

**COVE BOWLING CLUB
RULES 2020**



The Club

1. The Club is known as Cove Bowling Club

Throughout these rules "Club" is Cove Bowling Club and "Committee" is the Management Committee

2. The Club's aims are to further the sport of bowls

3. (a) General Data Protection Rules

The club will comply with the General Data Protection Rules to protect and manage the membership data. A copy of the club policy is available on request from the Honorary Secretary

3. (b) Safeguarding

The Club is committed to promoting a safe environment in which all members including children and vulnerable adults can enjoy the sport of bowls. The Club will ensure this commitment by following the Safeguarding Policies and Procedures of the National Governing Bodies. A copy of the Club's Safeguarding Policy shall be displayed in the Club

Applications for Membership

4(a). Membership of the Club shall be open to any person completing a membership application form and paying the relevant subscription

4(b). Every new member shall be supplied with a copy of the rules and a copy shall be displayed in a prominent place in the Club

4(c). Every member shall agree to carry out at least one kitchen duty per season and abide by the rules of the Club and all national and county association laws

4(d). The total bowling membership of the Club shall be restricted to 110 members (reviewed annually), lost members being replaced on a strict date order of application that will be reviewed at each Committee meeting (having note of rule 12(a))

Management Committee

5(a). The Management Committee shall comprise an Honorary Secretary, an Honorary Treasurer, a Match Secretary, a Competition Secretary, a Men's President, Captain, Vice-Captain and Secretary, a Ladies' President, Captain, Vice-Captain and Secretary. A further 4 members shall also be elected

5(b). The Honorary Secretary shall be elected at the Annual General Meeting and shall be either the elected Men's Secretary or the elected Ladies' Secretary

5(c). No member may hold more than one office except for the Honorary Secretary who may also be the Men's or Ladies' secretary as appropriate

Election of the Committee

6. The Committee shall be elected as follows:

6(a). The Committee shall be elected at the Annual General Meeting, with voting by ballot, unless the number of candidates does not exceed the number required. The Honorary Secretary shall record the number of votes received by each candidate

6(b). Committee candidates shall be proposed and seconded and their names, together with the names of both proposer and seconder, shall be posted on the Club notice board for at least seven days before the Annual General Meeting

6(c). If there are fewer nominations than required, those nominations shall be elected without a vote. The Annual General Meeting may appoint additional members to make up the number required

6(d). Only members specified in Rules 7(a) to 7(c) and junior members aged 18 years or over on 1st February, in the current year, shall be allowed to stand for election to the Committee. Members within the first year of membership shall not be eligible to stand for election

6(e). Only members specified in Rules 7(a) to 7(c) and junior members aged 18 years or over on 1st February, in the current year, shall be entitled to vote at any general meeting

6(f). If a vacancy on the Committee occurs during the year, the vacancy shall be filled by appointing the non-elected member who secured the most votes at the previous Annual General Meeting. If that member does not wish to serve on the Committee, then the non-elected member with the next highest number of votes will be appointed and so on. Where an equal number of votes have been recorded, the Committee shall decide. If there is no candidate the Committee is empowered to appoint a member as seen fit

6(g). At all meetings, the Chairperson shall have the vote as a member of the Club and in the event of a tied vote shall have a further and deciding vote

6(h). In the event of the resignation of the whole Committee, the Honorary Secretary shall call, by means of written notice to all members, a Special General Meeting falling as close as possible to the tenth day following the resignation. Nominations for the new Committee shall be made in the normal way, except that nominations may be made within seven days of the posting of the notice of the Special General Meeting. Resigning members are not barred from seeking re-election to the new Committee

Members

7. Members shall include:

7(a). **Full Members** - Members who must be aged 18 years or over on the 1st February in the current year, having paid the annual fees (membership, green and affiliation fees) (as for rule 12)

7(b). **Senior Citizens Members.** - Members who have reached the age of 65 on the 1st February in the current year shall be entitled to all Club amenities and privileges having paid the annual fees (membership fee, green fee and affiliation fees) (as for rule 12)

7(c). **Life Vice-Presidents** - Members who, at the discretion of the Committee, are deemed to have rendered valuable service to the game of bowls in general and the Club in particular, may be made Life Vice-Presidents with entitlement to all Club amenities and privileges

7(d). **Junior Members** - Members who must be under the age of 18 years on the 1st February in the current year or in full time education, having paid the junior annual fees (membership and green fees) (as for rule 12)

7(e). **Social Members** - Members who are entitled to all Club facilities except outdoor bowling upon payment of the appropriate fee (as for Rule 12). Social members wishing to play Short Mat bowling may do so upon payment of the appropriate Short Mat fee (as for Rule 12)

7(f). **Temporary Members** - Members of visiting clubs, playing in games, competitions, or social events, are made temporary members of the Club for the occasion of their visit

7(g). All members shall be responsible for the behaviour of their children in keeping with the child protection policies of the Club

Management Committee Duties

8. The Committee shall:

8(a). Ensure that the Club is run as a Non-Profit making organisation and any surplus income or gains are reinvested in the Club. No distribution of Club assets, in cash or kind are made to members or third parties other than donations by the Club to Charities or to other Clubs registered as Community Amateur Sports Clubs (CASC)

8(b). Ensure that the Club is run giving due attention to the Sport England Community Projects Capital Programme Award Terms and Conditions

8(c). Have the power to settle all disputes or differences which may arise as to the interpretation of the rules or the validity of any election

8(d). Ordinarily meet monthly, or at the discretion of the Committee and eight members shall form a quorum

8(e). At the first meeting after the Annual General Meeting they shall appoint a Chairperson

8(f). The Committee may appoint and delegate any of its powers to any Sub-Committee from its members. The Committee shall approve all Sub-Committee actions and decisions

8(g). Absence from three consecutive Committee meetings without satisfactory reason shall constitute resignation, the subsequent vacancy shall be filled at the next Committee meeting in accordance with Rule 6(f)

8(h). The Minute Book shall be kept by the Honorary Secretary. Books of Account shall be kept by the Honorary Treasurer, and all transactions of the Club shall be entered therein, the books being open to inspection by any

member at any reasonable time. Any representative(s) or nominee(s) authorised by Sport England will be given access, at Sport England's request to these accounts and financial records and Sport England shall have the right to take copies of such accounts and records

8(i). The Books of Account shall be scrutinized and presented to the AGM

8(j). All cheques drawn on the Club's Account shall be signed by any two of the three signatories, namely Ladies Secretary, Men's Secretary and Treasurer and use will also be made of electronic payments as per the bank mandate

Meetings

9. Meetings shall be held as follows:

9(a) An Annual General Meeting shall be held on the first Thursday in December when Club Accounts and reports shall be presented. The Officers, Committee and Selection Committees for the ensuing year shall be elected together with the appointment of the Accounts examiners. Any general business of the Club shall also be transacted

9(b). A Special General Meeting may be held at the discretion of the Committee providing seven days' notice be given to members, or by written request to the Honorary Secretary signed by fifteen members stating the nature of the meeting and giving not less than fourteen days' clear notice to the Committee

9(c) For all General meetings, one-third of those members entitled to vote (for 6(e)) shall form a quorum. If a quorum is not present 30 minutes after the planned start of the meeting or a quorum ceases to be present during the meeting, the meeting shall be adjourned to such a time the Committee determine

9(d). Any proposed change or addition to the rules needs the consent of the majority of those members present, who are entitled to vote, as for rule 6(e), either at an Annual General Meeting or at a Special General Meeting convened for that purpose. All proposed changes must be put to the Committee in writing at least 3 weeks before the meeting, and at the same time, be displayed for all members to see on the Club notice board, web site, or advised by e-mail

Dissolution

10. The procedure for dissolving the Club shall be as follows:

10(a). If at any General Meeting, a resolution is passed calling for the dissolution of the Club, the Honorary Secretary shall call, by means of written notice to all members, a Special General Meeting to be held within one month of the resolution

If at that Special General Meeting the resolution to dissolve the Club is passed by at least two-thirds of the full members (as for Rule 7(a) to 7(c)), the Committee shall proceed to realise the assets of the Club and discharge all debts and liabilities of the Club

10(b). After discharging all Club debts and liabilities the remaining assets shall be given to, or transferred to, another Community Amateur Sports Club (CASC), a Registered Charity or Sports' Governing Body. Due consideration shall be given to those having objectives similar to the Club

Bar

11. The supply of excisable liquor to the Club shall be controlled as follows:

11(a). All arrangements for the purchase, supply and sale of excisable liquor shall be decided by the Committee within the terms and conditions of the licence

11(b). Any profit from bar sales shall be included in the Club's income

Annual Fees

12. All annual membership fees shall be fixed by the Committee at their first meeting after the Annual General Meeting

12(a). Annual fees are due by the 1st February each year. If fees are not paid the member shall not be entitled to any of the privileges of membership. The Honorary Secretary shall notify that member of the situation in writing

12(b). For new members joining after April 30th, the green fees will be on a pro-rata basis

Selection Committees

13. Selection committees shall be elected at the Annual General Meeting as follows:

13(a). The men's Selection Committee shall consist of three members in addition to the Captain and Vice-Captain. For league selection meetings, the skips from the previous week's league teams shall be invited to attend and comment

13(b). The ladies' Selection Committee shall consist of two members in addition to the Captain and Vice-Captain

13(c). For mixed Club Competitions and Matches the Selection Committee will consist of the Captains and Vice-Captains

Disciplinary Action.

14. The Committee may take action against any member who fails to abide by the Club rules or is deemed to have brought the Club into disrepute. Such action may take the form of a written warning, temporary suspension, or termination of membership

The stages of the procedure are as follows:

14(a). If a member is thought to require disciplinary action the Chairperson will be tasked with convening and chairing the Disciplinary Sub-Committee. The Sub-Committee will consist of the Chairperson, Honorary Secretary, Ladies' President, Men's President and one other committee member

14(b). If the Disciplinary Sub-Committee deem further action is necessary, the member in question will be informed by the Honorary Secretary, in writing, of the reason(s) for any enquiry and be invited to respond in writing within 14 days of receipt of the Honorary Secretary's letter

14(c). After review of any response from the member, the Disciplinary Sub-Committee will then decide what action is necessary and inform the member in writing of the Committee's decision and the reasons

14(d). All cases of disciplinary action will be dealt with in accordance with Bowls England Rule 9 Disciplining

Guests

15. Any member shall have the right to introduce a guest into the Club as follows:

15(a). The names of all guests and the name of the introducing member shall be entered in the visitor's book provided for that purpose

15(b). The introducing member, shall be responsible for their guest's conduct, expenses and activities while they are in the Club

15(c). Persons suspended shall not be introduced as guests during their period of suspension