

Wotton Under Edge Bowls Club Constitution

1 Name

The Club shall be called Wotton Under Edge Bowls Club, (hereafter referred to as the Club), and will be affiliated to Bowls England and Gloucestershire Bowling Association.

2 Objectives

- a. To promote the amateur sport of Lawn Green Bowls, providing opportunities for recreation, competition and community participation in the sport.
- b. To further this, the Club shall be affiliated to the associations shown in 1.
- c. All Matches shall be played in accordance with the laws of the game as approved by Bowls England. The Club and its members shall, as a condition of the continuation of affiliation to Bowls England, at all times and in all respects conform to and be bound by its rules.
- d. To promote social activities within the Club for the benefit of all members.
- e. To promote an atmosphere of goodwill between members.
- f. To enter teams and competitors in Association Competitions.
- g. This Club is a not for profit organisation.

3 Officers

a. Management Committee

Chairman	Club Captain
Treasurer	Ladies' Captain
Secretary	Men's Captain
Social Team Manager	Green Keeper

b. Other Officers

Fixtures Secretary	Competitions Secretary
Club Coach	Safeguarding Officer
Accounts Examiner	

- c. All of the above positions are to be elected annually from fully paid up club members, properly proposed and seconded. NB Only Ladies may vote for Ladies only posts, and only Men may vote for Men only posts.
- d. All officers will be accountable to the members at the Annual General Meeting and to the Management Committee.
- e. No person can hold more than one management position on the management committee, but may be elected to a role as an other officer.
- f. No members are empowered to spend any club funds or monies without the permission of the Management Committee.

- g. In the event of an emergency situation arising, The Chairman, Treasurer and Secretary shall have discretionary powers to make any necessary decisions and expenditure. Their actions are to be ratified by the full committee at the earliest opportunity.
- h. The Roles of officers are shown in appendix A.

4 Committees

The Management Committee shall have responsibility for the affairs of the club, as detailed below. There will be 2 standing teams formed, to look after Green Keeping and Social Management of the Club.

a. Management Committee

1. The Management Committee will have overall control of all club matters and activities – including reviewing fixture lists, preparing agendas for club meetings, maintaining the objectives of the club and for fixing club membership joining and match fees.
2. The Management Committee will consist of the officers of the club as indicated in item 3 above.
3. A quorum of a meeting will be 5 members.
4. The Management Committee has the power to co-opt other club members to the committee as and when deemed necessary.
5. All decisions of the Management Committee must be by a majority.
6. The Management Committee will meet at least every 6 weeks during the playing season, and at least every 8 weeks during the closed season.
7. A copy of the minutes will be kept of all meetings, and displayed in the Clubhouse.
8. The Chairman of the Management Committee will have the casting vote in the event of a tied vote by other members.
9. The property and/or assets of the club shall be vested in the Management Committee.
10. The Management Committee will have the power to approve such sub-committees as from time to time may be deemed necessary and shall receive reports from such sub committees at its meetings.
11. The Management Committee will have the power to fill vacancies of officers as and when necessary.
12. The Management Committee will vacate the position held by any club officer, if the officer is absent from 3 consecutive meetings without an acceptable explanation to the Club Chairman.
13. The Management Committee will have the power to suspend or expel any member deemed guilty of conduct prejudicial to the good of the club and its objectives. This decision is to have a 4 to 1 majority.

b. Green Keeping Team

1. The Green Keeping Team is responsible to the Management Committee through the Green Keeper
2. The Greens Keeping Team is responsible for maintaining the green and the associated plant and machinery.
3. The Greens Keeping Team is made up of non elected volunteers working under the stewardship of the Green Keeper.

c. Social Team

1. The Social Team is responsible to the Management Committee through the Social Team Manager.
2. The Social Team is responsible for running and operating the Bar, the Kitchen, Club housekeeping, cleaning etc. It is also responsible for organising social events that take place throughout the year, the winter social programme, and any fund raising events.
3. The Social Team is made up of non elected volunteers working under the stewardship of the Social Team Manager.

5 Selection and process for Club friendly fixtures

- a. The Club Captain is responsible for each friendly fixtures team selection.
- b. All Ladies and Men Leagues and Cup match selections will be made under the authority of the Ladies and Men's Captains. These selections do not come under the remit of the Club Captain. Please see Roles of Ladies and Men's captains in appendix A.
- c. Teams will be selected from the fixture sheets relevant to each forthcoming fixture. It is each member's responsibility to familiarise themselves with these fixtures and register themselves accordingly.
- d. The Club Captain will ensure that all members have an equal opportunity to play in friendly matches throughout the season, and keep a record of those selected for each match.
- e. The Club Captain will appoint a Captain of the Day for each match, the selected captain is then responsible for all match day activity. To include:
 1. Selecting each rink team, and the positions of each member to a specific team.
 2. Greeting and liaising with opposing Captain, to configure rinks, and the agreed playing format for the day.
 3. Ensuring club rostered volunteers, for bar and refreshments are in attendance and advised (if required) of their duties for the day.
 4. Complete the setup of the required rinks, with all appropriate equipment necessary, and oversee all equipment is also returned to the relevant storage area after the match is completed, and secure all areas accordingly.
 5. Collect all rink fees (as amount agreed at the AGM) and deposit separately within the bar till, with match details listed for later identification.
 6. Score cards are to be returned to the Fixture Secretary for retention.

6 Membership

- a. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs and by paying the relevant subscription/joining fees as determined by the Annual General Meeting of the club members.
- b. However, limitation of membership according to available facilities may be applied by the Management Committee on a non-discriminatory basis.
- c. A candidate for membership shall apply in writing to the Secretary and shall be proposed by a playing member and seconded likewise. The application form will be posted on the Club notice board for not less than 7 days and/or emailed to members. Any comments regarding an application should be made in writing to the Secretary. Election will be by majority vote of the Management Committee.

- d. The club will endeavour to keep subscription at levels which will not prevent people joining.
- e. There shall be four classes of membership available, these are;
 - 1. Full Membership (age 18 years or older)
 - 2. Junior Membership (age under 18 years): Members who are under 18 years on the 31st of August of the previous calendar year. The minimum age of juniors wishing to join the club shall be at the discretion of the Management Committee.
 - 3. Social Membership: For those that support the objectives of the club but who are not playing members.
 - 4. Honorary Life Membership: This is given for outstanding long term service to the club. An Honorary Life Member will be exempt from membership fees.
- f. The membership year shall be from the 1st of January to the 31st of December each year. Fees to be paid in full by the 21st of February (unless specifically agreed by the Management Committee), such fees not paid by this date will deem membership to have lapsed.
- g. If a new member is admitted when the season has been in progress for sometime, a reduced fee may be payable. This is at the discretion of the Management Committee.
- h. Membership fees will be decided at the Annual General Meeting. See section 7.c.4
- i. Only Full and Honorary Life members shall be entitled to vote at Annual and Extraordinary General meetings.

7 Annual General and Extraordinary General Meetings

- a. An Annual General Meeting will be held no later than the end of November in any year.
- b. The Secretary is to give 21 days' notice of the meeting.
- c. The business of the Annual General Meeting will be to:-
 - 1. Confirm the minutes of the previous Annual General Meeting and any Extraordinary General Meetings held since the last AGM.
 - 2. Receive the examined accounts for the year from the treasurer.
 - 3. Elect the officers, accounts examiners and delegates of the club.
 - 4. Decide the subscription rates and other fees for the forthcoming year.
 - 5. Transact such other business received in writing by the Secretary from Members submitted at least 10 days prior to the meeting and included on the agenda.
- d. Nominations for club officers must be given in writing to the Secretary at least 14 days prior to the AGM.
- e. A member who is not present at the meeting is not eligible for election to any post within the club unless a written apology has been sent to the Secretary.
- f. In the event of no nominations being received prior to the meeting they can be made from the floor only at the discretion of the Chairman.
- g. All proposals for the AGM must be submitted in writing to the Secretary at least 14 days prior to the meeting.
- h. The Secretary will give notice of the agenda, and circulate relevant information for the meeting, not less than 7 days before the meeting, either by post or e mail and posting it on the notice board.
- i. All discussions may only take place through and with the permission of the Chairman.
- j. The Quorum for general meetings is 25 members.
- k. Proposals may only be voted upon at the AGM

- l. Extraordinary General Meetings may be convened by the Management Committee or on receipt by the Secretary of a request in writing from not less than 20% of the Members of the Club entitled to vote. At least 21 days' notice of the meeting will be given, relevant information circulated as in 7.h above.
- m. Alterations to the Constitution can only be made at an AGM or a duly constituted EGM by a majority of 2 to 1.

8 Finance

- a. The Treasurer will submit annual accounts which will be examined and approved by the duly appointed Accounts Examiner.
- b. A detailed financial account is to be given to the Management Committee prior to the AGM.
- c. Financial reports will be made throughout the year at the Management Committee meetings.
- d. The Clubs financial year runs from the 1st of November to the 31st of October.

9 Complaints & Disciplinary Procedure

Wotton Under Edge Bowling Club will adopt the current policy and guidelines of Bowls England under Regulation Number 9.

10 Club Competitions

- a. All club competitions will be managed by the Competitions Secretary.
- b. The Competitions Secretary and the Club Captain will set the members handicap for the handicap competitions.
- c. The Competitions Secretary will have the power to scratch any members from any competition if the dates for that round are not adhered to.
- d. All competitions will be played to the Club competition rules.
- e. Members, who are also members of another club, may enter Club Competitions. However at the start of the season they must nominate which Club they would represent should they wish to progress to County or National competitions.

11 Attendance and Dress.

- a. Players must be in attendance for a match at least 20 minutes before any match is due to start.
- b. If a player(s) is not in attendance, the Captain of the match will bring in a reserve(s).
- c. Should the replaced player arrive late, they will not be reinstated unless there are no reserves in attendance.
- d. The order of reserves is to be as the team list.
- e. Dress to be as stated on the team sheets, Club Competition rules or League rules, as required.

12 Safeguarding Policy

- a. The Club adopts the Bowls Development Alliance policies, Safeguarding Adults in Bowls, and Safeguarding Children in Bowls, in its duty of care to protect all Children and Vulnerable Adults participating in bowls activities.
- b. To this end the Club shall appoint a Safeguarding officer to administer these policies, and use its best endeavours to ensure that all allegations of abuse are taken seriously and responded to quickly in accordance with the above policies.

13 Property and Funds

- a. The property and funds of the Club cannot be used for the direct or indirect private benefits of its members.
- b. The club may also in conjunction with the sports and social functions of the Club, sell food and drink to members and their guests.

14 Winding Up

- a. The members may vote to wind up the Club if not less than 75% of those present and entitled to vote, support a proposal at a properly convened General Meeting.
- b. The Management Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the Club, the Management Committee shall dispose of the net assets remaining to one of the following:-
 1. To another club with similar sports purposes which is a charity and /or
 2. To the Club's national governing body/bodies for use by them for related community sports.

15 Limitation of Club Liability

- a. All references to the Club in this Section shall mean each and every individual member of the Club from time to time.
- b. The Club will not accept any liability for any damage to or loss of property belonging to members.
- c. 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 or Servants of the Club.

Appendix A. Roles of Officers

Chairman

Manage all aspects of the management committee including chairing meetings, and representing the club at external events when invited.

Treasurer

Manage all financial affairs of the club, including keeping accounts, preparing income and expenditure statements and simplified balance sheets, paying invoices and claims, banking, collecting subscriptions and other monies. The Treasurer will also prepare and submit annual accounts for examination

Secretary

Administer the affairs of the management committee including dealing with all correspondence, arranging committee meetings, AGMs etc, preparing agendas, taking and distributing minutes, maintenance of the club's membership records and web site, to ensure that the club is represented at Gloucestershire County meetings, and undertaking any duties as decided by the Management Committee.

Club Captain

Manage all aspects of play, including friendly match selection, keeping playing records, inducting new members into the club, resolving any issues that may arise, reporting to the Management Committee, and to liaise with the Ladies and Men's Captains, and the Club Coach as required. The Club Captain also selects the charity that the club will collect for during the membership year.

Ladies' and Men's Captains

Manage all aspects of play for the appropriate playing branch of the Club, and appoint League Captain(s) for external league and cup competitions. The Captains are to ensure that the Club is represented at the appropriate league meetings, and liaise with the Secretary to ensure league and cup competition entries are submitted for the following season.

The captains also oversee the selection process for the league teams. In ideal circumstances, this should be done by the appropriate captain (ladies or men's) plus 2 league captains, or the appropriate captain (ladies or men's) plus 1 league captain and 1 competent club member.

Social Team Manager

To look after all ancillary aspects of running the club. This includes running a team of volunteers which looks after the 4 main areas of responsibility. These are the Club's social activities, refreshments, the bar, and club housekeeping, and to co-opt help when needed. See appendix B.

Green Keeper

The prime role of the Green Keeper is to look after and maintain the green and prepare the green for match play. This will include running a team of volunteers to maintain the playing green to the highest possible standard. It also encompasses looking after and maintaining the Clubs plant and machinery, and care of Club equipment.

Fixtures Secretary

Arrange all Club fixtures for the coming season, prepare the fixture list for printing, liaise with the Secretary regarding any other clubs wishing to use our facilities. The Fixtures Secretary reports to the Management Committee

Competitions Secretary

To arrange all internal club competitions, including setting the handicap, ensuring competition rounds are completed on time, and arranging the running order for finals weekend. The Competition Secretary reports to the Management Committee.

Club Coach

To help and assist new bowlers coming to the Club to learn to play Bowls, and to reach a sufficient standard where they can be selected for Club friendly matches, and become full members. The Club Coach liaises with the Club Captain.

Safeguarding Officer

To undertake the duties as set out in section 12 of the Club Constitution, following the Bowls England's policies on Safeguarding. The Safeguarding Officer reports to the Chairman.

Accounts Examiner

To examine and approve or otherwise the clubs accounts each year.

Appendix B. Social Team

The Social Team Manager has to organise a team of people to assist with the running of the Club, and to keep financial accounts of the activities for submission to the Club Treasurer. The main areas of responsibility are,

Bar

Appointing a Bar Manager to run the bar, ordering drinks and snacks, stock control, etc, and keep receipts and financial accounts for submission to the Social Team Manager and Club Treasurer. Also to request volunteers to man the bar, and form a rota of bar personnel to perform bar duties for bowls matches, the winter season and any special events that arise during the year.

Refreshments

Appointing a Catering Manager to purchase, organise and run the club refreshments for league matches, friendly matches, touring events and other club events that arise during the year, and keep receipts and financial accounts for submission to the Social Team Manager and Club Treasurer. Also to request volunteers to assist with these duties, and form a rota of members to carry out tea duties through the playing season.

Domestic Housekeeping

To manage the contract for the Club's cleaner, window cleaning etc, purchase of cleaning and sanitary products.

Social Activities

To organise the Club's social activities throughout the year. This includes, but is not limited to, bingo, skittles, quizzes, barbeque, theme nights, presentation night etc. Also to request volunteers to help run these events, forming rotas where necessary.

Revisions

1) January 2025

Removal of President, Bar Manager and Buildings Manager from the management committee

Some changes of Officers titles, and expansion of Officers duties.

Clarification of Friendly match selection, of Green Keeping duties and the duties of the Social Team

Revision of some Officers duties

Appendix B re written

Change of club year to 1st of Jan to 31st Dec

Clause 1.g added, membership clause 5.4 removed and 6.c added.

Section 8, clause 8.d added.

Attendance clause 11.a changed to 20 minutes

Auditor changed to accounts examiner throughout the document.

Amendments to treasurer role as a result of Auditor changing

Section 15 limit of liability added

2) November 2025.

Section 12 amended, with the adoption of Bowls England Safeguarding policies.

The Club decided to move away from the squad system to choose players for league teams, instead to pick the strongest available team. This removes the requirement for Men's and Ladies' Captains to keep playing records of people selected to play.

Bowls England have re issued Regulation 9, Disciplinary and Complaints procedure, and it is a mandatory requirement of all affiliated Bowls Clubs to adopt this procedure. Section 9 has been re written to reflect this new requirement.