
Great Hollands Bowls Club



The Rules

Version 2 for 2024

Great Hollands Bowls Club
Recreation Ground
South Road
Wokingham
Berkshire
RG40 3EE
Tel : 01344 300105

TABLE OF CONTENTS

1)	The Rules	3
2)	Committees	3
3)	Individual Roles	4
4)	Club Finances	5
5)	Membership.....	5
6)	Members Dress Code.....	5
7)	Club Premises General.....	5
8)	Use of the Club Premises	6
9)	Guests.....	7
10)	Child Protection	7

1) THE RULES

- i) The Rules and The Constitution shall be strictly adhered to by all the Club members and other persons entitled to use the Club premises.
- ii) Ignorance of the existence or misunderstanding of The Rules will not be accepted in the defence of any Club member who contravenes them.
- iii) The Executive Committee shall be able to make or amend these rules for the Club as and when appropriate and have the power to adjudicate on any dispute or matter not covered by The Rules. Any proposed additions or alterations to The Rules may be made by a proposal, signed by at least ten members and submitted to the Secretary. The proposal will be considered by the Executive Committee within the next two meetings. The decision of the Executive Committee will be communicated to the presenter of the proposal.

2) COMMITTEES

2.1) Executive Committee

The Executive Committee has 6 members:

Chairperson : Chairs Executive Committee meetings, AGM/EGMs with impartiality

Club Captain : Furthers the good name of the Club and completes the official calendar

Clubhouse Manager : Coordinates activities to maintain the upkeep of the Clubhouse

President : Represents the Club on match days and at other special events

Secretary : Minutes all Executive Committee meetings and manages Club correspondence

Treasurer : Maintains the financial records of the Club, prepares monthly accounts and an annual balance sheet for approval at the AGM. Has authority to operate all Club accounts, make payments and collect membership fees.

- i) The Executive Committee meets once a month for normal Club business and at any time on an emergency basis.
- ii) A Quorum for Executive meetings is 4 Committee members. They each have one vote. The Chairperson has a second (or casting) vote where a first vote is tied.
- iii) No member who serves on a committee responsible for managing another outdoor bowling club shall be eligible to serve on the GHBC Executive Committee.
- iv) No member of the Executive Committee may hold more than one position on the Executive Committee where this could impact the Committee reaching a Quorum and infringe voting rights.
- v) For any proposed expenditure for the Club, other than running costs, the Executive Committee shall be able to incur costs on any single project to the following limits:

£2K from existing Club funds and up to a maximum of £2K obtained by a loan, if required, at the best financial market term in each calendar year.

Proposed expenditure in excess of these limits for a single or for multiple projects must be approved at an AGM/EGM.

- 2.2) **The Clubhouse Management Committee** supports the Clubhouse Manager in all aspects of maintaining the clubhouse, it's safety and cleanliness. Members of the Clubhouse Management Committee may be Bowling or Social Club members.
- The financial commitment of the Management Committee is limited to £500 on any one project. Further commitments are to be ratified by the Executive Committee. This may be done either at an Executive Committee meeting or, in the case of an emergency/urgent maintenance matter, by seeking Executive Committee approval by email.
- 2.3) **The Ladies' Committee and The Men's Committee** oversee the activities for bowling Members that are gender specific. The Ladies Chairperson is supported by her Captain, Vice Captain and Secretary. The Men's' Captain is supported by his Vice Captain and Secretary.
- 2.4) **The Match Selection Committee** selects players/teams for friendly games against other clubs.
- 2.5) **The Social Committee** organises social events and plays a major part in club fundraising. Members of the Social Committee may be Bowling or Social Club members.
- 2.6) **All Committees** are to report their undertakings to the Executive Committee.
- 2.7) No Member may hold more than one position on any one Committee where this could infringe voting rights or impact the Committee reaching a Quorum.

3) INDIVIDUAL ROLES *(job descriptions under review)*

Accounts Examiner(s) : ensure the accounts show a true/fair view of the club's financial position.

Bar Manager : stocks/refills, keeps tally of the Honesty Bar, prepares rosters, cleans equipment.

Duty Barmen : responsible for all bar related activities and for closing/locking the clubhouse.

Child Protection Officer(s) : responsible for the safety/wellbeing of Junior members/vulnerable adults.

Club Coach(es) : organise the initial training for new bowlers.

Competition Secretary : organises and runs the internal club competitions.

Development Officer (previously Membership Officer/Membership Secretary): responsible for new bowler recruitment and progression.

First Aiders : provide emergency support, advice and training.

Food Hygiene Officer : is required to implement the current Food Hygiene Regulations for the kitchen, bar and club events (current Level 2 Food Hygiene Certificate).

Ladies' and Men's Captains : responsible (respectively) for running the ladies and gents league teams and friendly matches.

Ladies' and Men's County Reps : Liaise with RCBBA and the Executive Committee and report back to the Club on County matter. Reps are supported by their respective secretaries.

Match Secretary : organises friendly matches against other clubs.

Social Committee Chair : responsible for coordinating the activities of the Social Committee and for providing income/expenditure statements to the Treasurer.

Webmaster : maintains the website and has responsibility for a wide variety of IT tasks.

Welfare Officer : provides support to members when required and notifies of bereavements.

4) CLUB FINANCES

The Club Accounts shall be closed on the 30th September each year and agreed by the Executive Committee not less than 4 weeks before the AGM. The Treasurer shall present the audited accounts to members at the AGM. Signatures to authorise cheques and withdrawals on behalf of the Club shall be two out of three signatures of the Treasurer, Secretary and a nominated Executive Committee member.

5) MEMBERSHIP

5.1) General

- i) The number of Bowling Members including Junior Members is limited to 150. The minimum age for a Junior members is 12 years on application, with transfer to full bowling membership on reaching their 18th birthday. Junior Members shall pay a subscription of half the adult subscription as long as they are in full-time education.
- ii) Junior members and Social members do not have Voting Rights on any Club business. *(Constitution 3.1.1)*
- iii) All subscriptions shall be paid to the Treasurer.
- iv) A member is deemed to be one who has paid a subscription in accordance with Club Rules. Those not meeting this requirement will be denied access to the Club premises.
- v) The Executive Committee shall have the power to reprimand, suspend or expel any persons who infringe Club Rules. Appeals must be made, in writing, through the Secretary and reinstatement of membership will be at the Executive Committee's discretion. *(Constitution 3.6.2 - in accordance with Bowls England Regulation 9)*
- vi) Complaints from Club members shall be submitted in writing to the Secretary who will raise them at the next Executive Committee meeting. *(Constitution 3.6.3)*
- vii) When representing the Club, all members must have Club stickers on their bowls and wear Club uniform.

6) MEMBERS DRESS CODE

- i) Only flat-soled bowling shoes can be worn on the Green.
- ii) Members shall wear Club shirts with grey trousers, shorts or skirts (as stated in the Club Diary) for Club competitions, friendly games and league matches. New members and guests may wear white tops with collar and sleeves.
- iii) Members may wear casual dress for roll ups but no vests.
- iv) Dress code for County matches will be determined by RCBBA Rules.

7) CLUB PREMISES GENERAL

7.1) Behaviour

- i) Members of the Club are expected to be polite and to show respect to other Club members and visitors.
- ii) Members should behave in a way which is beneficial to the Club and all other members.
- iii) Drunkenness, bad language or disorderly conduct is not permitted on Club premises. It is the duty of every Club member to report any such infringements to the Executive Committee through the Secretary.

- iv) Any member, visitor or guest attempting to use or sell illegal drugs will be reported to the Police and will be barred from the Club.

7.2) **Drinking Glasses and Other Club Property**

Carrying drinks glasses on the Bowling Green is not allowed. Members are responsible for returning all glasses to the bar. Any other items of Club property that members have previously removed from the Clubhouse or storage sheds must be returned.

7.3) **Kitchen**

Club members who use the kitchen services (except on match days) are responsible for the payment of money for making refreshments and ensuring that all crockery is washed, dried and put away.

7.4) **Mandatory Duties**

It is a mandatory condition of Membership that all members carry out duties as listed on their respective duty roster, namely Clubhouse cleaning and match tea preparation.

7.5) **Permissions**

- i) Any Club activity which involves betting requires prior approval from the Executive Committee.
- ii) Executive Committee permission must be obtained before any notice, which is designed to solicit or canvas for donations or subscriptions, is displayed in the Clubhouse.
- iii) Bowls bags and equipment can only be left in the Clubhouse at the discretion of the Executive Committee. Any such items are left at the owner's risk.

7.6) **Pets**

No animals are allowed to enter the Clubhouse with the exception of assistance dogs. Outside the Clubhouse, well controlled dogs may accompany Club members. They must be kept on a short lead, never be left alone or be a distraction to bowlers.

7.7) **Security**

Members are to ensure that the Clubhouse is secure when leaving the premises unattended.

7.8) **Suggestion Box**

Members are encouraged to submit suggestions to the Executive Committee using the box in the Clubhouse or by emailing the Secretary who will acknowledge receipt in either case.

8) USE OF THE CLUB PREMISES

8.1) **Clubhouse and Bowling Green**

All Junior members under 18 years of age must be accompanied by an adult bowling member while on or in any part of the Club premises.

8.2) **Club Bar**

- i) Permitted hours for the supply of alcohol are listed in the licence granted by the Licensing Authority of Bracknell Forest Council and are exhibited in the Clubhouse.
- ii) Use of the Club Bar is for all Bowling and Social members, their family and guests. Only alcoholic drinks purchased from the Club bar(s) may be consumed on Club premises.
- iii) There will be no sale of alcohol to persons under 18 years of age.

- iv) Alcohol will not be supplied for consumption off the Club premises except to Club members in person.
- v) Profits from the selling of alcohol shall be used for the benefit of the Club as a whole.

8.3) **Hire of the Clubhouse**

An application for use of the Clubhouse is to be made by completing the 'Application Form for Hire of the Clubhouse' giving a minimum of one month's notice (except in the case of funerals).

A decision will be made at an Executive Committee meeting and minuted appropriately (time permitting), alternatively a decision by email will be made outside of a committee meeting providing a quorum is met (4 executive members).

Once approved the Bar Manager and the person in charge of the kitchen are to be informed as soon as possible.

A charge¹ of £25.00 for the hire of the Clubhouse must be paid in advance to the Clubhouse Manager, if the bar is requested a further charge of up to £25.00 will be payable to the bar person direct, any special drink requirements to be notified to the Bar Manager at least 7 days in advance of the event, the Bar Manager may impose certain conditions as they see fit e.g. short life opened drinks etc. The hirer is solely responsible for all/any damages and breakages.

The Executive Committee's decision will be final.

8.4) **Visiting Teams**

At the discretion of the Executive Committee, on the day of the match, match officials, members of visiting clubs or teams and their partners, immediate family and friends may have admittance to the Club premises and permission to purchase from, and be supplied by, the Club with alcohol for consumption on the premises. (see 8.2 iii)

9) **GUESTS**

9.1) **Bowling Guests**

Bowling members are permitted to introduce guests to the Club to bowl. A green fee² per guest per visit will be payable to the Bar Manager. Members will be responsible for the conduct of their visitors. Guests will be subject to The Rules and their visit must be recorded in the Visitors Book.

9.2) **Social Guests**

To comply with legal and safety requirements, members bringing visitors to attend a social function must ensure they are signed in. A temporary membership fee³ will be charged and must be paid at the bar.

9.3) **Precedence**

Club members take precedence over guests on the Bowling Green.

¹ Fees will be set by the Executive Committee from time to time and shown on the Application Form for Hire of the Clubhouse.

² Fees will be set by the Executive Committee from time to time and displayed in the Clubhouse.

³ Fees will be set by the Executive Committee from time to time and displayed in the Clubhouse.

10) CHILD PROTECTION

Members have a legal and moral obligation to exercise their duty and care to protect children and vulnerable adults participating in Club activities. Any concerns a member may have should be addressed to the Child Protection Officer(s). GHBC adheres to the Bowls England policies: Safeguarding Children in Bowls; Safeguarding Adults in Bowls. Both policies are displayed in the clubhouse. (*Constitution 8.2*)