliated to Bowls England and Bowls Cornwall.

**2. Objects**

2.1 To foster and promote the sport of flat green bowls at all levels, providing opportunities for recreation and competition.

**3. Membership**

3.1 Membership of the Club shall be open to any person, regardless of race, age, gender, sexual orientation, religious belief or ability, who completes a membership application form and pays the relevant subscription fee and additional levies (Group, County & National), as determined by the Club. Any new members elected during the year shall pay such proportion of this annual subscription for that year, as the Committee shall determine.

Any person residing within the Parish of Chacewater shall be accepted by the committee for the class of membership applied for providing that person satisfies any reasonable requirements imposed by the committee.

3.2 Membership clauses need to be detailed in the constitution as per the following examples:-

<b>Class of Membership</b>
3.2.1 Full Member
3.2.2 Junior Member
3.2.3 Full Time Education Membership
3.2.4 Life Member
3.2.5 Vice President
3.2.6 Family Membership
3.2.7 Winter Membership
3.2.8 Temporary Membership

3.2.1 Every candidate for full bowling membership shall be proposed and seconded by members of the club. His or her full name, address and telephone number and the names of the proposer and seconder shall be communicated in writing to the Administrator who shall cause the particulars to be exhibited prominently in the Club House in a part frequented by the members for a period of at least fourteen days before election as a member. Until the candidate is elected as a member he or she shall not be entitled to make use of the facilities of the clubhouse, unless supervised by a full club member. During the fourteen days that an application for membership is displayed, any member may in writing to the Administrator, support or object

to any application. The committee shall take such correspondence into consideration when discussing an application, but their decision shall be final. Once elected the candidate shall not be deemed a full member until the relevant subscription has been paid.

3.2.2 Junior membership shall be available to young people under the age of eighteen years, without charge and each candidate shall follow the same procedure for election as stated in 3.2.1 above.

3.2.3 Full Time Education membership shall be available to all, if they are in Full time education. They will not be charged subscriptions but will be charged the Divisional, County and National Levies.

3.2.4 Any person being a full bowling member of the club for a continuous period of thirty years or deemed to have contributed outstanding services to the club shall be eligible for life membership of the club at the discretion of the committee. They will not be charged subscriptions but will be charged the Group, County and National Levies.

3.2.5 The committee may at their discretion invite persons to become vice-presidents of the club. Vice-presidents may avail themselves of all the facilities of the club except for the Bowling Green. The subscription to be paid by vice-presidents shall be agreed at the Annual General Meeting and once paid shall entitle the immediate family of vice-presidents to use all the facilities of the club that are available to vice-presidents. The number of vice-presidents shall not exceed 20 at any one time.

3.2.6 At the committee's discretion, the immediate family (partner and children under 18) of a full bowling member shall be deemed to be social members of the club without any further subscription payment. Such family members will be permitted to use all club facilities with the exception of the Bowling Green.

3.2.7 It shall be permitted for persons to become winter only members of the club, i. e. from 1st October in one year to 30th April in the next year. Such members shall be proposed and seconded by existing full bowling members and at least 72 hours notice of their application be given to the Administrator or the Chairman. The subscription payable by such members shall be decided at the Annual General Meeting. Such members will have no vote at any meeting.

3.2.8 Temporary membership shall be granted by the committee, for the use of the club facilities. This would be used for such occasions as a private members function.

3.2.9 Any member shall be entitled to introduce guests to the Club provided that no person whose application for membership has been declined or who has been expelled from the Club shall be introduced as a guest. The member introducing a guest shall enter the name and address of the guest, together with the name of the member in a book, which shall be kept in the clubhouse. The Committee imposes a limit of 12 times for an individual guest to be admitted to the Club in a calendar year.

3.2.10 To continue to hold a membership in the club, the annual subscription must be paid by 1<sup>st</sup> April. If this payment deadline is not met the person will have to re-apply to become a member.

#### 4. **Officers**

4.1 The officers of the Club will be as follows:-

##### **Executive Officers**

Chairperson

Club Administrator

Treasurer

##### **General Committee**

President – Non voting

Mens Section Administrator

Ladies Section Administrator

Assistant Treasurer

Club Captain

Club Vice Captain

Greens Representative

Bar Representative

Kitchen Representative

Tournament Representative

##### **Ex-officio posts**

Children & Vulnerable Adults Officer

Junior Liason

Entertainment Officer

Coaches

##### **Team Captains – See Club Rules**

In addition to the above the Trustees of the Recreation Ground (Chacewater Parish Council) may nominate one of its members to serve on the Club Committee.

4.2 The Club Captain and Club Vice Captain shall alternate, whenever possible on an annual basis between male & females

4.3 The Rules and a list of the Officers of the Club shall be displayed in a prominent place in the Clubhouse.

**5. Election of officers**

5.1 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members.

5.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year. Except the Club Captain where the Club Vice Captain will automatically become the Club Captain until the next AGM.

**6. General Committee**

6.1 The affairs of the Club shall be controlled by a General Committee comprising the Executive Officers and 15 other Members elected from, and by, the Annual General Meeting. The General Committee shall normally meet monthly and not less than eight times per year.

6.2 The duties of the General Committee shall be:-

6.2.1 To control the affairs of the Club on behalf of the Members.

6.2.2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be examined by the appointed accounts examiner before every Annual General Meeting. The financial year of the club shall be 1<sup>st</sup> September – 31<sup>st</sup> August. The club shall maintain a bank current account and others required by the membership. Any cheques drawn against Club funds should be signed by two officers of the club.

6.2.3 To co-opt additional members of the Committee as the Committee feels necessary. Co-opted members shall not be entitled to vote on the Committee.

6.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to a second and casting vote.

6.2.5 To appoint Sub-Committees as necessary to fulfil the Club's business. All Sub-Committees shall be responsible to the General Committee, including Selection Sub-Committees.

## 7. General meetings

7.1 The Annual General Meeting shall be held not later than the end of October each year. 21 clear days' written notice shall be given to Member of the Annual General Meeting by posting the notice on the Club Notice Board. Members must advise the Administrator in writing of any business to be considered at the Annual General Meeting at least 14 days before a meeting. The Administrator shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

7.2 The business of the Annual General Meeting shall be to:-

7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

7.2.2 Receive the examined accounts for the year from the Treasurer.

7.2.3 Receive the annual report of the Committee from the Club Administrator.

7.2.4 Elect an accounts examiner.

7.2.5 Elect the Officers and Committee Members of the Club.

7.2.6 Transact such other business received in writing by the Administrator from Members [14] days prior to the meeting and included on the agenda.

The agenda should not provide for "Any Other Business".

7.3 Special General Meetings may be convened by the General Committee or on receipt by the Administrator of a request in writing from not less than 25% Members of the Club. At least 21 days' notice of the meeting shall be given.

7.4 Nomination of candidates for election of Officers shall be made in writing to the Administrator at least 14 days in advance of the Annual General Meeting date.

7.5 At all General Meetings, the Chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Members attending the meeting.

7.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to a second and additional casting vote.

7.7 A quorum for a General Meeting shall be 25% of the membership of the Club.

7.8 Each Member shall be entitled to one vote at General Meetings.

**8. Alterations to the Constitution, Standing Orders & Rules**

8.1 Any proposed alterations to the Club's Constitution, Standing Orders or rules may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.

**9. Indemnity Clause**

Each 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 there from, or incurred in good faith in the purported discharge of such duties, 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;

Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the General Committee.

**10. Dissolution**

10.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Administrator shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.

10.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

10.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to the Trustees of the Recreation Ground.

11. **Disciplinary Procedures**

11.1 All disciplinary matters within the club will be dealt with in accordance with Bowls England Regulation 9. (This can be found in the Bowls England Year book)

## 12. Licensing

The permitted hours for the supply of intoxicating liquor and entertainment shall be those fixed by the local licensing authority.

No Person shall at any time be entitled to receive at the expense of the Club, or any other member thereof any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club, nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supplying giving rise to or contributing to a general gain from the carrying on of the Club.

The purchase for the club and the supply by the club of Intoxicating liquor shall be in the absolute discretion of a Sub Committee of not less than three members being members of the committee appointed by the committee for that purpose. In the event of any member for any reason ceasing to be a member of the committee he shall also cease to be a member of the Sub Committee and another member of the committee shall be appointed in his place. Such Sub Committee shall in no way be restricted in the freedom of purchase.

There may be admitted to the Club's registered premises members of visiting clubs and organisations together with their supporters and officials for the purpose of participating in bona fide games of bowls, euchre, whist, darts, which have been organised at least 48 hours in advance by the club committee and intoxicating liquor may be sold to such persons by or on behalf of the Club for consumption on the premises and not elsewhere.



### **13. Other Considerations**

Although the club is classed as a Private Members Club, we shall comply with all national legislation concerning the following: -

- Anti doping
- Children and Vulnerable Adults
- Discrimination, Equal Opportunities and Human Rights
- Sex Discrimination
- Health and Safety
- Insurance and Indemnification
- Misconduct, Suspension and Exclusion of Members

Each member shall also have a responsibility of complying with the above.

#### **13.1 Code of Conduct**

All club members and their guests have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The club will Deal with any incidence of discriminatory anti-social or threatening behaviour seriously.

The club respects the rights, dignity and worth of every person and will treat everyone equally, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy the club in an environment free from threat of intimidation, harassment and abuse.

All club members and their guests have a responsibility to oppose discriminatory or anti-social behaviour both on and off club premises and promote the social aspect and community wellbeing as a member of the club at all times.

Any complaint, made in writing to the committee will be investigated by the executive committee and will be dealt with in line with Rule 11.

### **14. Booking the Club Facilities**

14. 1 With the prior permission of the Committee the Club's facilities may be used by a member for a private function. At the Committees discretion any person, who is not a member of the Club, attending such a function may be made a temporary member for the duration of the function only. This is subject to the following provisions:

That the member organising the function completes the appropriate hire form and furnish the Club with a list showing the full names of those people attending who are not members of the Club at least 72 hours before the function. This list shall be displayed in a prominent place in the Clubhouse until after the function is completed. The Committee reserves the right to refuse entry to a person without explanation.

14.2 The Committee may, if they so desire, charge the temporary members described in this rule such subscriptions as they deem fit and this amount shall be paid at least 72 hours before the function.

14.3 The Club's facilities will be available for use between the hours of 13.00 - 0.00 on each day provided that the committee shall have power by resolution to extend these hours on specified occasions.

14.4 All members completing the booking form shall abide by the conditions set out on the form.

## **Job Descriptions**

### **Executive Officers**

#### **Chairperson**

- To act as the club facilitator
- To run general meetings and general committee meetings
- To become involved with any issue within the club

#### **Club Administrator**

- To liaise with Bowls England
- To liaise with Bowls Cornwall
- To be responsible for the clubs health & safety, including fire, emergency lighting, electrical checks, first aid provisions
- To liaise with the local licensing authority for entertainment & intoxicating liquor
- To communicate with members
- To keep an up to date list of current members
- To ensure an accurate record of the minutes of General Meetings and committee meetings are kept, this maybe delegated
- To be available to discuss with any member any issue.
- To become involved with any issue within the club

#### **Treasurer**

- To organise the club funds
- To collect the money from the safe
- To provide stock checks for the bar, kitchen and merchandise
- To produce audited accounts for the General Meeting.
- To provide account details at each committee meeting
- To invest club savings in a safe but high yielding manner
- Collect, record and bank cash
- To collect and record membership subscriptions, levies and County Competitions entry fees
- To organise the selling and collecting of money for club clothing
- To organise the selling and collecting of money for club merchandising
- To collect and record the money from the kitchen
- To become involved with any issue within the club

### **General Committee**

#### **President**

- To oversee the proceedings of the club
- The President does NOT have a vote on the committee
- To chair the AGM until the vote of the Chairperson

#### **Mens Section Administrator**

- To organise fixtures with other clubs, leagues etc
- To liaise with the Ladies Assistant Administrator

- To stand in for the Club Administrator at meetings
- To represent the club at Group Section & County meetings
- To organise club competitions, but delegating responsibility of the day to day running to other senior club members

#### **Ladies Section Administrator**

- To organise fixtures with other clubs, leagues etc
- To liaise with the Mens Assistant Administrator
- To stand in for the Club Administrator at meetings
- To represent the club at Group Section & County meetings
- To organise club competitions, but delegating responsibility of the day to day running to other senior club members

#### **Club Captain**

- To select, along with the Club Vice-captain all friendly teams
- To attend club friendly games
- To attend Club events
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#### **Club Vice Captain**

- To select, along with the Club Captain all friendly teams
- To attend club friendly games
- To attend Club events

#### **Greens Representative**

- To liaise with the green advisory company (if applicable) (currently Avon Sports)
- To give a report to the Committee at the meetings about the progress and condition of the green
- To report any major problems of the green to the Club Administrator, so this information can be communicated to the whole committee
- To organise the cutting rotas
- To organise, in conjunction with the advisory company (if applicable) all in-house work on the green

#### **Bar Representative**

- Organise staff rotas
- Organise staff training of equipment & products
- To order stock & bar specific cleaning materials
- To check & monitor the health & safety of the bar area
- To make recommendations to the general committee on pricing

#### **Kitchen Representative**

- Organise staff rotas
- Organise staff training of equipment & products

- To order stock & kitchen specific cleaning materials
- To check & monitor the health & safety of the kitchen area
- To hold a Food Hygiene certificate
- To make recommendations to the general committee on pricing

### **Tournament Representative**

- To organise the main Club Tournament
- To organise the sponsorship of the event
- To organise the trophies & prizes for the event
- To organise the publicity of the event
- To organise the draws and communicate these with the competitors
- To liaise with the Greens Sub-Committee over rink availability

### **Ex-officio posts**

#### **Children & Vulnerable Adults Officer**

- To communicate the names & details of the Children & Vulnerable Adults to the County Child Protection Officer
- To update the committee (as and when required) to the latest ?????
- To comply with the Bowls Cornwall, Bowls England and National Legislation.
- To hold a current CRB check ( or its new name)
- To liaise with the Club Administrator, the general committee and any other appropriate body.

#### **Junior Liason**

- To communicate with the committee any suggestions from the junior members
- To liaise with the Club Child Protection Officer
- To liaise with the a Bowls England & Bowls Cornwall
- To liaise with local schools
- To liaise with Cornwall Sports Partnership

#### **Coaches**

- To promote the game of bowls & encourage participation
- To encourage new & existing members to develop their skill level
- To communicate any rule changes to all members
- To communicate with the committee
- To liaise with the Club Child Protection Officer
- To liaise with the a Bowls England & Bowls Cornwall

#### **Entertainment Officer**

- To organise, assist or delegate any such function as maybe possible in liaison with any other interested party or other.

### **Emergency Policy**

If any injury occurs on or off the green, the first point of call for non-life threatening injuries would be the Chacewater health Centre. Telephone No. 01872 560346 if out of hours then this phone number will automatically transfer to the out of hours doctor service.

If any injury which is life threatening or requires more serious medical treatment then an ambulance would be called. Telephone No. 999

To display this information along with the club address and postcode, within the clubhouse.

### **Recruitment Policy**

It is the responsibility of all members to promote the growth of the sport and the club.

The club will accept all members in line with the membership rules.

It will encourage all people from all ages without any prejudice.

The club will offer any potential new member some trial sessions either using the indoor short mat or use of the outdoor green. This will be carried out by a qualified coach, where appropriate.