

# **GRIFFIN BOWLS CLUB**



## **CONSTITUTION & RULES**

Issue E Approved AGM 19 /11/2025

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## **CONSTITUTION AND RULES**

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# **THE GRIFFIN BOWLS CONSTITUTION AND RULES**

## **1.0 NAME**

The Club shall be called THE GRIFFIN BOWLS CLUB, hereafter to be referred to as “the Club” and shall be affiliated to the following governing bodies:

Bowls England.

The Essex County Bowling Association (ECBA).

The Essex County Women’s Bowling Association (ECWBA).

Any other organisations deemed to be in the Club’s interest.

## **2.0 AIMS and OBJECTIVES**

The Club will promote and provide facilities for the sport of Lawn Bowls and indoor Short Mat Bowls (as an out of season activity) within the club grounds.

The aims and objectives will be:

- To encourage participation in the said sports.
- To promote the Club within the local community and the bowling world.
- To offer coaching, and opportunities for both recreational bowling and competitive bowling.
- To manage the Griffin complex.
- To ensure a duty of care to all members of the Club, providing all its services in a way that is fair to everyone and giving equal treatment to all present and future members.
- To promote social activities for the enjoyment of Members and the funding of the Club's operations.

## **3.0 MEMBERSHIP**

Membership of the Club shall be open to all persons, irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of bowling as a particular sport, subject to the full payment of the current membership fees.

3.0.1 The Management Committee may refuse membership or expel from membership only for good and sufficient cause, such conduct or character likely to bring the Club or sport into disrepute. An appeal against such a decision may be made to the Club's members and decided by a majority vote.

3.0.2 The Griffin Bowls 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 and procedures of the National Governing Bodies.

### **3.1 The Membership shall consist of the following categories.**

#### **3.1.1 Full Playing Membership**

Shall be restricted to persons over the age of 18 years on 1<sup>st</sup> April of the membership year. Full members shall be eligible to vote at all general meetings of the Club and may stand for election. A Full member's partner automatically qualifies for Associate Non-Playing Membership at a cost agreed by the Management Committee (See Item 3.1.4)

#### **3.1.2 Student Playing Membership**

Shall be restricted to persons over the age of 18 years on 1<sup>st</sup> April of the membership year, and who are in possession of a valid Student Identity Card. Student Playing Members shall be eligible to attend all general meetings of the Club, but shall not be eligible to vote nor stand for election.

#### **3.1.3 Junior Playing Membership**

Shall be restricted to persons over the age of 9 years, but under the age of 18 years on 1<sup>st</sup> April of the membership year. Junior Playing Members shall be eligible to attend all general meetings of the Club, but shall not be eligible to vote, stand for election nor bring visitors to the Club.

3.1.3.1 Junior Members will be restricted to play on the Top Green, providing it is available, unless accompanied by an adult or playing in a representative match.

3.1.3.2 Junior Members and their parents/carers are expected to follow the Codes of Behaviour and Conduct as required by the Club.

3.1.3.3 Junior Members are expected to follow the dress code as set out in the Club Rules.

3.1.3.4 A responsible adult must be present if a Junior Member under the age of 14 years is on the premises.

#### **3.1.4 Associate Non-Playing Membership**

Shall be restricted to non-playing persons over the age of 18 years on 1<sup>st</sup> April of the membership year, who are related to current full members or who are past members who can no longer bowl or who are recommended and

seconded by Full Playing Members. The ratio of Associate Members to Full Playing Members shall be in accordance with any legal requirement or direction given by associations to which the club is affiliated including as a Community Amateur Sports Club (CASC). Associate Members shall be eligible

to attend all general meetings of the Club, but shall not be eligible to vote nor stand for election. This membership is for Social purposes only. Should the Member wish to play, they should use the Top Green, providing it is available, and pay the appropriate Green Fee.

#### 3.1.5 Associate Bowling Membership

Is open to members who feel that active, full commitment to outdoor bowling is not possible. This membership shall be restricted to persons over the age of 18 years on 1<sup>st</sup> April of the membership year. Associate Bowling Members shall be eligible to attend all general meetings of the Club but shall not be eligible to vote nor stand for election. This form of membership covers playing in internal winter Short Mat roll-ups, leagues and external representative games. Should the Member wish to play outside, they should use the Top Green, providing it is available, and pay the appropriate Green Fee.

#### 3.1.6 Honorary Life Membership

The Club shall have the power to elect Honorary Life Members at the Annual General Meeting for Special Services rendered to the Club or to the game of Bowls in general. In any given year, the names of members proposed for the award of Honorary Life Membership shall be submitted in writing to the Club Secretary for inclusion in the notice of the Annual General Meeting. Honorary Life Members may vote at all General meetings of the Club, and may stand for election. Honorary Life Members shall not be liable for payment of any subscription following election to Honorary Life Membership.

#### 3.1.7 Temporary Members

All persons who wish to try the game of bowls will sign the visitors book and be temporary members (*Insurance policy FAQs advice in force 1 April 2025*).

#### 3.1.8 Guest Players

This category of occasional players/emergency stand-ins is included, and such persons are to be noted within the club records as to when they have played. This should be for emergencies only (*Insurance policy FAQs advice in force 1 April 2025*).

#### 3.1.9 Other Membership Categories

May be set at the discretion of the committee.

### **3.2 Application for Membership**

All new applications for membership of the Club must be submitted on the appropriate application form and with the subscription, to the Club Secretary.

- 3.2.1 New Members who join will receive a reduction in fees, as set by the Management Committee, for the first year. A club shirt may also be offered at a discounted rate.
- 3.2.2 All new members will be provided with coaching should it be required.
- 3.2.3 The committee shall be empowered to elect as temporary members, persons of good repute residing temporarily in the vicinity.

### **3.3 A Member shall cease to be a Member**

- 3.3.1 If the Member gives the Club Secretary written notice of resignation of their membership.
- 3.3.2 If the Member fails to pay the Annual Membership subscription by 14<sup>th</sup> May of the membership year, unless special arrangements have been agreed. (See Item 3.6.)
- 3.3.3 On the expulsion of that Member who has offended against the rules of the Club, or whose conduct shall, in the opinion of the Management Committee, render him or her unfit for membership of the Club. Before any such Member is expelled, the Club Secretary shall give him or her seven days' written notice to attend a meeting of the Management Committee and shall inform him or her of the complaints made against him or her. No Member shall be expelled without first having an opportunity to appear before the Management Committee to answer complaints made against him or her, and unless at least two-thirds of the Management Committee then present vote in favour of his or her expulsion. An appeal against such a decision may be made to the Club's Members in accordance with Item 3.0.1.

### **3.4 Register of Members**

The Club shall keep a register of Members and enter in the register the names and addresses of all persons who become Members, in accordance with current Data Protection regulations.

### **3.5 Club Rules**

All Members of the Club shall receive a copy of the Club Constitution and Rules, and any approved amendments.

3.5.1 The Management Committee shall be the sole authority for the interpretation of the rules, regulations and amendments made from time to time.

### **3.6 Subscription Fees**

Membership shall cease under Item 3.3.2 if the Annual Subscription is not paid in full by 14<sup>th</sup> May of the membership year. However, a Member maybe permitted to pay the subscription by 6 monthly instalments from April to September where special circumstances apply.

3.6.1 For new members who join from May onwards, subscription fees will be pro-rata. (Also see 3.2.1)

### **3.7 Guests of members**

All guests introduced by Full Members, must arrive and depart with the Member signing them in. They must sign the 'Signing in' Book and the Visitors book, together with their host Member before availing themselves of the facilities offered. Only Full Members may invite visitors. Failure to comply with this rule will render the offending Member subject to suspension.

3.7.1 Should the guest intend to play bowls, then the current green fee must be paid and the game played on the Top Green. Guests must adhere to the Club rules and regulations, particularly in respect of footwear and general behaviour.

3.7.2 It is expected that, after 4 visits to play bowls, the guest will apply for membership.

### **3.8 Insurance**

Members aged 85 or over are required to sign to acknowledge that they are aware that they are no longer eligible to be covered by the Club bowling insurance.

## **4.0 OFFICERS**

4.1 The Executive Officers of the Club shall be: Chairperson, Treasurer and Secretary, all of whom shall be Full members of the Club and none of whom shall hold any other position on the Management Committee.

#### **4.2 President.**

As a reward for services to the Club, the committee may recommend, and at the Annual General Meeting propose, the election of a Member to the honorary position of President. The position shall be held for a period of two years following election or re-election, unless the elected Member resigns before the end of this period. The President is entitled to attend all meetings but is not entitled to vote.

#### **5.0 TRUSTEES**

**5.1** The number of Trustees shall be no fewer than two or more than four.

**5.2\*** At the inaugural meeting of the Club, the membership shall appoint the Trustees to act on behalf of the Club in all legal matters. Thereafter the Trustees shall be appointed by the Management Committee and at the discretion of the Management Committee. *\*As agreed at the Extraordinary Meeting held on December 13<sup>th</sup> 2017*

**5.3** A Trustee will not be subject to annual re-election and shall hold office until death, resignation by notice given in writing to the Management Committee, or until a resolution removing him or her from office is passed at an General Meeting by a majority of not less than three-quarters of the votes entitled to be cast by Members present at the meeting.

**5.4** The Trustees, together with the Management Committee shall deal with the lease with Harlow Council and ensure that all requirements are followed.

**5.5** There shall be vested in the Trustees, representing and acting for the members, all the property of the club other than cash which shall be under the control of the Treasurer. No personal liability shall be attached to any Trustee except for such funds of the Club as may be actually received by him or her.

**5.6** The Trustees together with the Management Committee shall ensure that the club is fully insured for the leased buildings, property on loan and Public and Employee liability.

**5.7** The Trustees, together with the Management Committee and in conjunction with the Club Treasurer, shall ensure that there is always a reserve in the funds to provide Club liability protection. The amount held in reserve shall be dictated by the Lease document, i.e. £5000 + £2000 contingency fund.

## **6.0 MANAGEMENT**

**6.1** The management of the Club shall be entrusted to a Management Committee consisting of Chairperson, Club Treasurer, Club Secretary, Men's Captain, Ladies' Captain, Social Secretary, Fixtures Secretary, Internal Competitions Secretary, Deputy Treasurer (Membership), Senior Citizens Captain, Short Mat Captain and Assistant Secretary, all of whom shall be elected annually at the Annual General Meeting.

6.1.1 All Management Committee posts shall be of either gender unless specified in the Job Title.

6.1.2 No member of the management committee shall hold more than two positions in any one year, unless as stated in Item 4.1.

6.1.3 The Men's Vice-Captain and Ladies' Vice-Captain, as nominated by the relevant captain, may be co-opted members of the Management Committee.

6.1.4 The Management Committee may, if they feel it necessary, co-opt up to two additional Full Members to serve on the Management Committee until the next Annual General Meeting.

6.1.5 Co-opted members of the committee are not entitled to vote.

6.1.6 A Vice- chairperson shall, if the committee so decides, be elected from the Management Committee members, at their first meeting after the Annual General Meeting.

6.1.7 Any officer or member of the Management Committee may retire by giving written notice of ONE week to the Secretary, and all shall retire at the Annual General Meeting, but shall be eligible for re-election at that meeting.

6.1.8 An indemnity is provided to committee members in the event of there being a legal action against them as individuals (*Insurance policy FAQs advice in force 1 April 2025 - NB Directors and Officers cover is automatically included within the Civil Liability policy in force 1 April 2025*)

**6.2** In furtherance with the Aims and Objectives of the Club, the Management Committee are authorised to exercise the following on behalf of the members:

6.2.1 To manage all the affairs of the Club and to have the power to do everything necessary for that purpose, providing that any requirements of the law are adhered to, and to do all such other lawful things as are necessary for the achievement of the Aims and Objectives.

6.2.2 To raise funds and to invite and receive contributions. The Committee shall not undertake any substantial, permanent trading activities.

6.2.3 To buy any property or equipment necessary for the achievements of the Aims and Objectives, and to maintain and equip such items for use by Club

Members.

- 6.2.4 To cooperate with charities, voluntary bodies and statutory authorities operating in furtherance of the Aims and Objectives or of similar purposes and to exchange information and advice with them.
  - 6.2.5 To establish or support any trusts, association or institution formed for all or any of the Aims and Objectives.
  - 6.2.6 To appoint and constitute such advisory committees as the Management Committee may think fit.
- 6.3** The Management Committee shall be empowered to appoint a Bar Manager. The duties and responsibilities of the Bar Manager shall be determined by the Management Committee.
- 6.4** The Management Committee shall be empowered to appoint a Green Keeper. The duties and responsibilities of the Green Keeper shall be determined by the Management Committee.
- 6.5** The Management Committee shall be empowered to appoint a Maintenance Coordinator. The duties and responsibilities of the Maintenance Coordinator shall be determined by the Management Committee.
- 6.6** The Management Committee shall appoint a Safeguarding Officer.
- 6.7** The Management Committee may appoint a Members' Liaison Officer.
- 6.8** The Management Committee may also appoint additional officers as required (e.g. Website Manager, Housekeeper etc.)

## **7.0 MEETINGS**

### **7.1 Management Committee Meetings**

- 7.1.1 Management Committee meetings shall be held not less than once a month.
- 7.1.2 At least 6 of the elected voting members of the Management Committee must be present in order to constitute a Committee meeting.
- 7.1.3 Not less than seven days written notice shall be given by the Club Secretary to members of the Management Committee of every monthly meeting, but in an emergency and at the discretion of the Chairman and Club Secretary, additional meetings may be called at not less than twenty-four hours notice.

- 7.1.4 The business of the Management Committee meeting shall be:
  - 7.1.4.1 To confirm the minutes of the previous meeting prior to publication.
  - 7.1.4.2 To receive reports from the members of the Management Committee and also in writing (or in person) from the Bar Manager, the Green Keeper, the Maintenance Coordinator and, if or when required, the Safeguarding Officer.
  - 7.1.4.3 To review suggestions and issues (including Health and Safety matters) raised by Club Members.
  - 7.1.4.4 To make any such proposals as necessary regarding subscription fees, other fees and club rules to be presented at the Annual General Meeting.

## **7.2 Annual General Meeting (AGM)**

- 7.2.1 The Annual General Meeting will be held in November of each year.
- 7.2.2 At least 20 full voting Members shall be present in order to constitute an Annual General Meeting.
- 7.2.3 At least twenty-eight days notice of such meetings will be given to all Members in writing by the Club Secretary. The notice will include the minutes of the previous Annual General Meeting and the terms of any resolutions concerning the Constitution, submitted to the Secretary, as set out in Item 9.1.
- 7.2.4 The business of the Annual General Meeting shall be:
  - 7.2.4.1 To confirm the minutes of the previous Annual General Meeting and any General meetings held since the last Annual General meeting.
  - 7.2.4.2 To receive and adopt the Annual Report of the Management Committee from the Club Secretary.
  - 7.2.4.3 To receive and adopt the prepared and verified accounts from the Treasurer.
  - 7.2.4.4. To decide the subscription rates and all other fees for the forthcoming season.
  - 7.2.4.5 To appoint a suitably qualified, independent examiner of the accounts or to confirm the current such person remains in office.
  - 7.2.4.6 To receive and adopt the overview of the playing season from the Captains.
  - 7.2.4.7 To consider any other business that has been communicated to the Club Secretary and included in the notice of the meeting or displayed on the notice board within fourteen days of the

Annual General Meeting.

7.2.4.8 To elect the Officers and other members of the Management Committee for the forthcoming year, as shown in Items 4 and 6. When there is more than one nomination for a position, a ballot shall be conducted, and the elected member shall be that Member who receives the greatest number of votes cast by those Members present at the meeting who are entitled to vote.

7.2.4.9 Proposals accepted at the AGM can be implemented immediately or in a timely manner approved by the Management Committee.

### **7.3** General meetings

7.3.1 General Meetings of the club may be held in accordance with the Management Committee's requirements and all Members of the Club shall be given at least fourteen days notice in writing of such meetings.

7.3.2 At least 15 Full voting Members shall be present in order to constitute a General Meeting.

### **7.4** Extraordinary General Meetings

7.4.1 Any Member of the Club may call an Extraordinary General Meeting, but shall first obtain the signatures of at least twenty other full, voting Members of the Club who support such action, and shall submit the list of signatures to the Club Secretary together with a written explanation of the business to be discussed.

7.4.2 The Club Secretary shall inform all Club members in writing and post a notice on the general notice board advising them of the date and time of the Extraordinary General Meeting, at least fourteen days before the meeting is due to take place.

7.4.3 At least 15 Full, voting Members of the Club shall be present in order to constitute an Extraordinary General Meeting.

### **7.5** Records

7.5.1 Records shall be kept and minutes recorded at all Club meetings. Such records/minutes will be read out by the Club Secretary or in their absence by a committee member, or copies distributed to all present, at all succeeding equivalent meetings.

7.5.2 If such records are adopted as a true record, a master copy must be signed and dated by the Chair-person of that meeting and filed for future reference.

7.5.3 A copy of the minutes will be available to Members in the clubhouse.

## **7.6 Voting**

7.6.1 Decisions at Management Committee meetings and General meetings shall be made by a simple majority vote by a show of hands, and in the event of equality of votes, the Chairperson or acting Chairperson, shall have the casting vote.

7.6.2 Any President or Chairperson shall not vote on any issues except ballots but the meeting Chairperson shall have the casting vote in the case of equality of votes.

## **7.7 Communication**

7.7.1 Any written communication as mentioned above can include information supplied via electronic means (Email).

## **8.0 ACCOUNTS, INCOME and PROPERTY**

**8.1** The Financial Year of the Club shall end on 30<sup>th</sup> September in every year, to which day the accounts shall be balanced and drawn.

**8.2** As soon as is practicable after the end of the financial year, the relevant, responsible Member shall prepare a statement of the assets and liabilities within their section. The Treasurer will then collate these into a full statement of the club's assets and liabilities. The Treasurer will also prepare a statement of income and expenditure during that year.

**8.3** All monies received by the Club shall be paid into an account in the name of the Club at the bankers appointed by the Management Committee. All cheques and other instruments drawn on and directions to the bankers shall be signed/authorised by TWO of four nominated committee members, three of whom shall be Executive Officers and the fourth shall be the Assistant Treasurer.

**8.4** The annual financial statements shall be examined by the financial examiner (7.2.4.5) not less than twenty-one days before the Annual General Meeting. A

copy of the accounts shall be available to any voting Member seven days prior to the published date of the Annual General Meeting.

- 8.5** No action involving expenditure in the name of or on behalf of the Club shall be taken, and no undertakings which would commit the club to expenditure or other liability shall be made without the prior authority of a resolution of the Management Committee. The Trustees or members of the Management Committee may spend small amounts up to a maximum figure set by the Management Committee. Any such expenditure shall be reported to the next meeting of the Management Committee.
- 8.6** The Income and Property of the Club shall be applied solely towards promoting the Club's Aims and Objectives as set forth in this Constitution (Item 2), and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.
- 8.7** No Member of the Club shall receive remuneration or have any personal interest in any contract entered into by the Trustees and/or the Management Committee.
- 8.8** The Club is non-profit-making and all surplus income shall be re-invested in the Club. No surpluses or assets shall be distributed to Members or third parties.
- 8.9** Insurance Indemnity Clause

Each member of The Griffin Bowls Club shall (to the extent that such a 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 or arising therefrom, 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.

## **9.0 ALTERATIONS TO THE CONSTITUTION or CLUB RULES**

### **9.1** Alterations to the Club Constitution

Subject to the following provisions of this rule, the Club Constitution may be altered by a resolution passed by not less than two-thirds of the Members present and entitled to vote, at an Annual General Meeting.

- 9.1.1 The notice of the Annual General Meeting must include notice of the resolution, setting out the terms of the resolution proposed.
- 9.1.2 The notice and details of the resolution must be submitted in writing to the Club Secretary in time for inclusion in the notice for the Annual General Meeting. (Item 7.2.3)
- 9.1.3 No amendment may be made in respect of Item 1 (Title), Item 2 (Aims and Objectives), Item 8.7 (Club Members not to have personal interest), and Item 12 (Dissolution), without the prior consent of the Members at an Extraordinary General Meeting or an Annual General Meeting.
- 9.1.4 Any alteration or amendment must be proposed by a Full Member of the Club, and seconded by another Full Member.
- 9.1.5 Any proposed amendments to the proposed changes, must be submitted to the Club Secretary in writing within seven days of the Annual General Meeting in order that they be included in the agenda for that meeting.

## **9.2 Changes to Club Rules**

Any changes to the Club Rules shall only be made by a proposal carried at an Annual General Meeting.

- 9.2.1 Any proposals to change any Club Rule(s) must be submitted in writing to the Club Secretary at least twenty-eight days prior to the Annual General Meeting.
- 9.2.2 Any alteration or amendment must be proposed by a Full Member of the club and seconded by another Full Member.
- 9.2.3 All Members of the club shall be informed of the proposed changes to the club rules and notice of such proposals shall be posted on the club notice board within fourteen days of the Annual General Meeting.
- 9.2.4 Any proposed amendments to the changes, must be submitted to the Club Secretary in writing within seven days of the Annual General Meeting in order that they be included in the agenda for that meeting.

## **9.3 Changes to the Club Rules by the Management Committee**

The Management Committee shall not have the power to alter or revoke any Club rules or decisions adopted at any Annual General Meeting unless such changes/alterations have been presented at and adopted by an Extraordinary General Meeting.

#### **9.4 Additional Rules**

The Management Committee may from time to time, make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents, but no rule may be made or altered which is inconsistent with the Club Constitution.

#### **9.5 The Club Constitution shall be reviewed at least every 5 years.**

### **10.0 PLAYING ACTIVITIES**

#### **10.1 The Playing Activities of the Club shall be administered by the Management Committee**

#### **10.2 The Playing Activities will be an Agenda item for the Management Committee and will be discussed under the following headings:**

10.2.1 February meeting, before the Pre-season meeting, to discuss all playing arrangements for the coming season including ideas from Internal Competitions and Senior Citizens, the highlighting of any possible difficulties for the season, clarification of match arrangements and collection and depositing of match fees and details of the pre-season meeting, and to review the Short Mat season near completion.

10.2.2 September meeting, after Finals weekend, to review the whole playing season, and agree the fixture list, as far as possible, for season ahead, and/or the one after that, and to discuss the arrangements for the coming Short Mat season.

#### **10.3 Selection for all external games shall be made by a Selection Committee consisting of:- Men's Captain, Ladies' Captain, Senior Citizens Captain plus Vice-captains if required.**

10.3.1 The terms of reference for the Selection Committee are as follows:-

10.3.1.1 To agree their selection criteria.

10.3.1.2 To liaise regularly at a time suitable for all, to make their selections for all midweek, weekend and representative matches.

10.3.1.3 To publish selections at least 5 days before the event.

#### **10.4 Rink Use**

10.4.1 Full Members are entitled to bowl from 11.00am until dusk, subject to the availability of the rinks on Greens 1 & 2.

10.4.2 A rink book showing all match fixtures is available in the Clubhouse, and all Members' internal and external competitions must be pre-booked.

10.4.3 Associate Bowling Members are entitled to play on the top green during the

week on payment of the appropriate green fee.

10.4.4 Associate Non-Bowling Members and members of the public shall be entitled to book a bowls rink for casual play on the top green only and on payment of the green fee. The green fee shall be determined from time to time by the Management Committee.

**10.5** The Internal Competitions Secretary shall manage all internal bowling competitions.

10.5.1 The Management Committee shall approve the list of internal competitions.

10.5.2 The Internal Competitions Secretary shall cause invitation sheets and fixture sheets to be posted on the club notice board or made available to all Club Members in any approved manner, at appropriate times.

10.5.3 All internal club competitions shall be played in accordance with the prevailing club competition rules.

**10.6** The Short Mat playing activities of the club shall be administered by the Short Mat Captain and vice-captain and any designated responsible person.

10.6.1 The Short Mat Captain shall be responsible for organising roll-ups, spoon drives and internal competitions and leagues.

10.6.2 The Short Mat Captain shall enter and organise external leagues and matches if required.

**10.7** The Clubhouse and Bar are for the use of Members, their guests and visiting opponents for Club organised activities only.

Times of opening are:

Greens: - 11.00 – dusk, Monday – Sunday.

Clubhouse:- 10.00 – 23.00, Monday – Saturday.

10.00 – 22.30, Sunday.

Bar:- 11.00 – 23.00, Monday – Saturday

(Providing a Bar Steward 12.00 – 22.30, Sunday.

is available. See Item 11.3)

10.7.1 The Clubhouse facilities for changing, toilets, kitchen and bar (providing a Bar steward is available, see Item 11.3), may however be made available for the Reformed Active Retired (and others who hire the rinks) for the period of their green hire sessions.

## **11.0 SOCIAL ACTIVITIES and SALE OF INTOXICATING LIQUOR**

**11.1** The Management Committee shall be responsible for the management of the clubhouse including Club functions and the provision of catering facilities.

- 11.2** The Management Committee shall obtain from the local authority responsible for licensing, a Club Premises Certificate in accordance with the current licensing laws, and shall at all times comply with the terms and conditions thereof.
- 11.3** The operation of the bar shall be administered by a Bar sub-committee consisting of the appointed Bar Manager and other members approved by the Management Committee. Only Members who have received training and who have been approved by the Bar Manager may open and serve drinks from the bar.
- 11.4** The Bar sub-committee shall be responsible for the purchase for the club, and the supply by the club, of intoxicating liquor, consistent with Item 11.2.
- 11.5** The Bar sub-committee shall operate under such rules and guidelines as are laid down from time to time by the Management Committee.
- 11.6** The permitted hours of opening of the club house shall be fixed by the Management Committee in accordance with the current statutory provisions.
- 11.7** The sale of intoxicating liquor shall be permitted only during those hours specified on the Club Premises Certificate issued by Harlow Council.
- 11.8** No intoxicating liquor may be consumed on the premises that has not been bought on the premises.
- 11.9** The Club will be entitled to supply intoxicating liquor for consumption on the premises to Members and under the following circumstances:
- 11.9.1 Members of other clubs and associations and their bona fide guests attending the Club premises for the purpose of playing Bowls, or participating in other activities associated with the club, or observing matches, tournaments or competitions.
- 11.9.2 Visitors to the Club on official business, after being duly signed in to the visitors book by a member of the Management Committee.
- 11.9.3 The personal guests of Members after being duly signed in to the Visitors book by the Member. A guest may not be a person who has been declined membership or who has been expelled from the Club.
- 11.9.4 Guests of the Club who are members of another bowls organisation or another organised body attending the Club premises for activities or social events associated with the Club. The name and contact details of the visiting organisation shall be recorded.
- 11.10** Junior Members and non-members below the age of 18 years shall not be permitted to purchase intoxicating liquor. Children under the age of 9 years will be allowed in the Club provided they are accompanied by an adult Member or

bona fide guest who will be responsible for their welfare and good conduct. They will not be required to be signed into the Visitors Book.

- 11.11** The sale price of intoxicating liquor etc., shall be determined by the Management Committee and a price list will be displayed.

## **12.0 DISSOLUTION**

- 12.1** If the Trustees or the Management Committee decide that it is necessary or advisable to dissolve the Club, they shall call a meeting of all the Members of the Club, for which not less than twenty-one days notice shall be given in writing, stating the terms of the resolution to be proposed.
- 12.2** If the proposal is confirmed by a two-thirds majority of those present and voting, the Trustees and Management Committee shall realize the assets of the Club and discharge all debts and liabilities of the Club, including repayments of any identified, unused grants, and the return of any loaned equipment.
- 12.3** A decision will be made at that meeting regarding the distribution of the remaining assets to another registered CASC (Community Amateur Sports Club), a registered charity or to the sport's governing body for use by them for related community sports.

## APPENDIX A

## CLUB RULES AND REGULATIONS

### A.1 Dress Code

A.1.1 The dress code for all club matches, representative matches, internal competitions and leagues, and Club Special Days is as follows:

All Club Members must present themselves suitably dressed in smart Grey or White trousers/skirts as applicable, Club shirts and approved bowling shoes.

Members also have the option to wear white/grey smart tailored knee-length shorts with white socks, or as otherwise instructed by the Captains.

Warm wear and wet wear should preferably be in club colours or may be white or club blue. New Members will be given a period of grace in this regard.

A.1.2 External competitions may require a different dress code to be advised by the Captains.

A.1.3 Dress code for club nights, roll-ups, Open Days and spoon drives shall be smart casual but does not include ripped jeans, vests (men & women) or beachwear of any sort.

A.1.4 For Open Days, President, Chairperson, Secretary, Treasurer and Captains will be in uniform.

A.1.5 Dress code for Club Finals shall be white trousers/skirt and club shirts. Members also have the option to wear smart white tailored knee-length shorts with (white) socks.

A.1.6 Dress code for Juniors will be appropriate footwear, blue or white sports shirt and dark trousers/skirt/shorts(not beachwear). Any Junior playing a representative game will be required to wear the club shirt and grey/white trousers, skirt or shorts.

A.1.7 Dress code for Short Mat

A.1.7.1 Dress code for internal league matches and competitions shall be grey trousers/skirts and club shirts/blue shirts.

A.1.7.2 Dress code for external leagues and competitions shall be grey trousers/skirts and club shirts.

A.1.7.3 Dress code for roll-ups and spoon drives is smart casual.

A.1.7.4 Footwear for short mat should be approved bowling shoes.

### A.2 Failure to comply with the dress code:

Members, who, in the Captains' opinions, do not conform to the afore-mentioned criteria, will be asked to rectify the offending item/s, and failure to do so may result in that member being omitted from the team.

- A.3** Members selected to play in any match, must confirm their availability with a tick against their name on the team sheet or via WhatsApp to the relevant Captain.
- A.3.1 If a Member becomes unavailable after selection, they MUST inform the relevant Captain verbally or via WhatsApp.
- A.3.2 No Member should write on or alter the match sheet in any way unless adding their name as a reserve in the appropriate space.
- A.3.3 Captains will also distribute team selections via the relevant WhatsApp group.
- A.4** Club Stickers MUST be used on ALL Club Members' bowls for positive identification purposes.
- A.5** Match Fees as set by the Management Committee will be paid at all representative matches, home or away.
- A.6** Any Club Member committing an act of wilful damage to any property of the Club or the Latton Bush Centre, will be liable for the cost of any repairs to or the replacement of such property.
- A.7** Smoking of cigarettes, e-cigarettes or vaping is not allowed on the greens. For the benefit of everyone it is also to be discouraged immediately around the greens and sufficient smoking/vaping areas will be designated and signposted.
- A.8** No glasswear is to be taken outside. Plastic glasses must be used.