

# **BROMLEY INDOOR BOWLING CLUB**

www.bromleyibc.com



## **CONSTITUTION** including **COMPLAINTS, DISCIPLINE & APPEAL PROCEDURE**

## **RULES** **&** **CODES OF CONDUCT**

**Adopted at the AGM 23 June 2021**

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# BROMLEY INDOOR BOWLS CENTRE LTD

## BROMLEY INDOOR BOWLING CLUB CONSTITUTION

Adopted 23 June 2021

*In this document references to “should” and “will” mean that the action is compulsory, whilst references to “can” and “may” mean that the action is optional.*

### 1. BROMLEY INDOOR BOWLING CLUB

- The Club will be known as Bromley Indoor Bowling Club (“the Club” or “BIBC”).
- The Club will be affiliated to the English Indoor Bowling Association Ltd, the Kent County Indoor Bowling Association, the Kent County Ladies Indoor Bowling Association and any other bowling association it may choose.

### 2. STRUCTURE

- Bromley Indoor Bowls Centre Ltd (“the Company”) is a private company limited by guarantee, not having a share capital and is registered as a Community Aided Sports Club.[CASC].
- The Company is managed by a Board of Directors (“the Board”) appointed as shown in the Articles of Association.
- The Board may set up Committees as they consider necessary. The appointment of a committee can be revoked or its powers changed by the Board at any time.
- Members of the Company are the members of Bromley Indoor Bowling Club and BIBCOS.
- Until such time as the Board may determine otherwise, Bromley Indoor Bowling Club shall be responsible to the Board for the organisation and administration of their indoor bowling and social activities, though for administrative purposes in respect of membership subscription and rink fees, these will remain the responsibility of the Board’.
- The Club will exercise its delegated powers through a Management Committee [ManCom]. that will be responsible for all arrangements for the playing of bowls such as fixtures, competitions, leagues, casual bowls, coaching etc and social activities. It will also be responsible for raising funds to meet its obligations in respect of membership and players affiliation fees to National and County Bowling Associations.

### 3. OBJECTIVES

- To promote the game of bowls and to encourage social activities between members and members of clubs with similar objectives.
- To ensure that the Club, in all its activities, will endeavour to comply with any current requirement of its National Body [the English Indoor Bowling Association], the Board of Directors and its own Club Constitution, Disciplinary Procedure, Rules and Codes of Conduct.

### 4. MEMBERSHIP

- Playing membership will be open to people who are 18 or over on a non-discriminatory basis. Junior membership will be open to people who are less than 18 and are sponsored by an adult who will be responsible for the junior's conduct. The consent form for parent/guardian & carers and Juniors as recommended by the appropriate National bodies should be completed.
- At 18 a junior will become a playing member. The joining fee will be waived if they have been a junior member for at least three years.
- Subscription at a reduced fee as pre-determined by the Board, may be payable by any member or Junior member in full time attendance at a College or University.
- Signed application forms supported by two members, should be given to the Centre Administrator.
- Applications for social membership can be made by people who are 18 or over. Social members can use the non-bowling facilities of the Club, join in social events and play on four occasions during the season provided they are with a Full member.
- Honorary Membership or Honorary Life Membership may be conferred on a person recommended by the Board of Directors, at the Club AGM. A simple majority is needed for Honorary Membership and two-thirds of the members voting for Honorary Life Membership.
- The Board may limit the total membership of the Club.

## 5. SUBSCRIPTION AND JOINING FEE

- Annual subscriptions, joining and green fees will be set by the Board. Subscriptions will be for a year from 1 September.
- New members will pay a joining fee, together with the proportion of the annual subscription set by the Board.
- If a member has not paid the subscription 28 days after it is due, the Centre Administrator or whoever appointed, will write asking for payment within 14 days.
- If payment is not received, membership will be forfeited without further notice.
- Only with payment of the full or proportion of the annual subscription fees or in exceptional circumstance, the current fee as set by the Board, are persons entitled to participate in General Meetings, serve as club officers, or organise bowls related duties.

## 6. COMPLAINTS, DISCIPLINE & APPEAL PROCEDURES

### 6.1 General Complaints

- Any dissatisfaction with playing rules, procedures and Codes of Conduct should be dealt with by the appropriate Club Officer and only in the event the matter cannot be resolved to the satisfaction of the member, brought for the attention and resolution by the Management Committee. If the matter remains unresolved, the complainant has the right to submit a resolution to the AGM or to discuss at the Open Forum.

### 6.2 Discipline

- Any breach of Club rules and complaints regarding the behaviour of members may result in disciplinary action being taken against a member. This might take the form of a warning, verbal or written, temporary banishment or even expulsion.
- The Management Committee has the power to take appropriate disciplinary action. There will be a right of appeal.
- However, any concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable persons, will be recorded and responded to swiftly and appropriately in accordance with the Club's Safeguarding Policy and relevant Procedures.
- The Club Safeguarding Officer is the lead contact for all members in the event of any protection concerns.
- Details of the procedures to be followed are set out in the addendum to the Constitution.

## 7. MANAGEMENT COMMITTEE

- The Club will be managed by the Management Committee. Its members will be:
  - The President
  - Club Secretary
  - Club Treasurer
  - Club Fixture Secretary
  - Club Competition Secretary
  - Club League Secretary
  - Men's and Ladies Captains (*or representatives*)
  - Secretaries of the Men's and Ladies Bowling Committees
  - Summer Captain (*or representative*)
  - Senior Coach
  - Junior Coach Co-ordinator
  - Club Safeguarding Officer
- The President will be appointed Chairman of the Management Committee. If the President chooses not to be appointed, the members of the Management Committee will elect a Chairman. If the Chairman is not at a meeting the members will elect a Chairman for that meeting.
- Seven members will be a quorum.
- Each member of the Management Committee has one vote. If there is a tie the Chairman has an additional casting vote.
- The Management Committee has the following powers (subject only to the right of the Board to change these powers) :-
  - Make Rules for bowling including Codes of Practice, Standards of Dress and social activities of the Club;
  - Appoint sub-committees which include at least one member of the Management Committee;
  - Appoint nominated deputies for the Club Secretary and Club Treasurer for the current year;
  - Appoint an Assistant Fixture Secretary, an Assistant Competition Secretary and an Assistant League Secretary for the current year, who will not be members of the Management Committee, though should deputise for their respective secretary as necessary, but will

serve on the appropriate Bowling Committee.

### 7.1 Responsibility to Committees and to Committee Members

- Decisions taken at Management Meetings commit all members of the Committee irrespective of whether or not they voted to the contrary. A pre-requisite of membership is an acknowledgement of shared responsibility and full ownership of all measures passed by the majority of the Committee.
- All members of the Committee are expected to treat colleagues in a respectful and professional manner. Where a complaint is made involving unacceptable behaviour by one committee member against another and the behaviour continues despite due warning being given, the Chairman will have the authority to call a Vote of Censure which if passed by a simple majority will result in the matter being referred to the Board of Directors whose decision is final.
- These responsibilities apply to members of all sub-committees who will refer unresolved issues to the Management Committee.

### 7.2 Bowling Committees

The Management Committee will appoint the following committees:-

- **Men's Bowling Committee** - members will be the Men's Captain, Vice Captain, Junior Vice Captain, Secretary and the Fixture, Competition and League Secretaries (or their assistants as appropriate), plus two members elected at the AGM, neither of which is a Director. Five members will be a quorum.
- **Ladies Bowling Committee** - members will be the Ladies Captain, Vice Captain, Junior Vice Captain, Treasurer, Secretary and the Fixture, Competition and League Secretaries (or their assistants as appropriate), plus two members elected at the AGM, neither of which is a Director. Five members will be a quorum.
- **Summer Bowling Committee** - members will be the Summer Captain and Vice Captain and up to six other members as agreed by the Management Committee. Three members will be a quorum.

### 7.3 General Meetings

- General meetings of the Club will be either the Annual General Meeting ("AGM") or an Extraordinary General Meeting ("EGM") or a Special General Meeting (SGM). The President will chair all general meetings or in his/her absence, the Committee will nominate a Chairman for approval by the meeting.
- A quorum will be 10% or 60 of the adult playing membership of the Club whichever is the lesser.
- If a quorum is not present within 30 minutes of the time set, the meeting:-
  - will be adjourned until a date and time set by the Club in the case of an AGM, an EGM or a SGM.
  - If a quorum is still not present within 30 minutes of the time set for the second meeting, the meeting will be dissolved.
- Voting for 'en bloc' election of uncontested officer posts, proposals, resolutions, acceptance of reports and the recommendation for the Examiner of the Accounts, will be by a show of hands, unless a secret ballot is requested by at least one-third of the members attending. The Chairman will declare the result of a vote and the votes cast for each applicant as applicable". If there is a tie the Chairman has an additional casting vote.
- Voting by proxy will be allowed but only the official proxy form will be accepted. The signed proxy form should be returned to the Club Secretary at least seven days before the meeting. This will not prevent a member attending the meeting but the member may not participate in voting during the meeting.
- The President may, with the agreement of the meeting, adjourn the meeting. No business will be discussed at the following meeting that could not have been discussed at the adjourned meeting.

### 7.4 Annual General Meeting - AGM

- The Club will hold an AGM in each year. An AGM must be held within 14 months of the last one.
- Notice of the Meeting will be given at least 4 weeks before the AGM on the Club notice board and web site.
- Members may propose a motion at an AGM. The proposal should be signed by two members and sent to the Club Secretary at least **3 weeks** before the AGM. The Club Secretary will advise members of a proposal at least 2 weeks before the AGM in the AGM notification posting. The proposer, seconder and opponents to the motion will be given the opportunity to put their case at the meeting.

#### 7.4.1 Election of Officers

##### President

- A person who has been a previous President of Bromley Indoor Bowling Club may stand for re-election provided it is at least 2 years since their earlier term of office was completed.
- Signed applications for office supported by two members, should be lodged 3 weeks before the AGM.
- Each nominee will submit a résumé to be included in the AGM notice.
- Where there is a change in President, the new President will take office immediately on election at the AGM.

- The New President may ask the retiring President, if the Chairman of the meeting, to conclude the business of the AGM and to conduct that of the Open Forum if desired.

#### **Other Officers**

- All officers of the Club will be elected at the AGM. They can stand for re-election at any AGM and will take office from 1 May to serve until 30 April of the next year.
- Signed nominations for office supported by two members should be lodged at least 3 weeks before the AGM.
- An alphabetical list of the candidates for each position with the proposers and seconders, will be posted in the Club and on the website.
- Where there is more than one candidate for a position, each will submit a résumé for inclusion in the posting and on the website.

#### **Procedure**

- Each playing member has one vote and may vote for any number of candidates up to the number of vacancies.
- At the AGM, where there is more than one candidate for office ballot papers will be used. These must be cast with the tellers before the meeting is formally opened. If two or more candidates receive an equal number of votes the Chairman of the meeting, or the Club Secretary, if voting is for the President as Chairman at the time, will select the winner by lot.
- If a candidate declines to serve after election, either at the meeting or later, the person who received the next largest number of votes will be elected.
- A member may be nominated to any position or positions in the Club, but they cannot be elected to more than one position. If one nomination is successful and accepted, the other nomination will lapse.
- However, a member may be an officer of the Club and of the Summer Section in the same year.
- If members are not nominated for every position at the AGM, the Management Committee may fill the vacancy at its next meeting. Then, only in exceptional circumstance, may a member be appointed to hold 2 Officer positions until the next AGM or there is a volunteer replacement during the year.
- If there is a casual vacancy during the season, the Management Committee will fill the vacancy. A member may also in this situation, hold more than one office in the Club, but only until the next AGM.
- After the AGM there will be a **general forum** for members to raise other topics.

#### **7.5 Extraordinary General Meeting - EGM**

- The Management Committee may call an EGM at any time.
- The procedure will be as for a General Meeting.

#### **7.6 Special General Meeting - SGM**

- The lesser of 60 members or one-third of all members may request in writing, that the Club holds an SGM. The request signed by the members making the proposal for an SGM should be given to the Club Secretary.
- The Club should call an SGM as soon as possible and unless done within 21 days the members requesting the SGM may convene the meeting.
- A notice of the SGM will be displayed in the Centre and on the website for at least 4 weeks before the meeting date. Formal notices with the details of the business to be discussed will be displayed on the club notice board and the website at least 2 weeks before the meeting. Only business set out in the notice will be discussed at an SGM.

### **8. ACCOUNTS**

All monies raised will go towards furthering the aims and objectives of the Club.

- All club monies will be banked in an account held in the name of the Club.
- The Club Treasurer will be responsible for the finances of the Club.
- The financial year of the Club will end on 31st August each year.
- An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- Any cheques drawn against Club funds should hold the signatures of the Treasurer plus another officer of two others appointed to the Club Account.
- The Club will keep proper accounts and records of all money received and spent and prepare statements of assets and liabilities. The accounts and records will be kept at the ~~Club~~ Centre, or another place the Board agrees. They will always be available for inspection by the Board.
- A member may inspect the accounts of the Club by giving at least 21 days notice. They must not remove the accounts from the premises.
- A person with the financial skill to act as independent examiner of the Club accounts will be nominated annually by the Club Treasurer, on behalf of the Management Committee, for approval by the members at the AGM.
- In the event of a vacancy or no nominee at an AGM, the Management Committee will appoint an Examiner of the accounts.

## **9. CHILDREN & VULNERABLE ADULTS**

The protection of children and the vulnerable is everybody's responsibility.

The Club is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls.

- The welfare of the person is paramount regardless of age, disability, racial origin, religious belief, gender, sexual identity and social background;
- acknowledging that all have a right to enjoy sport free from any forms of abuse or poor practice, and
- all have a right to be safe and to be treated with respect and dignity.

The Club shall use its best endeavours to ensure that:-

- all allegations of abuse are taken seriously.
- the response to them is swift and appropriate.
- the effectiveness of our policy is reviewed annually.

The Club will seek to underpin and ensure this commitment by following and promoting Safety and Protection Policies issued by Government and National Governing Bodies and any instruction of the Board of Directors of the Bromley Indoor Bowls Centre Ltd.

- The current Club's Safeguarding Policy and Procedures will apply. A Club Safeguarding Officer will be appointed, any training requirements met and will serve on the Management Committee.

## **10. HEALTH & SAFETY [Removed from Club rules and amended]**

- The Bromley Indoor Bowls Centre Ltd is committed to promoting a safe environment for all users and visitors to its premises, and all players can enjoy taking part in the game of bowls. It will seek to underpin and ensure this commitment by following and promoting the appropriate national legislation, and procedures of the National Governing Bodies for Bowls.
- The Club will play its part and will endeavour to ensure that any rules/requirements are complied with and taken into account in all its activities.

## **11. DATA PROTECTION**

Bromley Indoor Bowling Club is committed to complying with data protection law and to respecting the privacy rights of individuals. The policy applies to all of our members including junior and social.

## **12. ALTERATIONS TO THE CONSTITUTION AND CLUB RULES**

- Alterations to the Constitution and Club Rules will only be made at the AGM or an EGM. They need approval by two-thirds of the members voting.

## **13. MEMBERS' CONTRIBUTION TO ASSETS**

- Every playing member of BIBC is also a member of the Company. If the company is wound up while they are a member (or within a year of being a member) the member undertakes to pay a maximum of £5 if there is a shortfall.
- If the playing members pass a resolution to dissolve the Club any assets will not belong to the members. After payment of all liabilities, any assets will be given to another voluntary organisation having similar objectives to BIBC.

# COMPLAINTS, DISCIPLINE & APPEAL PROCEDURES

## Adopted 23 JUNE 2021

### General Complaints

- Any dissatisfaction with “playing rules and procedures” should be dealt with by an appropriate Club Officer and, only in the event the matter cannot be resolved to the satisfaction of the member, brought for the attention and resolution by the Management Committee.
- It must also be remembered that if a member is dissatisfied with “playing rules and procedures” they have the right to propose a resolution at the Annual General Meeting for discussion and any decision is actioned by the Management Committee.

### Discipline

- Any breach of Club rules and complaints regarding the behaviour of members may result in disciplinary action being taken against a member. The Management Committee has the power to take appropriate disciplinary action following a hearing as set out below.
- However, any concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable persons, will be recorded and responded to swiftly and appropriately in accordance with the Club's Safeguarding Policy and procedures. The Club Safeguarding Officer is the lead contact for all members in the event of any protection concerns. The Club Safeguarding Officer will report any concerns to the County Safeguarding Officer and/or NGB Safeguarding Officer (as appropriate).

### DISCIPLINARY PROCEDURE

- All complaints regarding the behaviour of a member(s) (the ‘defendant’) should be presented and submitted in writing to the Club Secretary (by the ‘complainant’) as soon as possible after the event.

#### Initial Enquiry:

- The Club Secretary will collect all relevant details on the information provided and within 7 days of the complaint being lodged will determine whether there is a case to answer and will inform both the ‘defendant’ and ‘complainant’ in writing that a hearing is to be held and the reason(s) for that hearing.
- **The Hearing:** Within 14 days of this notification the Club Secretary will form a sub-committee of three members of the Management Committee (none of whom have been involved in the complaint to date), arrange a date for hearing and inform both the complainant, and defendant and his or her representative, that they have a right to attend if they so wish. The Club Secretary (or his/her representative) will attend this hearing to take notes, record any questions and answers and record any decisions.
- In the event of an objection, participants may be seen separately.
- At the hearing, the Sub-Committee will reiterate the allegations,
  1. allow the complainant (if present) to expand on these allegations if they so wish,
  2. allow the defendant to reply,and then ask both the complainant and defendant whatever questions they deem to be relevant. The hearing will also hear evidence from any witnesses, called by either the complainant or defendant, in person and/or in writing.
- Both defendant, complainant and any witnesses will be asked to leave the hearing so that the Sub-committee can reach a decision and this decision will be notified in writing to the defendant and complainant within 48 hours of the hearing as follows:-
  - Details of the offence,
  - Details of the decision of the Committee and the action to be taken.
- If the complaint has been upheld and disciplinary action recommended the defendant will also be informed of his/her right of appeal and the procedure to be followed.

#### The Appeal Procedure:

- A request for an appeal hearing should be made in writing to the Club Secretary within 14 days of the receipt of the decision of the Hearing Sub-Committee indicating the reason(s) for the appeal.
- Within 14 days of receiving this, an Appeal Sub-committee, consisting of 3 members of the Board of Directors (none of whom have been involved in the complaint to date) with the Company Secretary (or his/her representative) in attendance to take notes and record decisions, will arrange an Appeal, inform the defendant of the date and his/her right to attend, to be represented if he/she so wishes, and to bring a witness or witnesses. One representative of the Hearing Sub-committee will also have the right to attend.
- The defendant, and/or his/her representative, will be asked to explain why he/she believes the decision of the Club Committee to be unacceptable and will be permitted to introduce witnesses who may have other

information about the alleged offence or who may simply be character witnesses.

- The representative of the Hearing Sub-committee will be asked to explain how and why they arrived at their decision.
- When all evidence has been provided all contributors will leave the appeal and the Directors (with Company Secretary or representative) will consider the case and determine whether to confirm the decision of the Hearing Sub-Committee or revise it in the light of any additional information that may have been provided.
- The decision of this meeting will be final and will be communicated in writing to the defendant within 48 hours.

# BROMLEY INDOOR BOWLING CLUB

## CLUB RULES

Adopted 23 June 2021

*In this document references to “should” and “will” mean that the action is compulsory, whilst references to “can” and “may” mean that the action is optional.*

### 1. REGULATIONS OF PLAY

Games should be played under the current Laws of the Sport of Indoor Bowls. The Management Committee will specify rules for Club leagues and competitions. Sportsmanship and common sense should achieve a solution where an incident is not covered under the Laws.

### 2. ETIQUETTE

- Members should wear standard dress on the rink. The up-to-date standard will be displayed in the Club and in the Fixture List & Handbook. The standard can be varied by the Management Committee.
- Members should respect other players and the club environment. They should be conversant with the Codes of Conduct which will be displayed in the Club. The Management Committee reserves the right to update when necessary.
- All members are expected to treat colleagues in a respectful and professional manner.

### 3. USE OF RINKS

- Members may be asked to confirm identity by the administrative staff or any Club Officer.
- Green fees will be set by the Board and are paid at reception before play starts.
- The receptionist controls booking and play on rinks used for general or competition play.
- Rinks for general play may be booked 6 days in advance. In person or telephone bookings can be made from **9.45am**. (e.g.: booking for a Thursday at 9.30 from 9.45 the Friday before)
- Rinks for competitions may be booked provisionally more than 6 days in advance (maximum of three dates). Bookings will be cancelled automatically if not confirmed within 6 days of being made, except for National or County Competitions (where contact will first be made with the person making the booking).
- A member booking a rink should provide the names of the other players involved and is responsible for the total green fee. A booking may be cancelled up to 24 hours before the session starts, or the member is responsible for the total green fee.
- Roll ups of singles, pairs or triples may be changed to fours by the receptionist to let more people play. Members will not be asked to convert once a session has begun.
- Play is divided into 2½ hour sessions. A bell will ring 10 minutes before the end of a session, after which another end should not be started. A second bell will ring eight minutes later, when players must vacate the rink (even if the end is not complete).
- Members may use an unused rink for part of a session. The green fee will be pro rata.
- The Saturday morning Junior Section Session has sole use of Rinks 6, 7 and 8 (see end of List of Requirements and Priority of Use of Rinks below).
- **List of Requirements and Priority of Use of Rinks**
  - World Qualifiers – no other bookings during event
  - World Professional Bowls Tour – no other bookings during event
  - Inter-county matches e.g.: Kent v Hertfordshire – whole green handed over – no other bookings
  - Club Matches with County teams - allocated rinks not to be separated
  - Special Bodies – e.g.: London Parks, Bank Bowling Association – allocated rinks not to be separated
  - Mayor's Charity – allocated rinks not to be separated
  - Touring sides – allocated rinks should not be separated by any competition
  - Prestigious Match fixtures: National Team competitions  
County Team competitions
  - Kent League and friendly fixtures
  - Club leagues
  - Club sessions
  - Club competitions
  - Note that the rinks booked for the Junior Section, should not be separated without prior consent of the coaches concerned
- A specific rink or rinks can only be booked for National or County team and individual competitions

provided that:-

- i) there is or are rinks available for the already booked games to be moved to; and the criteria in respect of the List of Requirements and Priority of Use of Rinks, is followed [see list above].
- 2) Where there are date obligations, any cancelling of games to allow for play must be with the full knowledge and agreement of those concerned.

#### **4. COMPETITIONS & LEAGUES**

- Members entering Club competitions should play the games before the dates set. Both sides have responsibility for this. Matches will be played according to the current Competition rules.
- Internal League matches will be played according to the current internal League rules.

#### **5. CHARITIES**

- The Club may hold a match each year against the Mayor's team of the London Borough of Bromley in aid of the Mayor's charity for that year.
- With the agreement of the Management Committee, charity events may be held from time to time in aid of charities, such as the New Year event in aid of blind bowlers and if desired a Ladies versus Men's match where the captains choose a charity by mutual agreement.

#### **6. GUESTS**

- A member may introduce playing visitors for a day. The same person can not be a guest more than 4 times in a year. Visitors pay an additional green fee-set by the Board-
- A visitor's book is kept at reception and the name and address of each visitor should be recorded. A member is responsible for the conduct of their visitor in the Club.
- People entering the Club with the agreement of the Board are authorised visitors.
- Visitors including parents of junior members will be required to comply with the appropriate displayed Codes of Practice.

#### **7. REFRESHMENTS**

- Opening times for the bar and restaurant will be set by the Board within the licensing terms. These times will be shown at the bar.
- Only members and authorised visitors may buy alcohol (excluding people under 18). Members should not knowingly buy alcohol for people under 18.
- Members of clubs affiliated to recognised bowls bodies who visit the Club are allowed the benefits of membership for the day.
- The price and availability of food and drinks will be set by the franchisee, as agreed with the Board.

#### **8. CAR PARKING**

- Member's parking cars should only park in marked bays and should leave clear access to and from the car parking and service areas.
- Bays marked for disabled people should only be used by cars showing a Blue Badge.

#### **9. ANIMALS**

- No dogs or other animals are allowed in the Club premises, except Registered Assistance Dogs.

#### **10. HEALTH & SAFETY**

- Members should be alert to any health and safety issues and bring them to the attention of the Centre Receptionist.
- Members are required to ensure that they do not leave their belongings any where that could prove to be a hazard.
- When not in use, bowls should be stored either in the lockers or placed on the bowls racks provided. They must not be taken into the bar or function room or placed on tables or chairs including those on the rink side. Bowls bags/trolleys must remain in the cloakrooms, keeping pathways clear, and not taken on the rink side.
- Fire safety requirements must be complied with and fire doors not used for casual exit and entry.
- In the event of any building works, instructions must be followed.

## **11. DAMAGE TO PROPERTY OR PERSONAL INJURY**

- The Company does not accept any liability for loss or damage to people's personal property.
- The Company does not accept any liability for any injury to people or their property caused by third parties.
- Accidents on Centre premises including the grounds, should be reported to the receptionist and recorded in the accident book.

## **12. CHILDREN & VULNERABLE ADULTS**

- Members are required to respect and conform to the Codes of Conduct in respect of the junior and more vulnerable members of the Club.
- Members have an obligation to report any cause for concern to the Club Safeguarding Officer.
- It is not the responsibility of any individual involved in Club to make judgements regarding whether or not abuse is taking place. However, all personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.
- Any approved aids/equipment may be used by players including the wheelchairs.

## **13. RESPONSIBILITY OF CLUB USERS**

- All members, visitors, relatives and parents are expected to conform to the appropriate displayed Codes of Conduct.

## **14. GENERAL**

- Members cannot commit the Club to any expense without the approval of the Management Committee.
- The controls for lighting, heating, climate control and security should only be altered by authorised staff.
- Members - except Directors or the Company Secretary - may not enter the kitchen or bar areas unless invited by the franchise staff.
- Members should not remove any property belonging to the Club without approval.

# BROMLEY INDOOR BOWLING CLUB

## CODES OF CONDUCT

Adopted 23 June 2021

### CODE OF CONDUCT FOR CLUB OFFICIALS AND VOLUNTEERS

The essence of good ethical conduct and practice is summarised below.

All must:

1. Consider the wellbeing and safety of participants before the development of performance.
2. Develop an appropriate working relationship with participants, based on mutual trust and respect.
3. Make sure all activities are appropriate to the age, ability and experience of those taking part.
4. Promote the positive aspects of the sport (e.g., fair play).
5. Display consistently high standards of behaviour and appearance.
6. Follow all guidelines laid down by the National Governing Bodies [NGB] and the club.
7. Hold appropriate valid qualifications and insurance cover.
8. Never exert undue influence over performers to obtain personal benefit or reward.
9. Never condone rule violations, rough play or the use of prohibited substances.
10. Encourage participants to value their performances and not just results by being modest in victory and gracious in defeat.
11. Encourage and guide participants to accept responsibility for their own performance and behaviour.
12. Be on your best behaviour. Verbal abuse, use of foul, sexist or racist language or harassment of players or other match officials/coaches is unacceptable.

### CODE OF CONDUCT FOR ALL PLAYERS

Good sportsmanship is the practice of good etiquette.

1. Follow the requirements for booking and cancelling of rinks.
2. Know the laws of the game and local rules and obey them.
3. Be correct in dress on the green, scrupulously punctual and ready to play when its your turn.
4. Respect the other players, be polite, refrain from bad language or disparaging remarks.
5. Treat others as you would wish to be treated yourself. Bullying in bowls whether Physical, Verbal or Emotional will not be tolerated.
6. Obey your skip, respect the marker and the decisions of the Umpire.
7. Maintain rink etiquette – keep within confines of the rink; the bowler on the mat has possession of the rink until the bowl comes to rest, time being allowed for a toucher to be marked, so other players keep still, staying behind the mat /Jack; do not obstruct rink markings; be alert to stray bowls; ensure that the playing of a firing wood is clearly announced; do not run and stay chatting part way down when changing ends; take care not to walk on rink surround across the head when player about to bowl and keep interest in the game throughout.
8. Be a gracious winner and a good loser – it is only a game – commend all good shots; do not applaud misfortunes of your opponent and above all admit to a lucky wick/fluke"!!
9. Clear the rink and surrounds, including the table, turn off score chart and vacate promptly at the close of the game.
10. Mobile phones or pagers are not allowed on the green.
11. Respect the Green – grease and grippo can damage – no food to be consumed on the Green or surrounds. Any food must be eaten in the bar or restaurant area and hands kept free from contamination.
12. In the interest of health and safety, bowls must not be placed on tables or chairs or left anywhere in the bar or restaurant areas. Bowls should be stored on the bowls racks provided. Bowls' bags/trolleys must be kept in the locker rooms and not taken on the rink surrounds. No items should be placed on the top of a locker.
13. Members should only leave belongings in a locker and not elsewhere in the Club when they are not at the Club.
14. Finally, should there be any problems hopefully common sense will prevail and players will exhibit true sportsmanship.

**If involved with training or playing with young persons. Please take note:**

#### **YOUNG PEOPLE IN SPORT – Physical Contact [from The Child Protection in Sport Unit]**

Physical contact during sport should always be intended to meet the child's needs, NOT the adults. Any person should only use physical contact if their aim is to:

- develop sports skills or techniques.

- treat an injury.
  - prevent an injury or accident from occurring.
  - meet the requirements of the sport.
- The person should seek to explain to the child the nature and reason for the physical contact reinforcing the teaching or coaching skill.
  - Unless the situation is an emergency, the person should ask the child for permission.
  - Any form of physical punishment of children is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that persons understand this, both to protect the child, their own position as well as the overall reputation of the sport.
  - There may be occasions where a distressed child needs comfort and reassurance, which may include physical comforting, such as a caring parent would give.
  - Physical contact may also be required to prevent an accident or injury and this would be wholly appropriate.
  - A child or coach may also want to mark a success or achievement with a hug or other gesture. A person should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same child over a period of time.

## **CODE OF CONDUCT FOR JUNIOR MEMBERS**

Bromley Indoor Bowling Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Club's Safeguarding Officer.

As a member of Bromley Bowling Club, you are expected to abide by the following Junior Code of Conduct:

1. You must play within the rules and respect officials and their advice and decisions.
2. Treat others as you would wish to be treated yourself.
3. You must respect the rights, dignity and worth of all participants regardless of age, gender, disability, ability, race, cultural background or religious beliefs or sexual identity.
4. You should look out for yourself and for the welfare of others and speak out if you consider that you or others have been poorly treated.
5. You should keep to agreed timings for training and competitions and inform your coach or team manager if you are going to be late or intend to leave a venue or competition before the set time.
6. You must wear suitable kit, Flat soled shoes (no heels) mid grey slacks or bowls manufactured tailored shorts and club shirt, for training and match sessions, or as agreed with the coach/team captain
7. Fees for training or events must be paid promptly.
8. You must conform with the Code of Conduct for all Players.
9. Accept that these guidelines are in place for the well-being of all concerned.

You must not:

- take part in any irresponsible, abusive, inappropriate or illegal behaviour.
- consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- use foul language.
- act disrespectfully to others in the public domain.
- Use social media inappropriately so as to offend or upset individuals.

## **CODE OF CONDUCT FOR PARENTS, GUARDIANS**

1. Teach your child to treat everyone equally and sensitively regardless of their gender, ethnic origin or cultural background.
2. Avoid pressure. Do not force an unwilling child to take part in bowls. Bowls is Fun.
3. Encourage your child always to learn and play by the rules and to respect and not to argue with the match officials. Do not question publicly the judgement of match officials or their honesty and publicly accept officials' judgements.
4. Never ridicule or shout at a child for making a mistake or losing a game.
5. Help your child to recognise good performance, not just results.
6. Set a good example by recognising fair play and applauding good performances of all
7. Encourage and guide children/young people to accept responsibility for their own performance and behaviour.

8. Teach your child that effort and teamwork are as important as victory, so that the result of each game is accepted without undue disappointment.
9. Turn defeat into victory by helping young people towards skill improvement and good sportsmanship.
10. Remember that young people learn best by example.
11. Recognise the value and importance of volunteer coaches, umpires and administrators – they give their time, energy and resources to provide recreational activities for your child
12. Insist on fair and disciplined play; do not tolerate foul play, cheating, foul, sexist or racist language.
13. As a spectator you must never enter the field of play, or
  - act in an offensive or insulting manner or use abusive language,
  - show disrespect to the umpire, referee or other bowls match officials, or
  - coach from the side.

## **CODE OF CONDUCT FOR SPECTATORS**

1. Remember the players are taking part for their enjoyment.
2. All spectators, on no account, must enter the field of play unless authorised otherwise.
3. Be on your best behaviour. Do not use foul, sexist or racist language or harass players, coaches or match officials. Verbal abuse of players or match officials is not acceptable, in any shape or form.
4. Show respect for opponents and match officials. Without them there would be no game.
5. Acknowledge good performance and fair play by opponents as well as your own players/ team.
6. Condemn the use of violence in all forms.
7. Do not ridicule players who make mistakes.
8. Do not overemphasise the importance of winning and while encouragement is welcomed, excessive behaviour can prove annoying and disruptive for all concerned.

**All members are expected to treat colleagues in a respectful and**

27.06.21