

# CHELTENHAM BOWLING CLUB

Affiliated to BE & GBA

Cheltenham Bowling Club,

Unwin Pavilion, Ashburne Bowling Green,

Suffolk Square, Cheltenham, GL50 2DX

Tel: 01242 524164

## Club Rules

Amended November 2021

### 1. TITLE:

The Club shall be known as the CHELTENHAM BOWLING CLUB (hereinafter call the Club)

### 2. HEAD OFFICE:

The headquarters of the Club shall be at the Unwin Pavilion, Ashburne Bowling Green, Suffolk Square, Cheltenham, Glos GL50 2DX. (Telephone 01242 524164)

### 3. OBJECTS:

a) The main purposes of the Club are to provide facilities for the amateur sport of bowls and to promote, encourage and facilitate community participation in the Cheltenham district, in association with Bowls England and the Gloucestershire Bowls Association.

b) The promotion of other such amenities as will be in the furtherance of interests, harmony and repute of the Club which is a registered member of the Community Amateur Sports Club Scheme.

### 4. ORGANISATION AND ADMINISTRATION:

a) **Executive Committee:** The Club shall be managed by an Executive Committee (hereinafter called the Committee) elected annually at the Annual General Meeting and made up as follows:

President  
Vice President  
Chairman  
Secretary  
Assistant Secretary  
Fixture Secretary  
Membership Secretary  
Treasurer  
Assistant Treasurer  
Men's Captain:  
Men's Vice Captain  
Ladies Captain  
Ladies Vice Captain  
Ladies Secretary

plus co-opted members as necessary one of whom may be a Social Member who can only vote on non-bowling matters.

b) **Quorum:** 7 Members of the Committee shall be needed to form a quorum at a Committee Meeting.

c) **Voting:** A simple majority vote will be needed for the acceptance of an Executive Committee's decision. The Chairman should retain his vote to be used in the event of a tied decision.

d) **Management Committee:** A Management Committee comprising the Chairman, Vice-President, Hon Treasurer and Hon Secretary will be responsible for the routine administration of the Club and for submitting planning and policy recommendations to the Executive Committee.

e) **Sub-Committees:** All sub-committees shall be appointed by and be responsible to the Executive Committee. The Chairman, Secretary and Treasurer shall be ex-officio members of all sub-committees.

The Selection Committee is not a sub-committee, and for the selection of Men or Ladies teams shall comprise the respective Captain and Vice Captain plus members co-opted to serve as Selection Committee Members or Team Managers. The Men and Ladies Captains and Vice Captains will together select mixed teams.

f) **Vacancy:** In the event of a vacancy of an Officer or other Member of the Committee taking place between the Annual General Meetings, the Committee shall have the power to fill the vacancy.

g) **Trustees:** Trustees shall be appointed who shall hold office during the pleasure of the Club, and any vacancy among the Trustees shall be filled by the Committee. All the property of the Club which is in the Trustee Deed is vested in the Trustees, and shall be held by them, and they shall be responsible for the safe custody of all deeds and documents of title and securities for money belonging to the Club. The Trustees shall, on the direction of the Club, represent the Club in any litigation. The Trustees shall be entitled to an indemnity out of the property of the Club in respect of any action taken by them on the direction of the membership.

h) **Audit:** An Examiner who shall not be a Member of the Committee, shall be appointed annually to whom all deeds, documents and securities shall be produced for inspection whenever required in connection with the annual audit or when called upon by a resolution of a General Meeting or of the Committee.

i) **Nominations for the Committee:** These shall be made on a form posted on the General Notice Boards from 1 September until 14 days before the AGM. A Member shall not serve in more than two offices.

## 5. MEMBERSHIP:

(a) The Club shall consist of Members as follows;

- i) Full Members
- ii) Social Members
- iii) Life Members
- iv) Associate Members (those existing at 31st March 2001)
- v) Student Members
- vi) Junior Members
- vii) Temporary Members
- viii) Honorary Members
- ix) Visitors

a) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The club may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

b) Application forms can be obtained from the clubhouse or any Officer of the Club. Care must be taken to ensure that new members are not "poached" from other clubs.

c) Only Full and Life members shall be entitled to vote at any General Meeting of the Club and shall be eligible for election to any office in the Club, and shall have any interest (subject to these Rules) in the assets of the Club.

### **Conditions of Membership.**

a) Full Members: They must be over 18 year of age, submitted an application form approved by the Committee, and their subscription paid in full. They shall then be entitled to play Bowls according to the Rules laid down, and to all other amenities of the club, and in accordance with the rules of the organisations to which the club is affiliated i.e. Bowls England and Gloucestershire Bowls Association.

b) Social Members: Over 18 year of age, submitted an application form approved by the Committee and their subscription paid in full. They shall not be entitled to play Bowls except on the payment of the green fee, but are entitled to all the other amenities of the club. The number of times that a Social Member is able to pay a green fee shall be determined by the Committee.

c) The classification of Associate Member will be discontinued except for those existing at 31st March 2001.

d) Life Members: Recommendations for Life Membership shall be made at the Annual General Meeting. A member so elected for past services to the Club shall enjoy (without subscription) all the privileges of a Full Member.

e) Student Members must be over 18 years of age and in full-time education, submitted an application form approved by the Committee and their subscriptions paid in full. They shall then be entitled to play bowls according to the rules laid down and to use the other amenities of the club.

f) Junior Members: They must be below 18 years of age, submitted an application form approved by the Committee and their subscriptions paid in full. They shall be entitled to play Bowls at the discretion of, and in accordance with, conditions laid down by the Executive Committee [this includes parental consent to participate in club activities]. Any Junior Member under the age of 14 years may play only if accompanied by, or under the direct supervision of, a Full Member, they will not be served with any alcoholic refreshment, will not be allowed to use the Billiard/Snooker tables or other amenities of the Club except by invitation of a Full, Life, Social or Honorary Member, and are not allowed to introduce guests.

g) Temporary Members: This class of Membership is restricted to one month's duration. They must be over 18, submitted an application form approved by the Committee and their subscription paid in full. They are entitled to the full amenities of the club.

h) Honorary Members; (non fee paying) Recommendations for this class of membership shall be made by the Committee and confirmed at the Annual General Meeting. A member so elected shall not be entitled to play bowls but shall be entitled to all other amenities of the club.

i) Visitors: No individual shall be introduced as a visitor to the club more than 10 times in any twelve month period. The member introducing the visitor must enter the visitor's name and address in the visitors book and sign this entry - legibly - in the last column. Full and Social Members may introduce a maximum of four guests at any one time. This restriction shall not apply to an officially approved club function. Any member breaking this rule shall be subject to action under Rule 11, which may result in the termination or suspension of their membership. Members of visiting teams and participants in other matches approved by the club or under the auspices of the Bowls England and Gloucestershire Bowls Association will be automatically accepted as members for the day. No unaccompanied children under the age of 16 shall be allowed into the bar. No unsuccessful applicant for Membership may be admitted to the Club as a visitor unless they are a member of a visiting team.

### **CHILD AND VULNERABLE ADULT PROTECTION POLICY**

The Club is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls. It will seek to underpin and ensure this commitment by following and promoting the joint Child Protection Policy & Procedures of the National Governing Body. A responsible

person shall be appointed annually as Child Protection Officer to whom members can address any concerns.

## **6. FINANCE:**

- a) The Financial Year of the Club shall be from 1st October to 30th September (inclusive)
- b) The Club is a non-profit making organization. Donations may be made to Charities or other Clubs that are registered as Community Amateur Sports Clubs (CASC).
- c) The Club may provide sporting and related social facilities, club sporting equipment, coaching, courses, insurance cover, medical treatment, reasonable away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- d) The Club may also in connection with the sports purposes of the Club:
  - (i) sell and supply food, drink and related sports clothing and equipment.
  - (ii) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
  - (iii) pay for reasonable hospitality for visiting teams and guests
  - (iv) indemnify the Committee and Members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets.)
- e) All monies received shall be paid into a General Fund and be under the control of the Treasurer and Committee to pay all operation expenses of the club, maintain the fabric of the buildings and the standard of the greens, and to improve the facilities where possible. The Treasurer, Assistant Treasurer, Chairman, Secretary and Assistant Secretary are authorised to sign cheques on behalf of the club, but cheques exceeding a limit set by the Committee shall require two signatures.
- f) Subscriptions shall be agreed at the Annual General Meeting. All subscriptions shall be due on 1st April. Any member who has not paid the due subscription by the end of April shall no longer be entitled to use the facilities of the Club or play in club or county matches and competitions. Renewal subscriptions paid after the end of April shall be subject to a late payment fee of £10. Any member who has not paid the due subscription by the end of May shall cease to be a member of the club.
- g) Green Fees: Temporary members or visitors authorised to use the Bowling Greens by these rules may do so on payment of a fee, determined annually by the Committee. These fees may include visitors who attend the club to compete in matches or competitions.

## **NON-DISTRIBUTION TO MEMBERS**

All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties

## **7. INDEMNITY:**

- a) None of the Officers, nor any Executive Committee members, nor any individual members of the club shall be under any personal liability in respect of any debts of the club and every such officer or member of the club shall be indemnified by the club against same and it shall be the duty of the Committee, out of the funds of the club, to pay all costs, expenses and losses which any officer or member of the club may incur or become liable for, by reason of any contract entered into or act done by them as such officer or member of the club in any way in the discharge of their duties.
- b) Members leave bowls and clothing in the clubhouse at their own risk.

## **8. PREMISES:**

- a) The premises of the club shall be open for the use of members on all days except Christmas Day, during such hours as shall be determined by the Committee.

- b) Subject to any direction of the Licensing Authority, excisable liquids shall be obtainable by members and member's guests at times fixed by the Committee.
- c) Alcohol shall not be served to, or be consumed on club premises by any persons under 18 years of age. Children under 16 must be accompanied at all times when in the bar area.
- d) Drinks or refreshments may only be consumed outside the Club House in areas prescribed by the committee. Drinking shall not be permitted on the greens.
- e) Members shall be appropriately dressed when on club premises. Bowling members playing in club matches and certain competitions are required to wear approved clothing and to wear regulation footwear at all times.

## **9. MEETINGS:**

- a) Annual General Meeting - An Annual General Meeting for which 30 days notice shall be given shall be held before each 31st December to:
  - (i) Receive the President's Report
  - (ii) Receive the Chairman's Report
  - (iii) Receive the Secretary's Report
  - (iv) Receive a Statement of Accounts and Balance Sheet and a Report from the Treasurer.
  - (v) Receive the Captain's Report
  - (vi) Elect Officers and Committee Members for forthcoming year
  - (vii) Determine the Membership subscription for forthcoming year
  - (viii) Discuss any motions submitted by the Committee
  - (ix) Discuss any motion proposed and seconded by Full Members who have given written notice of such motion to the Secretary at least fourteen days before the date of the Annual General Meeting. Both should be prepared to speak on their Motion.

At the Annual General Meeting and Bowlers Meetings, no other extraneous activities of any sort will be permitted in the club during the course of the meetings.

- b) Extraordinary General Meetings. - An Extraordinary General Meeting may be held whenever the Committee think it expedient on giving fourteen days notice, or whenever ten Full Members so request, providing they give thirty days written notice of such request, to the Secretary in writing. The object of the proposal must be stated and no other business shall be considered at such a meeting.
- c) Quorum. - 25% of Full Members will be needed to represent a quorum at such meetings.
- d) Voting rights. - All motions affecting the Rules and Constitution must be passed by a two thirds majority of the total votes cast.
- e) A Motion defeated at either an Annual General Meeting or Extraordinary General Meeting cannot be resubmitted for at least twelve months from the relevant meeting.

## **10. GENERAL:**

Any question arising from these Rules or which are not dealt with under them shall be decided by the Committee who shall take cognisance of any infraction of the Rules or any occurrence calculated to disturb the harmony or reputation of the club. Where there is any conflict between any of the above Rules ("Key Rules") and any other rule or rules the Key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for Community Amateur Sports Clubs as first provided for by the Finance Act 2002.

## **11. CONDUCT:**

Cheltenham BC will adopt Bowls England current policies and guidelines as laid down in Regulation 9.

## **12. DISSOLUTION:**

(a) A two-thirds majority of members, present at an Extraordinary General Meeting, shall be able to dissolve the club. Upon dissolution of the club any remaining assets including the freehold land registered at Land Registry shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

### **13. BYE- LAWS:**

Bye-Laws and Regulations other than the Constitutional Rules - which are decided upon by the Committee will be published in a document entitled "CLUB REGULATIONS".

## **Club Regulations** **(Amended August 2020)**

This set of Club Regulations has been agreed by the Executive Committee and applies to all members and visitors to the Cheltenham Bowling Club.

The Club Regulations differ from the Club Rules in that they are made and can be changed by the Executive Committee, whereas the Club Rules can only be changed by Members by a vote at either an Annual or Extraordinary General Meeting.

### **DRESS REGULATIONS**

#### **a) On the Bowling Green:**

Whites are normally worn for weekend club friendly, tourist and county matches and club and county competition finals. Greys are worn at other times. Club shirts are worn for club matches; a white shirt and club tie is an approved option. Grey skirt/ trousers and a white sleeved top is the recommended dress at other times although smart mufti can be worn for short practice or introductory sessions. Regulation bowling shoes must be worn on the greens (no sandals). If hats or rain caps are worn, these should also be white; waterproof rainwear should be predominantly white.

Shorts. Members are permitted to wear tailored shorts [i] on the green. Shorts can be either white, grey or navy blue for informal play but the colour must conform if 'whites' or 'greys' have been declared for a particular club match or internal league. Men must wear white calf length sports or knee length socks with shorts.

[i] Tailored shorts are knee length and have pockets and a belted waist band.

Players failing to meet these requirements may be asked to leave the green.

#### **b) In the Club House.**

Members and guests are expected to wear smart clothing at all times whilst in the club. Tailored shorts with shoes are permitted in the clubhouse but bowlers are asked to change into approved clothing for the traditional post-match meal.

Any member or guest not conforming to this standard may be asked to leave the clubhouse. Members should ensure that their own guests are aware of the regulations to avoid unnecessary embarrassment.

### **BEHAVIOUR OF MEMBERS AND GUESTS**

All members and their guests must be well behaved at all times. The Executive Committee reserves the right to eject from the club premises any member or guest who is behaving in a manner deemed to be unacceptable. This may include bad language, drunkenness, fighting or arguing, rudeness and general rowdiness and any other behaviour deemed to be unacceptable and/or offensive to other members or their guests.

Disciplinary action may be taken against any members who behave in an unacceptable manner.

### **CASHING PERSONAL CHEQUES**

Members only may cash cheques over the bar at the discretion of the Steward, and up to a limit of £50 (fifty pounds). All cheques must be supported by a current cheque guarantee card. The club retains the right to refuse this service, and the service is not available to non-members. A service charge of 50 pence per cheque will be levied to cover bank charges made on personal cheques.

### **CONSUMPTION OF FOOD**

The consumption of food will be restricted to the area(s) designated in the clubhouse, other than on special occasions with permission granted by the Executive Committee. Drink and refreshments may be consumed outside the clubhouse, but glasses must not be placed on the paving slabs surrounding the greens, for safety reasons. Drinks are not permitted on the greens.

### **USE OF THE GREENS AND SURROUNDING AREAS**

The use of the Bowling Greens must be in accordance with the rules of the game at all times. Any member wishing to play must comply with the general directions laid down by the greens committee with regard to which rinks are and are not available for play.

The priority order for play is as follows:

National/International [BE] competitions or matches

County competitions or matches

Club competitions

General play

Rinks for both County and Club Competitions should be booked in advance, with as much notice as possible. In the event of the double booking of a rink, an alternative rink should be found if at all possible. Failing this, the order/precedence is as stated above.

One rink will be reserved at all times for general play for club members, and may not be booked for competitions.

### **MATCH FEES**

The Executive Committee fixes the match fees for the forthcoming season at the Bowler's Meeting. The Captain and Executive Committee reserve the right to adjust the match fees for certain matches if necessary.

### **USE OF CLUB FACILITIES FOR PRIVATE FUNCTIONS**

Members may use the Club premises for private functions (such as parties) to celebrate certain events, but only with the approval of the Management Committee. The club house can be hired by non-members for private functions for a fee determined by the Management Committee. All functions must comply with Licensing & Fire Regulations. Any requests for such use must be made in writing to the Secretary, giving as much notice as possible (preferably at least six weeks). Any official club event that has already been organised on a date for which such a request is made will take precedence. Individuals or groups who have the permission of the Committee to use the club on specific occasions for meetings etc, will not have the right of use of other facilities except for the purchase of drinks from the bar.

### **BILLIARDS / SNOOKER TABLES**

Members and Members' Guests may use the Billiard/Snooker tables by activating the automatic clocks with the fee as laid down by the Committee.

### **SMOKING**

Smoking is not permitted in the clubhouse, in the seated area in front of the club house or on the greens.

### **MOBILE PHONES**

Members should be considerate of others when using mobile phones in the club house and grounds. Mobile phones must not be used on or around the greens whilst any game or match is taking place