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### A TRUSTEES

#### Trustees of the Land

The Club holds a 99-year lease at a peppercorn rent dated 21st February 1985

- Use of the land for the purpose of a private bowling club only.
- Only to be open to bona fide members, invitees and servants of the club.
- No alcohol may be sold on the premises. Alcoholic beverages taken onto club premises are for the consumption of members and their guests without any payment given or taken.

#### Trustees of the Club

The Club's obligations to observe the provisions and stipulations of the Lease are vested in the Club's Trustees.

They are those persons who have been elected to hold office in the following positions: - President, Secretary, and Treasurer.

The Trustees shall be indemnified against risk and expense from the Club resources.

### B AIMS

The Club aims to continually improve its facilities for the Verwood area and visiting bowlers. It seeks to raise the bowling standards of its members, to encourage good fellowship and sportsmanship and to promote the social and fund-raising activities which contribute to the aims and well-being of the Club.

The Club also will affiliate to appropriate bodies and organisations to enhance the expertise of the members. The Club is a non-profit making organisation. All income is to be used solely to meet the costs of the operational requirements of running the Club and no distribution shall be made to any member.

## C MEMBERSHIP

Persons wishing to join the Club are asked to complete an application form which is obtainable from the Secretary. Membership is open to all in the community and without discrimination on the grounds of Ethnicity, Nationality, Sexual Orientation, Religious Beliefs, Sex, Age or Disability except as a necessary consequence of the requirements of Lawn Bowls.

Membership is a privilege and any abuse to other members or club property will affect continuation of membership. The Verwood Bowling Club maintains its green and facilities through the dedication and work of the members. Only by these means can the Club minimise its subscriptions and fees. (See Operating Procedures OP10)

C1. The Financial Year is 1<sup>st</sup> October to 30<sup>th</sup> September to allow the annual subscription fees to be decided at the AGM. The Membership Fee becomes due from the end of February. These dates have been chosen for the following reasons: -

Financial year at the end of the playing season,

Subscriptions are collected ready for the start of a new season

C2. Members are not eligible to use the facilities of the club until their subscription is paid.

C3. Persons whose membership has lapsed will be required to make their intentions known to the secretary, who will advise of any additional fees required to facilitate membership.

C4. The Committee shall, at their discretion, be empowered to reimburse all or a proportion of the annual subscription in cases of hardship or for other acceptable reasons. Applications for reimbursement shall be made in writing to the Secretary before 1st April in each year for which such concession is sought.

C5. Playing Members who have paid their subscriptions are entitled to full use of the club's facilities.

C6. Junior Members are those persons below the age of seventeen who pay a reduced fee but have the same entitlement as adult Members.

C7. Social Members, who have paid their subscriptions, are entitled to use the club's facilities but no access to the Green, except when performing the duties of match umpires or markers.

C8. Honorary Life Members, as recommended by the Committee in appreciation of their previous services to the club, will be granted full access to those services enjoyed by members without subscriptions

## D MANAGEMENT

Management of the Club is by a Committee of 12 members holding the following offices:

D1.1 President is the principal representative of the Club, Chairman of the Management Committee and General Meetings.

D1.2. Vice President, acts when the President is unavailable, and is normally expected to be the next President. It would be beneficial if the Vice President takes up one of the active positions on the Management Committee.

D1.3. Secretary conducts the everyday business of the Club, and where appropriate may delegate the work required to other Committee members.

The Secretary's duties are –

to respond to any correspondence, and produce agendas for all meetings;

to notify the Committee of their forthcoming meetings, record the contents discussed and any actions required.

to notify members at least 3 weeks in advance of any forthcoming General Meeting. The Secretary will convene a Special General Meeting of the Club, giving at least three weeks' notice of the meeting - when required by the Committee; when ten or more Members offer a signed request.

The notice of the meeting will set out the matter to be discussed and, if members are required to take a decision, the notice will state the Motion to be put before the meeting, with the names of those who Propose and the Second the motion.

If the meeting is called at the request of members, the members concerned will furnish the Secretary with the required information to inform the meeting of the subject to be discussed and, if necessary, the form of motion on which a vote may be taken.

The Secretary shall maintain all such records as may be required by the various Associations to which the Club is affiliated.

D1.4 Treasurer is responsible for receiving all monies, including subscriptions, due to the Club. He/she holds the Club's cash and is one of the signatories authorised by the Committee for the use of bank accounts. He advises and consults the Committee for instructions regarding the use of Deposit Accounts or other forms of investment. He keeps such records as enable him to report on the Clubs financial position to any meeting of the Committee, and prepares and arranges for the audit of the Annual Statement of Accounts (coinciding with the end of the playing season) for presentation to members at the Annual General Meeting.

Treasurer reimburses individuals or Sub-Committees for any approved expenditure on the Club's behalf, against receipted bills, or other suitable records of expenditure required for the annual audit. He/she is empowered to agree with Sub-Committees or individuals, as to the manner in which monies collected on behalf of the club shall be paid into the Club's Bank Accounts.

The Ladies Section will be funded from the Club resources and will be accountable to the Club for all financial transactions related to that Section.

D1.5 Match Fixtures Secretary is responsible to the Committee for arranging the programme of friendly matches to be played during the season, and all correspondence connected with this work. This person is responsible for the preparation of the Club Fixtures List containing details of all competitions, league matches and social events.

D1.6 Competition Secretary is responsible to the Committee for organising and processing all internal Club Competitions

D1.7 Men's Captain and the Vice-Captain who deputies in the absence of the Captain, are responsible to the Committee for all matters appertaining to the play and conduct of all men's matches.

D1.8 Ladies' Captain is responsible to the Committee for all matters appertaining to the play and conduct of the Ladies matches. entitled to elect their own Officers and to organise their bowling activities as the Ladies Section of the Club.

D1.9 Ladies Section Secretary is responsible for the general organisation of the Ladies Section.

D1.10 Green Ranger supervises members in the maintenance of the Green and surrounding areas.

D.1.11 Publicity Officer to promote the Club's activities

D1.12 An additional Member without portfolio to serve on the Management Committee.

D2. The Committee Members are elected at the Annual General Meeting and retire at the next Annual General Meeting. All retiring officers and other committee members are eligible for re-election to the Committee.

D3. Playing Members are entitled to attend and vote at all General Meetings of the Club.

They are eligible for nomination and election to the Committee. They may nominate other members for election to the Committee, and may participate in all activities of the Club.

D4. Social and Junior Members have no voting powers in General Meetings and are not eligible for election to the Committee.

D5. Social members can be offered an Executive Membership at the discretion of the Management Committee.

This will only apply to those who have been Full Members for at least 5 years, and who now wish to assist the Club as an officer on the Management Committee.

D6. Lady members are entitled to elect their own Officers and to organise their bowling activities as the Ladies Section of the Club and to affiliate to appropriate bodies.

D7. Comments from members, whether critical or about perceived improvements, should be made in writing to the Secretary for reference to the Committee which will take any appropriate action. If a complaint is concerned with the conduct of a member, no action will be taken without first giving that member an opportunity of meeting the Committee.

D7. Ten or more members may request the Secretary to call a Special General Meeting of the Club.

#### E COMMITTEE DUTIES AND POWERS

E1. Five members of the committee will constitute a quorum and decisions will be taken by simple majority unless otherwise required by Rules. In the event of an equality of votes on any matter, the President, or in his absence the Chairman of the meeting shall have the casting vote.

E2. The President, or in their absence the Vice-President, will preside at all Committee Meetings. In the absence of both the President and Vice-President the Committee members present shall appoint a Chairman for that meeting only.

E3. The Committee may fill any vacancy occurring in its membership in the course of the year.

E4. The Committee may elect various Sub-Committees to deal with certain aspects of the affairs of the Club.

These Sub-Committees may include co-opted members serving together with Committee members.

The President or his designated deputy will chair any such Sub-Committee.

E5. The Committee will decide the opening date of the season and the finishing date.

E6. The Committee will decide:

- Match and competition fees to be paid by members and visiting bowlers, and a statement of this decision will be posted on the notice board.
- The reduced amount of subscription payable by a new member joining.
- Any action to be taken following consideration of suggestions and complaints

E7. At each meeting the Committee will receive a statement by the Treasurer of the Club's financial position, and will decide the details of any proposed investments and any expenditure needed in the interests of the Club.

E8. The Committee may recommend, for the consideration of members in Annual Meeting: -

E8.1 The conferment of Honorary Life Membership

E8.2 Nominations for appointment, to fill vacancies with respect to Trustees, Auditor or other offices of a special category.

E9. The Committee will be the arbiter of any question of interpretation of any Procedure, unless and until an Annual General Meeting decides otherwise.

E10. The Management Committee will appoint an Emergency & Disciplinary Committee to hold an inquiry into any case of misconduct or alleged misconduct or breach of the Constitution or any Regulation by a member or Official of the club. Any inquiry will be undertaken in accordance with the recommendations of Bowls England Regulation No.9.

E11. A Press Officer shall be appointed by the Committee to solely communicate information about the Club's activities.

#### F MEETINGS

There are basically four types of meetings, Committee, Emergency, and Special, Annual

Committee: -This meeting is held by the officers every two months, when the day-to-day operation of the club is organised.

Emergency: - The President will call for a meeting, when members need to be informed of some occurrence, for which a joint decision is required.

Special: - Members can ask for a special meeting when the request is supported by ten or more members

In any of the above meeting's decisions will passed by a two thirds majority of the members present.

Annual General Meeting: - this is held in the closed season at a date fixed by the Committee, to report on the past year activities, pass the year's accounts, and vote in officers by a simple majority, to function in the coming year.

The procedure for the AGM is as follows

Nominations of persons for election to the Committee are invited by posting a Nomination List in the Clubhouse during the whole of September; further nominations may be submitted in writing to the Secretary not later than

fourteen days before the date of the Annual General Meeting. A member may not act as Proposer or Seconder for more than two nominations.

The Agenda for the "Annual General meeting", will be circulated to all members by the Secretary, makes provision for:-

F1. The current President to offer a report on the past year and to propose the election of the next year's President.

NB. If more than one candidate is offered then selection will be by secret ballot.

F2 The duly elected President will take the chair and proceed with the business of the meeting as per the agenda.

F2.1. The Treasurer to present the previous year's Audited Accounts, which will then require a motion to accept the accounts. A proposer and seconder with a simple majority is required for the motion to pass

F2.2 To elect the Officers and Committee members for the forth coming year.

F2.3 To propose any changes concerning, sums payable for subscriptions, entry and re-entry fees.

F2.4 To propose the appointment of persons to fill vacancies as Auditor, Trustee, or other special categories of office:

F2.5 Propose any changes to the Operating Procedures of the Club.

F2.6 Consideration of any Motion presented to the Secretary, at least forty-two days prior to the meeting.

#### G. CLUB INSIGNIA

The Club colours are blue and gold. Badges and Ties, Flags or other insignia are acceptable only if they are of designs approved by the Committee.

#### H. LOSS OR DAMAGE

The Club accepts NO RESPONSIBILITY for loss of, or damage to vehicles or their contents parked near club premises or for any articles left on the Club premises.

#### I. PROCEDURES

Operating procedures are devised by the Committee with the joint objectives of ensuring that members shall have the fullest opportunities of enjoying their bowling, whilst at the same time protecting, maintaining and improving the green and the other amenities of the Club.

Any such Procedure issued by the Committee should be accepted by a two-thirds majority accepted by Members at the following Annual General Meeting or Special Meeting convened for the purpose.

Members are required to accept the Procedure with good grace and accept guidance from the Officers or Committee members when they are not observed.

A copy of the Procedures will be supplied to every new member, and posted on the Club notice board.

#### J. DISSOLUTION

In the event of the dissolution of the Club, which would require a two-thirds assent of members present voting in a General Meeting, the Committee, after consulting the Trustees will decide on the steps to be taken to wind up the Club. After discharging all debts and liabilities, the remaining assets will be transferred to any sporting organisation or charity that complies with the legislation of such matters.

*Constitution Ends*

## OPERATING PROCEDURES

### OP1 PROTECTION AND CARE OF THE GREEN

OP1.1 The available members of the Green Sub-Committee will decide when play may take place after heavy rain or may decide to close any or all rinks if in their opinion such action is justified for any reason. The appropriate Captain shall be informed of their decision as soon as possible.

OP1.2. The Green Sub-Committee have the power to arrange the rinks as they deem desirable in the interests of maintaining the green as a whole.

OP1.3. Players, Umpires and Members must wear smooth-soled heel-less footwear on the green.

OP1.4. Players must do their utmost to avoid "bumping" of woods on the green as this can be a source of much damage.

OP1.5. No person shall sit on the banks of the green in such a manner as to cause damage to the edges.

OP1.6. Running and smoking are not allowed on the green and no person shall drop matches, cigar, cigarette or pipe ash on the green.

OP1.7. Dogs are not allowed on the Club premises unless they are kept under control and away from the green.

OP1.8. Children are allowed on the Club premises only if accompanied by adults who will ensure that they are kept under control and well clear of the green.

OP1.9. Persons not engaged in the game shall stand or sit well clear of the green verges, and neither by word or act shall disturb the players.

OP1.10. Members are expected to be conversant with the Laws of the Game as stated by the World Bowls Board (subject to Bowls England Rulings).

OP1.11. Members are requested to wear tidy and suitable dress which should be interpreted as: -

OP1.11.1 Men's and Ladies dress code: For League, internal club competitions and casual play, players are expected to wear the current style of clothing as agreed by the Management Committee,

OP1. 11.2 Visitors and other non-playing members may be invited to use the green on payment of the fee as decided by the Committee from time to time for a maximum of three 2-hourly sessions. Dress should be smart casual wear with flat smooth-soled shoes.

OP1.12 So far as games in play will permit, members playing are expected to give other members, who desire to play, the opportunity of joining their game. When all rinks are in use it is desirable to arrange play so that full rinks are in use rather than partly filled rinks.

### OP2 CLUB COMPETITION RULES

OP2.1 All games shall be played in accordance with the latest issue of "Laws of the Game" adopted by the WBB (subject to Bowls England Rulings), in conjunction with those set out in these Rules of the various competitions, and on the rinks allocated by the Green Ranger.

OP2.2 Only paid-up members of Verwood Bowling Club may enter. Competitions, other than specified Junior Competitions, will be restricted to Members aged 12 and over.

OP2.3 All entry fees fixed by the General Committee must be paid before play.

OP2.4 The first named player of the schedule will be the CHALLENGER, who will be responsible for (a) obtaining a Marker for Singles, and (b) for offering two dates to the opponents within seven days of the termination of the previous round. If the offered dates are not acceptable, the players involved will determine a date by mutual agreement.

OP2.5 All games must be completed by the given date for each round. Should any difficulty arise concerning completion date of any match, the Competition Secretary must be notified, whose decision shall be final.

OP2.6 For matches other than singles, the players taking part in the first game shall constitute the TEAM. In any succeeding round, one player may be substituted and the substitute must not have played for any other team in that competition. All substitutes must be notified in writing to, and have approval of, the Competition Secretary. A substitute may not play in the skip position. The player who plays in the final shall be entitled to any award.

OP2.7 Failure to comply with any of the above Rules may result in the forfeiture of the match.

OP3 EXTERNAL COMPETITIONS

Members participating in external competitions must acquaint themselves with the Rules governing each competition they enter and recognise any constraints that may apply.

OP4 GUIDANCE FOR MATCH MARKERS

A notice is displayed in the Clubhouse entitled "Guidance for Markers in Club Competitions" and members should acquaint themselves with this document. The duties of markers are defined in Law 72 "Laws of the Game" issued by the World Bowls Board (subject to Bowls England Rulings).

OP5 GUIDANCE FOR STEWARDS

Members should refer to the "Guidance for Stewards" notice displayed in the Clubhouse. This document constitutes a Procedure and may be varied by Committee decision.

OP6 CHILD AND VULNERABLE ADULTS' PROTECTION POLICY

The Verwood Bowling 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;
- all individuals, irrespective of age, gender, religion, race or disability, have the right to protection from abuse;
- all individuals have the 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 will be appropriate to the nature of the complaint;
- the effectiveness of our policy is reviewed annually;
- a responsible person shall be appointed as Child Protection Officer whose details will be displayed on the general notice board, to enable members to address any concerns they might have to the management, through this officer.

OP7 INSURANCE

Full public liability is not covered. However, our policy adequately provides cover for members and invitees using the premises for the purpose of attending club events.

OP8 FIRST AID

A First Aid Kit and Accident Book are in the Clubhouse and all accidents must be recorded there. There is a defibrillator on the wall inside the Clubhouse.

OP9 RINK PLAY

There is a "Green" Diary which shows which rinks are needed for League and Friendly matches and those wishing to book a rink for a Club or Outside Competition game, need to book a rink in this diary. This diary will also show if it is planned for the Green to be closed for maintenance or treatment.

Those coming for informal play must note in the "Diary of Play" on the kitchen counter, which rink they played on and the date.

If the weather has been exceptionally wet, then the Green must be protected using the protective nets.

The last person leaving the Club premises must secure the Clubhouse, the Equipment Store and the gate and return the key to the appropriate location.

OP10 MEMBER PARTICIPATION

In order to keep fees to a minimum, Members are expected to help maintain the Green, the grounds and the cleanliness of the Clubhouse; also help and support social and fundraising events.

*Operating Procedures end*

**Notes:**

*This document is the original received from Mike Daymond.*

*Kindly note that for clarification, I have inserted the watermark and these notes.*

*Norman Pearce*

*Secretary*

*Dated:14Oct2023.*

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