



# Fleming Park Bowling Club

## Constitution and Rules

Adopted by AGM on 16 November 2016

Amended by 2018 AGM to add Associate membership category

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Due to the club's status as a Community Amateur Sports Club (CASC) a number of provisions that follow are a requirement of HM Revenue and Customs. Amendments must not jeopardise CASC membership.

## **Section A1: Name and Objectives**

- 1.1 The name of the Club shall be Fleming Park Bowling Club (hereinafter referred to as the 'Club').
- 1.2 The Club shall be affiliated to Bowls England, Bowls Hampshire and other relevant Associations.
- 1.3 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls in Hampshire. The Club shall be a non-profit making organisation.
- 1.4 The Club shall adopt and conform to Bowls England Rules & Regulations and the Laws of the Sport of Bowls.

## **Section A2: Membership**

- 2.1 Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. At least 50% shall be full members.
- 2.2 The Management Committee may refuse membership only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.
- 2.3 Application for membership shall include the name, address and contact details. A proposer and seconder is not required. Upon receipt of an application there shall be an interval of at least two days before the meeting of the Committee at which such application shall be considered. The election of members is vested in the Committee and shall be by simple majority vote. The Secretary shall inform each candidate in writing of the Committee decision.
- 2.4 *Full Member*  
*Associate Member* - being a member with full membership rights but choosing to play in roll ups, friendly matches and the Bounds and Freemantle Trophies only  
*Junior Member* - under 18 at the date of election  
*Social Member*  
*Life Member* - being a person who has rendered outstanding service in the interests of the club. Nominated by the Management Committee for election at an AGM and duly elected if two thirds of those present votes in favour. Annual subscription is waived. Members so elected, who have served as President of the club, shall hold the title Life Vice President.

### **Section A3: Subscriptions and Fees**

- 3.1 Subscriptions and fees shall be set annually by the Management Committee. They are payable by 16 April each year. Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.
- 3.2 The Committee may cancel, without notice, the membership of any member whose annual subscription and other fees are more than one month in arrears. The Committee has discretion, to re-instate such member upon payment of arrears. No member whose annual payment is in arrears may use the Club premises or vote at any meeting.
- 3.3 There shall be no reimbursement of fees or subscription, in full or part, where membership ceases by resignation, suspension or termination.

### **Section A4: Conduct and Grievances**

- 4.1 Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Constitution and Rules.
- 4.2 Disciplinary matters will be dealt with in accordance with the Bowls England Regulation for Misconduct. A Club Disciplinary Panel shall consist of three members none of whom shall have any previous involvement or material knowledge of the complaint. The Panel will be drawn from the Life Vice Presidents and Life Members or other persons, if necessary, to preserve impartiality. Any appeal against the Panel's decision shall be made to Bowls Hampshire.
- 4.3 Issues of concern should be raised with the ladies or men's captain in the first instance. If they cannot be satisfactorily resolved at that level, the member(s) should write to the Secretary detailing the grievance. The Secretary will arrange for the matter to be considered by the Management Committee. The findings will be conveyed in writing to the member(s).

### **Section A5: Officers**

- 5.1 The Executive Officers of the Club shall be: the President, Vice President, Secretary, Treasurer, Ladies Captain, Men's Captain and Match Secretary. Executive Officers shall be elected at the Annual General Meeting and shall be eligible for re-election. These officers shall sit on the Management Committee automatically.
- 5.2 The following Non-Executive Officers shall be elected at the AGM: Ladies' Selection – 2 posts, Men's Selection – 6 posts, Competition Secretary, New Members Co-ordinator, Welfare Officer, Accounts Examiners – 2 posts, Parkside Liaison Committee Member – 1 post.

- 5.3 Posts can be job shared where practicable. Members cannot become Officers if concurrently holding office in another outdoor bowling club.

## **Section A6: Management Committee**

- 6.1 The Committee shall consist of the Executive Officers and four Full Members elected at the AGM. Life Vice Presidents and the Immediate Past President shall be ex officio members. The Management Committee can co-opt additional members. All posts to serve for one year but persons can be re-elected at the AGM.
- 6.2 The Committee may appoint sub-committees as necessary and delegate powers as it thinks fit upon such terms and conditions deemed expedient and/or required by the law
- 6.3 The Management Committee shall control the affairs of the Club including financial matters. In particular the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.
- 6.4 The Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Committee and/or Trustees of the Club. *“The liability of the [Committee/Trustees] for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time”.*
- 6.5 The quorum shall be 5 members and must include 3 Executive Officers. Decisions will normally be by consensus but otherwise by simple majority vote. In the event of a tied vote the Chairperson (normally the President) shall have a casting vote.
- 6.6 A record of proceedings should be kept and this may be done electronically
- 6.7 Any conflict of interest must be declared to the Chairperson. The Chairperson will determine if the person may remain in the meeting and/or vote when the item is discussed.

## **Section A7: Trustees**

- 7.1 The Trustees of the Club shall be the Life Vice Presidents, Secretary and Treasurer. Duties of Trustees shall accord with guidance issued by Bowls England.

## **Section A8: Annual General and Special Meetings**

- 8.1 The Annual General Meeting of the Club shall normally be held on the third Wednesday in November.
- 8.2 The Secretary shall at least fourteen days before the date of such meeting circulate the agenda to each member. This may be either by post or electronically.
- 8.3 Only Full Members and Life Members are entitled to vote. They shall have one vote. In the event of a tied vote the Chairperson (normally the President) shall have a casting vote.
- 8.4 The AGM shall:  
Receive reports from the President, Secretary, Treasurer, Ladies and Men's Captains, and approve the examined accounts for the year ending 30 September. It shall also elect Officers and Committee members.
- 8.5 The Committee may at any time, upon giving twenty one days notice in writing, call a Special General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 8.6 The Committee shall call a Special General Meeting upon a written request addressed to the Secretary signed by at least 20 full members. The Committee shall give twenty one days notice in writing of any such Special General Meeting. The discussion at such meeting shall be confined to the business stated in the notice sent to members.
- 8.7 Any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Byelaw or Regulation of the Club such Rule, Byelaw or Regulation shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote. [Provided that no such change shall jeopardise the Club's status as a Community Amateur Sports Club within the meaning of the Finance Acts, or in any event alter its objects or winding-up provisions]

## **Section A9: Insurances and Indemnities**

- 9.1 Each member of the Club (*to the extent that such person is not entitled to recover under any policy of insurance*) shall 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 arising there from, or incurred in good faith in the purported

discharge of such duties. *(Save in any such case where any costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust).*

- 9.2 To meet the obligation in 9.1, the Club shall hold insurance covering Civil and Employers' Liabilities. It will also take out insurance for its Buildings and Contents responsibilities.
- 9.3 Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:
- (a) The Club will not accept any liability for any damage to or loss of property belonging to members.
  - (b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club.

## **Section A10: Dissolution of the Club**

- 10.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 10.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 10.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club.
- 10.4 Upon dissolution of the Club the Committee shall give or transfer the net assets remaining to one or more of the following:
- another Club with similar sports purposes which is a charity and/or
  - another Club with similar sports purposes which is a registered CASC and/or
  - Bowls England for use by them in related community sports.

## Section B1: Dress Code

<b>Ladies</b>	
All external competitions	White club top, white skirt, trousers or cropped trousers
Club competitions – until finals	White above the waist, grey skirt, trousers or cropped trousers
Club competitions – finals	White club top, white skirt, trousers or cropped trousers
Mid-week friendly matches	White above the waist, grey skirt or trousers
Other friendly matches	As advised per game
Roll up, Bounds and Freemantle trophies	Traditional bowls wear or casual dress
<b>Men</b>	
League and national team competitions	Club shirt, white trousers
Club competitions – until finals	Club or white shirt, grey trousers or tailored shorts
Club competitions - finals	Club shirt, white trousers or tailored white shorts
District and County competitions-until latter stages	Club or white shirt, grey trousers; teams must wear same dress above the waist
District and County competitions-latter stages	Club shirt, white trousers
Mid-week friendly matches	White above the waist, grey trousers or tailored shorts
Other friendly matches	As advised per game
Roll up, Bounds and Freemantle Trophies	Traditional bowls wear or casual dress

**Shorts:** Tailored shorts can be worn where permitted by an Association's rules.

**Footwear:** Bowling shoes must be worn on the greens to protect the surfaces.

**New bowlers:** In early stages of membership, flat-soled shoes or trainers and casual dress is allowed to mitigate the cost of starting a new sport.

**Markers:** Appreciated if markers could adopt above code and must do so for club finals.

**Opponents Green:** Fleming Park members must respect the dress code of the club concerned.



## **Section B2: Competitions**

- 2.1 The Ladies shall run ladies competitions. The Competitions Secretary shall run men's and mixed competitions. They have power to eliminate entrants who fail to play games by play-off dates.
- 2.2 Finals will normally be played on the third Saturday in September. Sunday will be held in reserve in case of bad weather or congestion of matches. Entrants must be available to play on either day and must withdraw from competitions immediately if they become unavailable to do so. Rearrangement of finals will only be considered in exceptional circumstances.
- 2.3 The first drawn shall book a rink and obtain a marker for singles matches. However, all players have joint responsibility to arrange their game by the play off date.
- 2.4 Matches shall be played on the grass green unless mutually agreed otherwise.
- 2.5 Games shall be played in accordance with Bowls England Rules.
- 2.6 Names of winners of the following competitions will be added to honours boards.

### **Ladies**

Ray Higgins Trophy - ladies championship

Croot Cup – handicapped singles

Founders Cup –2 wood singles

Jubilee - previous winners not eligible

Ladies' Pairs – drawn by lot

### **Men**

Wainwright and Read – men's championship (not open to members playing league bowls for another club or entering another club's championship)

Green Medal - previous winners not eligible

Jack Brook – handicapped singles

Salter Cup – 2 wood singles

Birch Cup – for bowlers who have not won a singles competition at Fleming Park or another club other than age-related or short version singles

Men's Pairs – drawn by lot

2.7 Winners of the following competitions are not entered on honours boards:

White Cup – one day competition for men

Parkinson Trophy – handicapped singles for over 60s

Rogers Cup – one day competition for over 60s

Osmond Pairs – pairs competition for over 60s men

Bunker Cup – open handicapped singles

Bounds Trophy – one day mixed competition

Freemantle Trophy – one day mixed competition

Pennial Plate – mixed pairs

## **Section B3: Miscellaneous**

3.1 The club shall adhere to the Safeguarding Policy of Bowls England and will appoint a Welfare Officer.

3.2 The club shall adhere to the Equality Policy of Bowls England.

3.4 The club shall adhere to the requirements of the Licensing Act (or any subsequent Act) with regard to the purchase and supply of excisable goods.

3.5 The members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club. Membership also deems consent to the holding of relevant personal data pursuant to the Data Protection Act.

3.6 No rink may be booked for a roll up. Priority for bookings are:

1. Club team matches
2. National or Regional Competitions
3. County Competitions
4. District Competitions
5. Club Competitions

A member requiring a rink for a higher ranked competition must give 24 hours notice to the member being displaced.

3.7 Selectors may substitute players who have not indicated their availability to play at least 24 hours before the game. The full match fee shall be paid whether or not a player takes a meal.

3.8 Members representing the club must have club stickers on their bowls unless otherwise determined by the competition organisers.

- 3.9 The Club must respect the green keeper's decision about suitability of the greens for play. If the green keeper is not available the decision to play or not shall be taken by a member of the Greens Committee or, if not in attendance, the most experienced bowler present. Either has power to: instruct players to use protective mats, restrict play to specific areas of the green or declare the green closed.
- 3.10 Guests and social members may play on the greens, free of charge, no more than three times a season. Thereafter the public green fee is payable
- 3.11 The season will normally begin on the second Saturday in April and finish on the fourth Saturday in September. The annual dinner shall normally be on the second Saturday in November.
- 3.12 The Management Committee shall arbitrate on the above matters or items not covered.
- 3.13 Amendments to the constitution or rules can only be made at the AGM or a Special AGM. Members must submit proposed amendments in writing to the Secretary by 30 September.