

Pembroke Gardens Bowling Club

Constitution and Rules



As approved November 2019

SECTION 1 - CONSTITUTION

Title

1.1 The Club shall be called Pembroke Gardens Bowling Club, hereafter referred to as “the Club” and shall be affiliated to Bowls England (BE), Bowls Hampshire (BH), Portsmouth & District Bowling Association (P&D) and Portsmouth & District Women’s Bowling Association (P&DWBA).

Objects

2.1 To foster and promote the sport of flat green bowls, short mat bowls and other allied activities at all levels, providing opportunities for recreation and competition.

Membership

3.1 Membership of the Club shall be open to any person, regardless of race, age, gender, sexual orientation, religious belief or ability, who completes a membership application form and pays the relevant subscription fee as determined by the Club.

3.1.1 Full, Junior and Life Members, who are appropriately registered, are eligible to play in P&D and P&DWBA league matches, BE, BH, P&D, P&DWBA and Club competitions and friendly matches. Full and Life Members who are not registered may play in Club competitions and friendly matches. Only Full and Life Members may vote at General Meetings. Proxy votes will be accepted provided the Member has notified the Secretary of the proxy’s name prior to the meeting.

3.1.2 Associate Members may bowl on the Green and may, if selected, play in friendly matches, on payment of the appropriate green fee, determined by the Club.

3.1.3 Junior Members must be under 18 years old when accepted as a new Member and shall become Full Members on reaching the age of 18.

3.1.4 Life Members may be nominated from time to time by the Executive Committee in recognition of outstanding or long-term service to the Club. They have the same rights as Full Members.

All nominations must be approved at a Club AGM in accordance with Clause 10.7

The appointment of Life Members shall not impede or restrict the acceptance of new Members.

3.1.5 All Members may play short-mat bowls in the Clubhouse during the winter season on payment of the appropriate session fee.

3.2 Applications for Membership must be made on the Club's application form and applicants must, normally, (see Rule 3.3), be proposed and seconded by members of the Club. The completed application form must be sent to the Secretary for consideration by the Executive Committee. A simple majority decision by the Executive Committee in favour will decide admittance.

The Secretary will inform the applicant by letter of the outcome of the application for membership.

The Executive Committee may refuse membership (or expel from membership) only for good and sufficient cause, such as conduct or behaviour likely to bring the Club or the sport into disrepute. An appeal against such a decision may be made to the Club's members and decided by majority vote. The Club has adopted Bowls England Regulation No. 9 and this will be the basis for handling all disciplinary matters.

duty of steward OR to arrange for a deputy to carry out the duty. The Member making the change shall inform the Stewarding Coordinator, giving the name of the deputy. The schedule displayed in the changing room shall be updated by the Stewarding Coordinator to record such changes.

Members are responsible for checking the schedule and ensuring their shift is covered.

4.2 The steward on duty shall be responsible for the overall security of the Club premises, collecting and accounting for money taken and for ensuring that players conform to the rules of the Club. The steward shall report any breaches of the rules or any unacceptable conduct to the Executive Committee.

The steward shall decide which rinks are available for general play and for allocating equipment and rinks to visitors.

4.3 The steward on duty shall have the final decision on whether the green is usable in the event of adverse weather or playing conditions.

4.4 The tasks to be carried out by the duty steward shall be set out by the Stewarding Coordinator and recorded in the stewards' diary.

.....End.....

code will be specified in the competition rules.

2.3 Short Mat Section: - There is no formal dress code for roll-ups. For friendlies Club colours or white above the waist with grey trousers or skirt shall be worn.

2.4 Umpires and markers are normally required to abide by the same rules for dress as the players.

Footwear

3.1 Players, Umpires and Markers in all games, including roll-ups, shall wear white, brown or grey smooth-soled footwear without heels whilst playing on the green or acting as Umpires or Markers. This is a Bowls England Regulation.

3.2 No sandals are allowed in Women's County or P&DW games.

3.3 Bowling shoes are to be worn within the confines of the Club.

Club Stewards

4.1 The Club shall provide a steward to be on duty during specified dates and times to oversee security of the premises, set out the green, facilitate Club roll-up sessions, deal with visitors wishing to bowl and carry out day to day housekeeping tasks specified in the stewards' Diary.

The task will normally be undertaken by Members of the Men's Section and the Stewarding Coordinator shall display a schedule of stewarding shifts allocated to Members. The schedule will be sent to Members by email and posted on the notice board in the Men's changing room showing allocated shifts for the coming month.

It is the responsibility of each nominated Member to undertake the

3.3 When an applicant is unable to provide a proposer and seconder who are members of the Club one of the following actions will apply:-

3.3.1 If the applicant has been a member of other bowling clubs the Secretary will contact the officers of the other club(s) to obtain a verbal report fulfilling the Club's duty of care under Safeguarding provisions. The Executive Committee will consider the applicant and the procedure set out in 3.2 will be applied.

3.3.2 If the applicant is new to bowling he or she, at the discretion of the Executive Committee, may be allowed to play without payment of subscription or green fees on one occasion. The applicant will then be required to obtain a proposer and seconder who are members of the Club and submit an application form. The Executive Committee will consider the applicant and the procedure set out in 3.2 will be applied.

3.4 The Club recognises that it has a duty of care to safeguard the welfare of all Members who are involved in bowls played under the jurisdiction of BE, BH and the P&D that fall into either of the following categories - all junior players (defined as those under the age of 18) and adults at risk (defined in detail in the P&D Safeguarding Adults at Risk Policy Document). In this respect the Club has adopted the Policy set out by BE, BH and implemented the Policy and Procedures set out by P&D as displayed on its website.

3.5 Every Member shall furnish the Secretary with up-to-date contact details that shall be recorded in the Register of Members and any notice sent to such address or addresses by post or electronically shall be deemed to have been duly delivered. Any notice placed in the internal Club mailbox shall be deemed to have been duly delivered. All personal data held by the Club is subject to the standards and guidelines issued by the Information Commissioner and complies with the General Data Protection Regulations (GDPR) issued in 2018.

3.6 Membership will be restricted to 120 unless amended at an Annual or Special General Meeting.

Officers

4.1 The Officers of the Club shall be: -

President - a male or female President (ideally alternating from year to year) will be elected as a figurehead for the Club at friendly matches and other functions organised by the Club.

Section Captains – Section Captains will be elected for the Women’s Section and the Men’s Section to organise team selection for league matches and report results to the P&D and P&DWBA. Both Captains will select teams for friendly matches.

Green and Stewarding Coordinator - a Green and Stewarding Coordinator will be elected to manage stewarding duties and oversee maintenance of the bowling green and peripheral grounds through the outdoor season.

Building Maintenance Coordinator – a Building Maintenance Coordinator will be elected to manage essential repairs and maintenance to the clubhouse and ancillary buildings.

Secretary - a Secretary will be elected to keep records of Club Members and meetings, represent the Club in negotiations affecting the property lease and necessary contacts with suppliers and contractors.

Treasurer - a Treasurer will be elected to collect money on behalf of the Club, make payments and disbursements, maintain a bank account, prepare annual accounts and make proposals for fees for the ensuing year.

Section Secretaries – Secretaries will be elected for the Men’s and Women’s Sections to liaise with Bowls England, Bowls Hampshire, P&D and P&DWBA, organise competition entries other than Club competitions and attend relevant meetings.

SECTION 2 - RULES

Rink Access

1.1 Rinks may be booked in advance in the diary. The order of priority shall be: -

1. Club league matches
2. Club friendlies
3. National Competitions
4. County competitions
5. P&D/P&DW competitions
6. Club roll-ups
7. Club competitions

Dress

2.1 Men’s Section: -

For roll-ups any colour shirt with a collar and any colour long trousers or tailored shorts may be worn.

For league games - Men’s Section shirts with grey trousers shall be worn.

For friendlies, dress code will be stated on the team sheet. For County and P&D competitions dress code shall be specified in the competition rules.

2.2 Women’s Section: -

For roll-ups grey below the waist (trousers, culottes, skirt or tailored shorts), white blouse or shirt with collar and sleeves, Women’s Section purple fleece (optional) above the waist. Tights are optional.

For league games - Women’s Section shirts with white skirts, trousers or culottes optional and must be of approved style in white or cream and plain visors may be worn. Sockettes may be worn but must not be visible, socks worn only with trousers. For friendlies, dress code will be stated on the team sheet. County and P&D competitions dress

Men's Section Secretary
Women's Section Secretary

The amounts payable shall be decided and voted on at the Club AGM.

Dissolution

11.1 The Club may be dissolved by a resolution passed at a General Meeting provided that:-

At least 14 days notice is given in writing (or by email) by the Secretary to each Member of the Club.

At least 75% of the Full Members present at the Meeting vote in favour of the dissolution.

At least 30% of the Members are present.

11.2 Portsmouth City Council, as landlord, shall be notified immediately of the resolution to dissolve the Club, as passed at a General Meeting.

11.3 In the event of dissolution of the Club any assets remaining after the satisfaction of all debts and liabilities shall not be distributed among the Members of the Club but shall be given or transferred to one or more of the following approved sporting or charitable bodies:-

One or more registered charitable organisations

Another club that is a CASC

The sport's national governing body for use by such body for related community sports.

Bar Steward - a Bar Steward will be elected to manage bar purchases, stock and sales and to ensure compliance with licensing regulations.

Short Mat Coordinator – a Short Mat Coordinator will be elected to oversee arrangements for provisioning, security and bowling activities for Short Mat bowling through the autumn and winter.

Catering Coordinator – a Catering Coordinator will be elected to oversee the planning of meals for friendly matches and other fixtures with responsibility for purchases, food preparation, hygiene standards and financial control.

Match Secretary – a Match Secretary will be elected to plan and arrange home fixtures against visiting and touring clubs and to organise away fixtures, including transport.

Election of Officers

5.1 Officers shall be elected as follows:-

Short Mat Coordinator – elected at the Short Mat Section Pre-season General Meeting in September.

Men's and Women's Sections – elected at a Section Annual General Meeting (AGM) in October

All other Officers – elected at the Club AGM in November.

5.2 All Officers are elected for a period of one year but may be elected to the same or another office the following year.

Executive Committee

6.1 The affairs of the Club shall be controlled by an Executive Committee comprising the Officers. The Executive Committee shall meet at agreed intervals, generally monthly and not less than four times a year. A Chairperson shall be elected by the Officers at their first meeting.

6.2 The duties of the Executive Committee shall be:-

6.2.1 To manage and control the affairs of the Club on behalf of the Members.

6.2.2 To keep accurate accounts of the finances of the Club through the Treasurer. These shall be available for reasonable inspection by Members and shall be examined by the appointed accounts examiners before every Club AGM. The Club shall maintain a bank current account and such other deposit or savings account as the Executive Committee shall approve. All cheques drawn against Club funds shall be signed by the Treasurer and one other Officer. The Executive Committee shall fix and agree fees for the ensuing year subject to confirmation at the Club AGM.

6.2.3 To co-opt additional members of the Committee as the Committee feels necessary. Co-opted members shall not be entitled to vote on the Executive Committee.

6.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes the Chairperson shall be entitled to a second and casting vote.

6.2.5 To appoint Sub-Committees as needed to fulfil Club business.

6.2.6 To appoint two or more Trustees to be the Tenants, as defined in the Lease Agreement with Portsmouth City Council.

Finance

10.1 The income and property of the Club shall be applied solely towards promoting the Club's objectives as set out in the Rules and Constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club. This rule does not prevent the Executive Committee authorising, from time to time, donations to other Community Amateur Sports Clubs (CASC) or charities in response to requests from National, County and Portsmouth and District Bowling Associations.

10.2 The Treasurer shall keep financial accounts which shall be prepared, examined and presented at each Club AGM. All records shall be kept for a minimum period of three years.

10.3 Subscriptions and other fees shall be recommended by the Executive Committee to Members at each Club AGM for approval. Subscriptions shall become payable at the Pre-Season Meeting and not later than 1st May or such later date as the Treasurer shall publish from time to time. Failure to pay by 1st May or such other date as the Treasurer shall publish will result in loss of membership.

10.4 Members incurring expenses wholly and necessarily in support of the Club's activities shall be reimbursed by the Treasurer on production of suitable evidence of such expenditure.

10.5 Annual honoraria shall be paid to the following officers: -

- Club Secretary
- Club Treasurer
- Catering Coordinator
- Green and Stewarding Coordinator
- Short Mat Coordinator
- Bar Steward
- Match Secretary

9.4.7 Elect two Accounts Examiners.

9.4.8 Elect two members of the Bar Sub-Committee

9.4.9 Transact such other business received in writing by the Secretary from the Members at least 14 days prior to the meeting and included in the agenda.

9.5 A Special General Meeting may be convened by the Executive Committee or on receipt by the Secretary of a request in writing from not less than ten Full Members of the Club. At least two (2) weeks notice of the meeting shall be given. A duly called Special General Meeting must be held within four (4) weeks of the date of receipt of the request. Only resolutions specified in the agenda shall be discussed.

9.6 At all General Meetings, the Chair will be taken by the President or, in his or her absence, by a deputy elected by the Members attending the meeting.

9.7 Except for changes to the Constitution and Rules and the approval of proposed Life Members, decisions made at a General Meeting shall be by a simple majority of votes from those attending the meeting and entitled to vote. For changes to the Constitution and Rules and the approval of proposed Life Members a majority of at least two thirds of those attending and entitled to vote shall be required.

9.8 A quorum for a General Meeting shall be 25 Full Members. Each Member shall be entitled to one vote at General Meetings.

9.9 Information may be conveyed to Members and the public by means of electronic communication and the Club's website.

Section Management

7.1 For the purpose of managing bowling activities the Club shall be organised into three Sections, as follows: -

Men's Section

Women's Section

Short Mat Section

7.2 The Men's and Women's Sections shall each hold a Pre-season General Meeting in March to plan for the season ahead and an AGM at the close of each season in October, to elect Officers for the following year.

7.3 The Men's and Women's Sections shall each elect annually at their AGM a Section Secretary, a Section Captain and Captains of other league teams, as required for the following year. The duties of the Section Captain shall be to oversee the coaching and selection of teams for league and other matches. The duties of the Section Secretary shall include liaison with the P&D and P&DWBA who arrange fixtures for league matches and set up procedures to manage player availability. The Section Secretary shall be responsible for registering players, displaying fixture lists and for re-arranging matches due to fixture conflict or abandoned games.

7.4 The Men's Section shall elect annually at their AGM a Section Competition Secretary to plan and organise men's internal Club competitions, including arrangements for Club Finals and the engraving and presentation of trophies.

7.5 The Short Mat Section shall elect annually a Short Mat Coordinator and decide on arrangements and fixtures for the season ahead.

Bar

8.1 The Bar Sub-Committee will consist of the Bar Steward and up to two other Members who will be elected annually. It will oversee the purchase and sale of bar products and ensure adequate controls are put in place to comply with licensing laws and sound financial control. The Sub-Committee will meet as necessary and will report to the Executive Committee.

8.2 The Bar Steward will keep records and produce accounts in consultation with the Treasurer. The bar accounts will be examined and presented with the Treasurer's statement of accounts at the Annual General Meeting.

8.3 Only Full and Associate Members of the Club and their guests over the age of 18 will be eligible to purchase alcoholic drinks at the bar. All guests who are Full Members of other bowling clubs affiliated to Bowls England and on Club premises to take part in a match will be deemed temporary members solely for the purposes of purchasing alcohol from the bar. All other persons will be signed in by a Full or Associate Member.

Meetings

9.1 The AGM of the Short Mat Section shall be held in September (see 8.5 above), the Men's and Women's Sections in October and the Club AGM in November. The dates will be decided by the Executive Committee and Members informed at the beginning of the outdoor season.

Nomination forms for all Officers shall be posted on all relevant notice boards not less than two months before each Meeting.

9.2 Proposals for changes to the Club Constitution and Rules, duly seconded and in writing and other items for the agenda must be received

by the relevant Section Secretary at least three (3) weeks before the AGM. Members will receive the relevant agenda, together with all proposals for changes to the Club Constitution and Rules at least two (2) weeks before an AGM.

9.3 Nominations for vacant positions may be accepted at the Meeting provided the nominee is present. Section Secretaries will raise any matters arising from Section AGMs, not covered elsewhere on the agenda, at the Club AGM.

9.4 The business of the Club AGM shall be to: -

9.4.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

9.4.2 Receive the annual report of the Committee from the Secretary

9.4.3 Receive the examined accounts for the year from the Treasurer.

9.4.4 Approve the subscriptions, green fees and all other charges and honoraria for the ensuing year.

9.4.5 Approve by the required majority of votes any changes to the Constitution and Rules and the appointment of Life Members proposed by the Executive Committee.

9.4.6 Elect the following Officers of the Club:-

President

Green and Stewarding Coordinator

Building Maintenance Coordinator

Secretary

Bar Steward

Short Mat Coordinator

Match Secretary

Catering Coordinator