

# **HAUGHLEY PLAYING FIELD BOWLS CLUB**



## **CONSTITUTION AND RULES**

**2021-2022  
EDITION**

**\*\*THIS PAGE HAS BEEN LEFT BLANK\*\***

# **HAUGHLEY PLAYING FIELD BOWLS CLUB**

## **CONSTITUTION**

### **CONTENTS**

A.1	Title
B.1 to B.3	Objects
C.1	Constitutional Powers
D.1 to D.4	Membership and Affiliation
E.1	Annual General Meeting
F.1 to F.3	Officers and Committees: Election/Appointment
G.1	Notice of Child and Vulnerable Adult Protection Policy
G.2	Data Privacy Policy - DDP.1

### **TITLE**

- A.1 The club shall be called "HAUGHLEY PLAYING FIELD BOWLS CLUB" and referred to hereinafter and in standing orders as "The Club" with its headquarters at the 'Ron Crascall Pavilion', King George V Playing Field, Green Road, Haughley IP14 3RA.

### **OBJECTS**

- B.1 To adopt and apply the national rules of the English Bowling Federation and Bowls England (B.E.) for the governance of the game of bowls.
- B.2 To organise competitions and tournaments, to determine the form of dress to be worn by players participating in them, and to do all such things as maybe advisable for the promotion and encouragement of the game of bowls for the club.
- B.3 The Club is committed to the principle of Sports Equity. It recognises that Sports Equity is about fairness in sport, equality of opportunities and equality of access for all citizens, regardless of race or ethnic background, age, sexuality, disadvantaged groups, gender or disability.

### **CONSTITUTIONAL POWERS**

- C.1 The Club may at its General Meetings make such rules as are required for the efficient conduct of its business and the implementation of the objects set out in Articles B.1 to B.3 of the Constitution.

### **MEMBERSHIP AND AFFILIATION**

- D.1 Membership of the Club shall be open to all players, male or female and to non playing social members. All candidates for membership shall be proposed and seconded by Members of the Club, the application and voluntary disclosure declaration forms are be sent to the General Secretary, who will process the application.
- D.2 All persons over the age of sixteen (16) years shall be eligible for membership. Persons below the age of sixteen (16) years can be admitted as Junior Members.
- D.3 A Child Protection / Safeguarding Officer shall be appointed from the management committee to represent and look after the interests of junior members and vulnerable adults.
- D.4 The Club shall be affiliated to the SUFFOLK COUNTY BOWLS ASSOCIATION and SUFFOLK BOWLS (B.E.), and shall also be members of the STOWMARKET AND DISTRICT BOWLS LEAGUE, and THE AREA 'D' LEAGUE. (and any other league as agreed at the Club Annual general Meeting)

## **ANNUAL GENERAL MEETING**

- E.1** The Annual General Meeting of the Club shall be held on the first (or no later than third) Wednesday of October each year and be published not less than 14 days before that date.

## **OFFICERS AND COMMITTEES: ELECTION/APPOINTMENT**

- F.1** The following officers shall be elected at the Club Annual General Meeting from amongst members. President, Chairman, Vice-Chairman, General Secretary, Fixture Secretary, Membership Secretary, Honorary Treasurer, Competition Secretary, Club Captain, Club Vice Captain/Captain Elect, Team Captains and Vice Captains as required, plus an Indoor Captain, Green Keeper(s), Bar Person, Social Secretary and Playing Field Representative(s).
- F.1a** The Club Captain shall complete a two year term and the Club Vice Captain/Captain Elect taking over at the end of this term, both these roles to be nominated by the committee.
- F.2** The appointment of any officer referred to in article F.1 may where necessary be terminated either with one month's written notice or summarily where the circumstances justify it. The decision to terminate an appointment shall only be taken at a full General Meeting of the Management Committee.
- F.3** Any elected member of the management committee who dies, resigns or is removed from office shall be replaced by the co-option of a member from the Club until a successor is elected at the ensuing Annual General Meeting.

## **NOTICE OF CHILD AND VULNERABLE ADULT PROTECTION & GDPR POLICY**

- G.1** Haughley Playing Field Bowls Club fully accepts its legal and moral obligation to exercise its duty of care and to protect all children and vulnerable adults participating in its activities, and to safeguard their welfare.

We are committed to do this by acknowledging that:

- ❖ the welfare of the individual is paramount;
- ❖ each individual irrespective of age, gender, religion, race or disability has the right to protection from abuse;
- ❖ each individual has a right to be safe, and to be treated with respect and dignity

We shall use our 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;
- ❖ a responsible person shall be appointed annually as Bowls Club Welfare Officer (formally known as the Child Protection Officer) to whom members can address any concerns.

- G.2** Data Privacy Policy - DDP.1

This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.

- ❖ The policy covers.
- ❖ Who are we?
- ❖ What information we collect and why.
- ❖ How we protect your personal data
- ❖ Who else has access to the information you provide us?
- ❖ How long do we keep your information?
- ❖ Your rights

# **STANDING ORDERS**

## **CONTENTS**

1.1 to 1.13	Management Committee: Powers, Duties and Responsibilities.
2.1 to 2.10	Finance
3.1 to 3.3	Club Annual General Meeting
4.1 to 4.3	Club Special General Meetings
5.1 to 5.4	Membership
6.1 to 6.3	Life Membership
7.1 to 7.2	Club Vice-Presidents
8.1 to 8.5	Motions for Annual General Meetings
9.1 to 9.14	Conduct of General Meetings
10.1 to 10.4	Complaints, Disputes and Appeals
11.1 to 11.2	Selection Committees
12.1 to 12.4	Payment of Fees/County Competitions etc.
13.1	County Teams / Stowmarket League - Nomination of Players
14.1	Dress
15.1 to 15.20	General Club Competition Rules

## **MANAGEMENT COMMITTEE: POWERS, DUTIES AND RESPONSIBILITIES**

- 1.1 The Management Committee shall at all times take such action as may be necessary or desirable to implement the objects of the Club as set out in Articles B.1 to B.3 of the Constitution and where appropriate to exercise the constitutional powers conferred by Article C.1 of the Constitution.
- 1.2 At its committee meetings six members shall form a quorum. Voting at any Committee or Sub-Committee meeting shall be on the basis of one vote only per proposed and seconded shall be carried or defeated on a simple majority of votes cast and in the event of an equality of votes the Chairman of the committee shall have a second (or casting) vote. The committee shall meet a minimum of two (2) times in one season (1st - Two (2) weeks before the AGM. and 2nd – Four (4) weeks before start of new season). Other meetings may be arranged as required.
- 1.3 The following duties of appointed officials -
  - a. The Haughley Playing Field Committee Representative shall attend all Playing Field Committee Meetings and report back to the Club Committee.
  - b. A Greens Committee comprising a Green Keeper and Greens Team shall look after the Club Green and surrounding areas, and organize a green and work Rota.
  - c. A Bar person is authorised to purchase for the Club or supply on behalf of the Club, intoxicating liquor for consumption on the Club premises. The bar person shall keep records of all purchases and sales for the treasurer and ensure club premises license and hygiene certificate are kept up to date. The premises hours of operation etc shall be as defined on the Club Premises License. The appointment of this official may be terminated either with on month's written notice or summarily where the circumstances justify it. The decision to terminate an appointment shall only be taken at a full General Meeting of the Management Committee.
  - d. A Bowls Club Welfare Officer formally (Child Protection / Safeguarding Officer) will represent and look after the interests of junior members and vulnerable adults.
- 1.4 A record of all business transacted at General and Management Committee meetings shall be kept by the General Secretary, who shall report on the year's work at each Club Committee, Special Meeting and Annual General Meeting. The team captains shall keep a record of all results of matches and names of all players who take part in them, so that the Competition Secretary can report to the Club Annual General Meeting.
- 1.5 A Club Annual Dinner/Prize giving shall be arranged by, and on a date to be decided by, the Management Committee.
- 1.6 The Management Committee shall arrange for prizes and/or trophies to be awarded for Club competitions.
- 1.7 An emergency committee of at least 6 (six) members of the management committee shall be appointed by the Chairman and General Secretary at any time to deal with matters of urgency and its decision shall be final.
- 1.8 The President (if not a full member) may attend all meetings of the club committee in an ex-officio capacity.

- 1.9 The Management Committee shall ensure all Cups and Trophies are competed for annually. That the Hon. Treasurer shall for all intent and purposes be the legal owner of all said cups and trophies and shall hold them in trust and insure them at their current value for the Club.
- 1.10 The Management Committee shall not permit for sale or purchase of intoxicating liquor by or for the consumption of any person under the age of eighteen (18) years.
- 1.11 The Management Committee shall not permit any drunkenness or unruly behaviour on the Club premises.
- 1.12 Any member shall be entitled to introduce up to three guests to the Club provided that these persons have not been refused membership or is an ex member of the Club who has been expelled.
- 1.13 The Club Pavilion shall be open to members at such times as determined by the committee.

## **FINANCE**

- 2.1 The club management committee shall be responsible for the club finances.
- 2.2 The Club's panel of signatories shall comprise the Club Chairman, Vice Chairman, the General Secretary and the Honorary Treasurer who is the nominated Primary User, any One (or Two if required by the Bankers in accordance with Standing Order 2.6) of whom are empowered to sign cheques or make payments and withdraw cash with a Debit Card on the Club's account.
- 2.3 The accounts of the Club shall be audited by the Auditors appointed by the Club at the Annual General Meeting.
- 2.4 An audited account of income and expenditure for the year shall be presented by the Honorary Treasurer to the Club Annual General Meeting. A copy of the accounts shall be made available to each member of the Club.
- 2.5 The amount of all subscriptions and fees payable to the Club shall be determined by the members management committee and notified to the Club Annual General Meeting and shall be payable on or before 1<sup>st</sup> October each year accompanied by the Membership Application Form.
- 2.6 The Club Bankers shall be determined by the Management Committee.
- 2.7 No person shall at any time be entitled to receive at the expense of the Club any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club; or for any person directly or indirectly to derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests, apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club.
- 2.8 The purchase for the Club and the supply by the Club of intoxicating liquor shall be at the discretion of the Bar Person or the Management Committee.
- 2.9 Members of any kindred Club or Association visiting the Club premises for match playing purposes may during the period of the visit be admitted to the premises (at the discretion of the Management Committee, and subject to any restriction which may be imposed by the committee) and be permitted to use the facilities of the Club's premises including the purchase of intoxicating liquor from the bar for consumption on the premises.
- 2.10 No money or property of gain arising from the carrying on of the Club shall be applied otherwise than for the benefit of the Club as a whole or some charitable benevolent purpose or purposes (except political) chosen by resolution of a Special General Meeting.

## **CLUB ANNUAL GENERAL MEETING**

- 3.1 The Officers designated in Article F.1 of the constitution shall be elected at the Club Annual General Meeting.
- 3.2 An Auditor shall be appointed at the Club Annual General Meeting to audit the Club's accounts.
- 3.3 All members of the Club shall be invited to attend the Annual General Meeting and take part in discussions, but only Full Members as designated by Standing Order 5.2 may vote, in accordance with Standing Order 9.14.

## **CLUB SPECIAL GENERAL MEETINGS**

- 4.1 A Special General Meeting may be called at any time by the Management Committee on its own initiative or on the receipt of a written request from ten full members for such a Special General Meeting to be held where it certifies the subject matter to be a case of urgency; such requests must be signed by each full member.
- 4.2 The General Secretary shall within fourteen days give notice of such a Meeting, to be held within fourteen days, to all Members and shall with such notice state what business is to be discussed.
- 4.3 At any Special General Meeting only the business of which notice has been given shall be discussed.

## **MEMBERSHIP**

- 5.1 Membership shall be open to all persons in accordance with Articles D.1 to D.4 of the Constitution.
- 5.2 Full Membership shall be classified as being either Male / Female, or Junior and shall be available for selection to any Club representative teams playing under Suffolk County Bowls Association Affiliation and Suffolk Bowls (B.E.) (where the appropriate affiliation fee has been paid).  
  
All Full Members shall be required to pay the full Club Annual Subscription as agreed at the Club Annual General Meeting.  
  
All Full Members shall have voting rights in accordance with Standing Order 3.3.
- 5.3 Social Member: a non playing member, shall pay a subscription as agreed at the Club Annual General Meeting but will have no voting rights.
- 5.4 All membership forms for re-application shall be returned to the General Secretary on or before 1<sup>st</sup> October in accordance with Standing Order 2.5.  
All new member applications either as previous or during the playing season shall be returned to General Secretary.

## **CLUB LIFE MEMBERSHIP**

- 6.1 Life Membership of the Club may be granted to certain individuals who by reason of loyal service or other meritorious action are recommended by the Management Committee to be deserving of this honour free of annual subscription.
- 6.2 Nominations for Life Membership by the Management Committee shall be submitted for approval to a Club Annual General Meeting.
- 6.3 A Life Member is entitled to attend and vote at any Club Annual and Special General Meetings.

## **CLUB VICE-PRESIDENTS**

- 7.1 The Club shall encourage the election of Vice - Presidents who shall be proposed, seconded and elected at an Annual General Meeting.
- 7.2 A Vice - President is in no way entitled to any voting powers or status on any Club committee.

## **MOTIONS FOR ANNUAL GENERAL MEETINGS**

- 8.1 Notices of Motion to be considered by the Club Annual General Meeting, including any which propose additions or amendments to the Constitution, Standing Orders, competition or dress rules, must be received by the General Secretary not less than seven days before the date of the Club Annual General Meeting.
- 8.2 The General Secretary shall distribute to all members details of such Notices of Motion received by him in accordance with Standing Order 8.1 at least seven days before the date of the Club Annual General Meeting.
- 8.3 The General Secretary shall also similarly distribute Notices of Motion formulated by the Management Committee for consideration by the Club Annual General Meeting in of its responsibilities under Standing Order 1.1

- 8.4 Any member wishing to amend any of the Notices of Motion distributed in accordance with Standing Order 8.2 and 8.3 shall, not less than fourteen days before the date of the Club Annual General Meeting, give notice of their intention so to do, indicating in such notice the wording of the amendment.
- 8.5 Not less than seven days before the date of the Club Annual General Meeting, the General Secretary shall confirm the date of the Meeting, or give notice of any change, to all members and with such confirmation or notice shall indicate the final Agenda for the Meeting showing the Amendments, if any, of which notice has been given.

#### **CONDUCT OF GENERAL MEETINGS**

- 9.1 The following procedures shall apply at all Annual and Special General Meetings of the Club unless otherwise stated.
- 9.2 All members must address the Chairman when speaking.
- 9.3 All Motions must be proposed and seconded before any discussion is allowed.
- 9.4 Following discussion all motions shall be voted on immediately and a simple majority shall be needed for it to be carried.
- 9.5 Only Motions and Amendments notice of which has been distributed in accordance with Standing Orders 8.2, 8.3 and 8.5, as appropriate, shall be permitted at meetings.
- 9.6 A simple majority of votes cast shall be needed for the carrying of any Motion or Amendment.
- 9.7 The nomination of candidates for election as Officers, or Committee Members, as appropriate, shall be invited by the Chair in turn.
- 9.8 Each nomination shall be proposed and seconded, the proposer dealing with the merits of the candidate. Provided that a candidate has consented to allow his name to be forwarded, absence from the meeting does not invalidate his candidature.
- 9.9 Where one or two candidates are nominated for a post the election shall be conducted by ballot and two adjudicators shall be appointed by the Chairman to count the votes. A simple majority of the votes cast shall be sufficient to determine which nominee is elected the Chair having a second (or casting) vote where an equal number of votes are cast.
- 9.10 Where more than two candidates are nominated for a post two such ballots shall be held. The two candidates receiving the greatest number of votes cast in the first ballot shall be included in the second and final ballot to determine which of them shall be elected.
- 9.11 The President or some other Officer of the Club shall take the Chair for the election of the Chairperson.
- 9.12 There shall be no proxy voting.
- 9.13 The procedure for voting at Special General Meetings shall be as at Annual General Meetings.
- 9.14 Only Full Members in accordance with Standing Order 5.2 and Life Members in accordance with Standing Order 6.3 may vote at Annual and Special General Meetings.

#### **COMPLAINTS, DISPUTES AND APPEALS**

- 10.1 The subject of a complaint or dispute to be considered by the Management Committee in the exercise of its powers under Standing Order 1.7 must be received in writing by the General Secretary within three days of the occurrence giving rise to it.
- 10.2 The subject of an appeal against a decision taken by the Management Committee must be received in writing by the General Secretary within three days of the date on which notification of that decision is received.
- 10.3 The General Secretary shall call a meeting of the Management Committee as authorised in Standing Order 1.7 for the consideration of any appeal; each party with any witnesses may be heard; and the decision of the Emergency Committee, which shall be final, shall be communicated by the Honorary Secretary to the party or parties concerned.



- 10.4 Any member refusing to accept a decision of the Management Committee in the exercise of its powers of arbitration conferred by Standing Order 1.7 shall cease to be a member of the Club.

## SELECTION COMMITTEES

- 11.1 A Selection Committee comprising the Club Captain and Club Vice Captain / Captain Elect is required for the selection of players for teams for County Matches, and all other cup matches playing under the Club's authority.
- 11.2 The Selection Committee for leagues shall consist of the respective Club Captain, Club Vice Captain/ Captain Elect, Team Captains and Vice Captains.

## PAYMENT OF FEES / COUNTY COMPETITIONS ETC.

- 12.1 The Membership Secretary shall send to every member an "Application and Entry Form" requesting entry to the Suffolk County Competitions, members shall write thereon the name, address and telephone number of those members wishing to play in any of the County competitions, form to be forwarded as soon as possible after completion to the Honorary Secretary and in any case by not later than two weeks before the date required by the Suffolk County Bowls Associations, such fees must be paid to the Honorary Treasurer by 31st October in accordance with Standing Order 2.5.
- 12.2 The Membership Secretary shall send the County Affiliation and Entry Form with the correct remittance to the County Hon, Area Secretary.
- 12.3 The Membership. Secretary shall send the Women's County Affiliation and Entry Form with the correct remittance to the respective County Hon. Area Secretary.
- 12.4 Any Member whose subscription is not paid by 31<sup>st</sup> October in accordance with Standing Order 2.5. shall forfeit all privileges of membership for so long as such subscription remains unpaid.

## COUNTY TEAMS / STOWMARKET LEAGUE - NOMINATION OF PLAYERS

- 13.1 The Selection Committee (11.2) plus club captain shall meet annually to nominate any player it feels worthy of inclusion for recommendation to County / Stowmarket League, such names will be forwarded to the respective Association by the General Secretary.

## DRESS

- 14.1 The standard dress for ALL CLUB REPRESENTATIVE MATCHES shall be the LATEST REGISTERED CLUB WHITE/RED TOPS (and/or white jumper/zipper jacket) and GREY bottoms (trousers not jeans for men and skirts/trousers/culottes of standard County design for ladies).

The standard dress for ALL BOWLS ENGLAND REPRESENTATIVE MATCHES shall be the LATEST REGISTERED CLUB GREY TOPS (and/or grey zipper jackets) and GREY BOTTOMS (trousers not jeans or approved shorts for men and skirt/trousers/approved shorts/culottes of standard County design for ladies)

The default dress colour for all tops is ALL WHITE.

Note: ALL members of the team MUST wear the SAME DESIGN colour shirts either WHITE/RED or ALL WHITE.

STANDARD DRESS RULES apply for women taking part in all County competitions this includes the Senior and Junior Cups, Singles, Pairs or Triples competitions. (see Women's County Handbook).

All members will be required to purchase and wear the official club shirt, and encouraged to purchase and wear at representative matches the Official Club Tie for men or flash for ladies. These are to be worn at official functions when not playing.

Members shall be encouraged to wear, when necessary WHITE waterproof clothing.

## **GENERAL CLUB COMPETITION RULES**

- 15.1 Brunning Cup: To be played each year as a drawn Three Wood Pairs competition: Open to all Full Members.**
- 15.2 Plashwood Plate: To be played each year as a drawn Two Wood Triples competition: Open to all Full Members.**
- 15.3 Plashwood Cup: To be played each year as a drawn Two Wood Pairs competition: Open to all Full Members.**
- 15.4 Frank Talbot Tankard: To be played each year as a drawn Four Wood Singles 7's League and K.O. Competition: Open to all Full Members.**
- 15.5 Mens Two Wood Singles: Open to all Full Members.**
- 15.6 Ladies Two Wood Singles: Open to all Full Members.**
- 15.7 Ron Nunn Club Four Wood Singles: Open to all Full Members.**
- 15.8 Club Handicapped Three Wood Singles: Open to all Full Members.**
- 15.9 Club Drawn Two Wood Pairs: Open to all Full Members.**
- 15.10 Nominated Two Wood Pairs: Open to all Full Members.**
- 15.11 Nominated Two Wood Triples: Open to all Full Members.**
- 15.12 Novice Trophy: Four Wood Singles: Open to all members who have 'never' won any of the club competitions 15.5 to 15.12.**
- 15.13 All the competitions 15.1 to 15.12 are to be played under the Suffolk County Bowls Association EBF Rules.**
- 15.14 Entry forms shall be available to each member, and all entries must be made through the Competition Secretary accompanied by the fees, by the given date.**
- 15.15 All entrants to competitions 15.5 to 15.12 MUST be available for the Club Finals Day. Anyone unable to do so without good reason will be disqualified from the competition (holiday commitments will not be considered a sufficient reason) entrants are requested to withdraw from competitions as soon as they find that they are NOT to be available.**
- 15.16 The first name drawn in each tie shall be termed "the Challenger" and the second name "the Opponent". The onus is on "the Challenger" to contact "the Opponent" and failing mutual agreement, to provide two dates on which he/she is prepared to play. One of these dates must be accepted within 48 hours of the offer. (subject to rule 15.19) All games to be played by the closing date for each round.**
- 15.17 Any game not played will be forfeited by the "Challenger" unless just cause is given to the Competition Secretary before the due date. When an adjudication will be given by the Competition Secretary.**
- 15.18 Members should avoid offering ALL match days unless by mutual agreement.**
- 15.19 In the event of a conflict of dates preference MUST be given to Members taking part in County, B.E. or Stowmarket League Competitions, they have right to refuse any offered dates if already playing in these competitions.**
- 15.20 NOTE:- In the first instance it is desirable for all matches to be played by the due dates and by MUTUAL consent.**
- 15.21 All B.E. competitions for 'B.E. affiliated' players shall be played under B.E. rules for the appropriate competition. (see B.E. Handbook), and be available for the Club Finals Day.**