

ASHCOMBE PARK BOWLING CLUB



Milton Road, Weston Super Mare BS23 2UY

CLUB CONSTITUTION

24th November 2024

1. NAME

The Club shall be known as Ashcombe Park Bowling Club, hereinafter to be referred to as the Club. The Club shall be affiliated to Bowls England and the Somerset Bowls Association and be bound by their rules and regulations including guidelines regarding child protection and the protection of the vulnerable.

2 AIMS AND OBJECTIVES

The aims and objectives of the club shall be:

- To offer the opportunity to play and enjoy flat green bowls.
- To offer coaching and competitive opportunities in Flat Green Bowls
- To promote the club and bowls within the local community
- To manage the Bowls facilities at Ashcombe Park
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone.

3 MEMBERSHIP

- Membership of the club is open to anyone interested in promoting, coaching, volunteering, or participating in Bowls, 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 AEC reserve the right to refuse any application for membership in any form.
- It is a condition of membership that all Full Members under the age of 80 years (at signing on day) are required to undertake a rostered duty, and all Applicants shall agree to this condition on completion of an application form. The successful Applicant will be allocated a duty, bearing in mind the Applicants preference, if possible.

Social Members may be invited to undertake a duty, but it will not be a condition of membership of the Club.

4 MEMBERSHIP CATEGORIES

- Full Member: Over 18 years of age and with full voting rights
- Junior Member: Under the age of 18 years with no voting rights.
- Social Member: Have full access to the Club house facilities but have no voting rights and are not permitted to take part in any arranged bowling events.
- Ex-playing Members who remain members but no longer bowl and have previously paid their full membership fee for a minimum of 5 years, have full voting rights, and may be elected to serve on Committees. If they wish to bowl, they must pay the relevant green fees but are not permitted to take part in any arranged bowling events.
- Life Member: As elected by the AEC to acknowledge outstanding service to the Club. Life Members will not have to pay the annual membership fee but shall have full voting rights. Life membership shall be cancelled if a Life Member leaves the Club and joins another outdoor bowling club as a full member.
- Concessionary Member – open to any Member that has been a full paying bowling member for at least 10 years. They will have voting rights & will join as a ex-playing members & pay the additional rink fees for the year. Concessionary Members will be permitted to have roll-ups & join the umbrella's, however for any friendlies or touring team matches they will share the game with another party playing half the match each. They will not be able to play in league or cup matches or internal competitions.

Members in each category will pay membership fees, as determined at the Annual General Meeting.

Individuals shall not be eligible to take part in the business of the Club, vote at general meetings, or be eligible for selection of any Club teams unless the applicable subscription has been paid by the due date.

Those seeking full membership shall complete the appropriate membership application form which shall include the name, address and contact details of the candidate and the names of two Full Members of the Club as Proposer and Seconder. A notice of application for membership shall be posted on the Clubs notice board for a period of not less than seven days after which time those seeking Full or Junior Membership shall be interviewed by the Captain and Vice-Captain or in the absence of one, the appropriate players representative.

5. MEMBERSHIP RESIGNATIONS

Resignation as a playing member of the bowling club should be received in writing to enable Ashcombe to release them to register for other outdoor bowling clubs. Any playing member resigning their membership from the club will lose their right to social membership and voting rights. No refunds will be made under any circumstances for players resigning their membership.

Membership of the Club will be deemed to constitute acceptance of the Club's rules, regulations, policies, and consent to the holding of relevant personal data only for the purposes of the Data Protection Act.

6. SPORTS EQUITY

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and take steps to address them. It is about changing the culture of sport to ensure it becomes equally accessible to everyone in society.

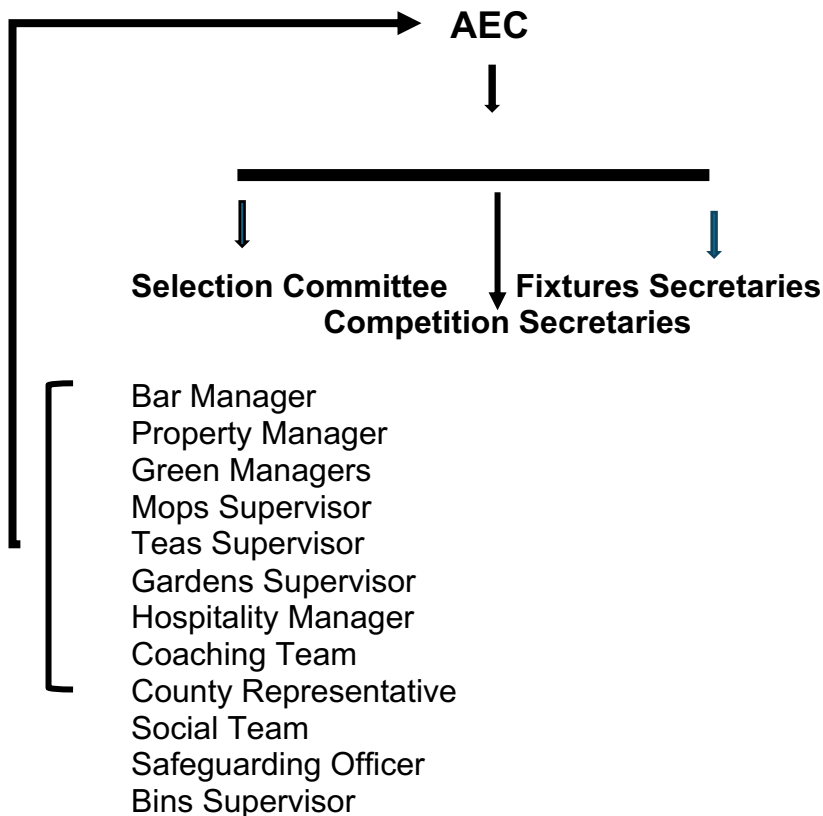
- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of the game of bowls regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, or social/economic status.
- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.
- All club members will have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

7. MANAGEMENT

The Club shall be managed by means of: -

Ashcombe Executive Committee (AEC) comprising:

- Chairperson
- President
- Vice President
- Men's Captain
- Ladies Captain
- Club Secretary
- Treasurer
- Men's Rep
- Ladies Rep



All members of the AEC shall be elected annually at the AGM excepting the Chairperson, Club Secretary & Club Treasurer who shall be elected bi-annually. The Vice Captains & Vice Presidents will be selected by the incumbent Captains & Presidents for approval at the AGM elections. These roles can be opposed by anyone putting their names forward in the normal manner.

If the post of any officer or ordinary committee member should fall vacant after such an election the AEC shall have the power to fill the vacancy until the succeeding Annual General Meeting.

All AEC members must all be full playing members of the club or a member who has previously been a full playing member for at least 5 years. At least three AEC members shall be unrelated or non-cohabiting. Any conflict of interest must be declared to the Chairperson prior to the start of any meeting. The Chairperson shall determine if the member may remain in the meeting and/or vote when an item is discussed.

AEC meetings shall be convened by the Secretary of the club and held no less than 6 per year.

It shall be responsible for:

1. Club Constitution
2. Prime policy making
3. General Club administration.
4. All Club property and equipment
5. Maintaining full control of all financial matters, excepting major (above £5K) expenditure, for which authorisation must be requested from the Club Trustees and members should be informed at the AGM
6. It shall have full decision-making authority between AGMs with the power to enact club rules providing these decisions do not conflict with or change the constitution.
7. The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
8. The chairperson shall have a definitive vote and the deciding vote.

8. MEN'S AND LADIES' SELECTION COMMITTEES

The selection committees will have full responsibility to select the teams in line with Ashcombe Park Bowling Club rules & work within the published club procedures.

The Committees shall consist of:

Captain (Ladies or Gents)

Vice-Captain

Three other members (elected at the AGM).

They should announce & publicise the team selection in good time.

The selection committee shall report into the AEC via the Ladies & Men's Captains.

9. CONTROL OF THE GREEN

The Greens Manager has total control of the greens and in the event of inclement weather, or any other reason, their decision to close the greens will be final.

10. DUTY MANAGERS

The elected Managers and the Supervisors shall liaise with the AEC as required.

11 TRUSTEES

The property of the Club shall be vested in up to four Trustees, who shall be appointed by the AEC, to be dealt with by them, as the AEC may from time to time direct by resolution (which will be entered in the minutes as evidence).

The Trustees shall hold office until death or resignation or removal from office by the AEC. If it is necessary to appoint a new Trustee(s) the AEC shall nominate the person(s) to be appointed. The Chairperson of the AEC shall appoint the new Trustee(s)

Trustees shall be indemnified against risk or expense when acting in accordance with their legal responsibilities.

12 FINANCES

The Club Treasurer shall be responsible for the finances of the Club. The financial year of the Club shall run from 1st October, to 30th of September. All Club monies shall be banked in a bank account held in the name of the Club as agreed by the AEC; an audited statement of annual accounts shall be presented by the Treasurer at the AGM.

13 ANNUAL GENERAL MEETINGS (AGM) and EXTRAORDINARY GENERAL MEETINGS (EGM)

General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

The Club shall hold the Annual General Meeting on the last Sunday in November to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chairperson-
- Elect all the officers.
- Receive a report from the Treasurer and approve the Annual Accounts
- Agree the membership fees for the following year.
- Approve proposed changes to the Constitution, require a 2/3rd majority of attending, eligible members.
- 'Any Other Business' shall not be allowed at the AGM.

Notice of the AGM shall be given by the Club Secretary before the Closing Day with at least 21 days' notice to be given to all members.

Nominations for officers of the committee shall be posted on the Club noticeboard by the Secretary, 21 days before Closing Day.

Resolutions/motions for the AGM must be submitted in writing to the Secretary at least 21 days before closing day. The proposal, signed by the proposer and seconder, will be posted on the Club noticeboard for not less than 14 days prior to closing day.

Any changes to the constitution will only be voted upon by those present at the AGM. Any other issues can be voted upon via post, email or in person at the AGM. Postal votes & email votes must be received by the club by the Tuesday preceding the AGM. Where officers are not contested for election, no vote will be required. Any position of officers not fulfilled on the date of the AGM will be followed up after the meetings conclusion.

The quorum for AGMs/EGMs will be 20% of the voting membership and appropriate officers.

An **Extraordinary General Meeting** (EGM) shall be called by an application in writing to the Secretary, with the proposal supported by at least 33% of the voting members of the Club. The AEC shall also have the power to call an EGM by decision of a simple majority of the committee members. All procedures shall follow those outlined above for AGM. Notification of the reasoning behind calling the EGM should be notified to the Membership.

14 ALTERATIONS TO THE CONSTITUTION

The Club Constitution may only be altered, or amended, following a two third majority vote at an AGM. Proposed alterations or amendments must be made to the Club Secretary at least 28 days before the said meeting. Proposed alterations must be displayed on the club notice board at least 14 days prior to closing day (as per 12 above). A copy of the altered/amended Constitution must be sent to the appropriate authorities.

15 INDEMNIFICATION

Should the need arise the members are indemnified by suitable insurance.

16 GRIEVANCES/COMPLAINTS

Any Member who has a grievance or complaint as to his/her treatment or relationship with other Members or club policies shall address that issue to the AEC via initially, their representative. The Committee shall investigate the grievance/complaint in line with the grievance policy and try to resolve the matter by dealing with the Member directly.

Any external complaints should be received in writing & managed as above.

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures. The Safeguarding Officer is the lead contact for all members in the event of any child protection concerns.

17 DISCIPLINE

The AEC will make every effort to resolve grievances amicably. Should disciplinary action be deemed necessary then in accordance with club rules and procedures Bowls England Regulation 9 (or any subsequent regulation) will be invoked.

18 SUGGESTIONS

Any suggestions by a Member shall be made in writing via the Men's or Ladies Representative, who will liaise with the member and, if the member still wishes, forward the suggestion to the AEC for consideration at their next meeting. A written response will then be provided.

19 ANNUAL SUBSCRIPTIONS

These will be reviewed annually and put before the Annual General Meeting (AGM) for approval. These will include Joining Fees, Membership Fees, Green Fees and Match-Fees. Membership fees and Green Fees are to be paid within one month of opening day or, (for new members) within one month of joining. The fees shall be:-

- 1) Membership Fee These are Full, Ex-Playing, Junior, and Social
- 2) Match Fees. Payable by all members who wish to use the greens and/or play in matches.
- 3) County Registration fees, payable for every bowler to be registered to play in the County Leagues & other BE competitions.

20 REGULATIONS RELATING TO A REGISTERED LICENSED CLUB

The Club shall adhere to the requirements of the Licensing Act 2003 (or any subsequent Act) regarding the purchase and supply of excisable goods

Members of visiting teams and their guests will be considered as temporary members of the Club and may purchase such liquors. Guests of Club Members may be considered as temporary members, dependent on their names and addresses being entered in the Club Guest Book.

No intoxicating liquor will be provided for or to persons under 18 years of age.

21 OBLIGATIONS

Club Opening:

The Club premises shall be open to Members at such times as the AEC shall direct.

22 SAFEGUARDING:

The Club shall adhere to the Safeguarding Policies of the Bowls Development Alliance & since adopted by BE & EIBA and will ensure that its contents are communicated to Members and clearly displayed within the Club for Members and visitors.

23 HEALTH AND SAFETY:

The Club will undertake to protect the safety of members and visitors alike and adhere to the legislation within the Health and Safety at Work Act 1974 as per their health and safety policy.

24 DATA PROTECTION:

The Club shall adhere to the requirements of the Data Protection Act 2018 including the requirements of the UK G.D.P.R (United Kingdom General Data Protection Regulation) (or any subsequent Act) regarding the handling of members' personal data.

25 POLICIES OF BOWLS ENGLAND

The Club has adopted & follow by the following policies of Bowls England

- Anti-doping
- Betting Integrity
- Anti-bullying
- Children and Vulnerable Adults (Safeguarding)
- Discrimination, Equal Opportunities and Human Rights
- Misconduct, Suspension and Exclusion of members (See Bowls England, Rule 9)
- Trans & gender Diverse Policy
- Whistle Blowing Policy

26 DISSOLUTION OF THE CLUB

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. The disposal of Club assets will be decided at the EGM by a majority vote. No member may receive any benefit from such a dissolution, but the assets should go to other voluntary organisations having similar

