

DANBURY BOWLING CLUB

Rules and Constitution

(Latest update November 2024)

1. Title

The Club shall be called The Danbury Bowling Club, situated in premises on Lower Playing Field, Mayes Lane, Danbury, CM3 4NJ.

2. Aim

The Club is a non - profit making amateur sports organisation whose aims are:-

- a. To provide facilities for and encourage participation in the game of lawn bowls
- b. To promote good fellowship and comradeship among its members and with other bowling clubs and associations.

3. Management

- a. The Club shall be managed on a day to day basis by four principal officers:-

Chairman Secretary Treasurer Club Captain

In addition, the Club Committee shall comprise of the following members:-

2 Vice Captains
Social Secretary
Match Secretary
Club Competitions Secretary
Members Secretary /Assistant Treasurer
Ladies Captain
Ladies Vice Captain
Ladies Secretary
Bar Manager
Green Manager
Clubhouse Manager

N.B. In the event of the Club Captain being a lady, then the Ladies Captain will be replaced by a Men's Captain. All appointments to the Club Committee shall be subject to an annual election.

- b. At the first meeting of the Club Committee after the AGM, Committee Members will appoint a Vice-Chairman and an Assistant Secretary from their membership. Together with the Assistant Treasurer these officers will ensure continuity of management in the absence of any of the Principal Officers.
- c. Seven members of the Committee shall form a quorum.
- d. If any vacancy arises the Committee shall have the power to fill that vacancy for the period up to the next Annual General Meeting. The Committee may also co-opt members as necessary. Co-opted members shall not be entitled to vote.
- e. Any matters shall be decided by a majority vote, and in the event of equality the Chairman shall have the casting vote.
- f. The Committee shall have the power to recommend alterations to the Club Rules and submit them to the A.G.M for approval. Any member of the Committee shall be able to request a recorded vote.
- g. The Committee shall draw up the Agenda for the A.G.M.
- h. The Bar Manager shall establish a sub-committee, which will comprise of the Bar Manager and two other members. The two other members will be subject to approval by the Club Committee before serving on the Bar Committee.
- i. The Greens manager, Clubhouse Manager and Social Secretary may individually form a sub-committee as, and when circumstances demand. The members will be subject to formal approval by the Club Committee.
- j. No Major changes in organisation and management of any aspect of the club shall be made by an officer without the agreement of the Club Committee.

4. Membership

- a. Membership of the Club shall be open to all who are interested in the game of lawn bowls without discrimination and regardless of ethnicity, nationality, sexual orientation, religion or disability provided that this does not reasonably prevent the person from playing bowls to an acceptable standard of proficiency. All full members shall have equal status and voting rights at all meetings. Persons under the age of 18 may be admitted as junior Members. Such applicants shall be considered without being placed on any waiting list, and if accepted shall not be included in the total membership of the Club until the season after they have attained the age of 18. Junior members will not have any voting rights at the A.G.M. or any other meeting.
- b. The number of new members admitted to the Club and their enrolment shall be at the discretion of the Club Committee. All members shall be informed of pending applications by names being displayed in the Clubhouse at least 14 days before

they are considered by the Committee. Any observations which existing members wish to make shall be put to the Club Secretary during that time.

- c. All applicants shall be required to sign an undertaking to abide by the Club Rules before they acquire full membership.
- d. The election of applicants for membership shall be by a simple majority vote of the Committee, and the decision shall be conveyed to the applicant by the Membership Officer. Successful applicants who are experienced bowlers will be required to forward their subscription immediately. Novices will undergo an introductory course of training by qualified instructors or experienced bowlers nominated by the Committee. This is to see if they still wish to proceed with their application and to achieve a standard of play which is good enough for them to begin normal play on the green. They shall not be required to obtain statutory Club dress or pay the annual subscription until they have been approved. No-one shall be entitled to admission to the Club premises and enjoy the privileges of membership until 2 days have elapsed following their election.
- e. Any member wishing to continue contact with Danbury Bowling Club after ceasing to be active as a bowler, or non-bowling partner or relative of an existing member may apply for 'Social membership'. Social members shall not have voting rights at the A.G.M. or any other meeting. The number of social members shall be at the discretion of the Committee. Applications for social membership will follow the same rules that apply for normal membership. Should a non-bowling social member subsequently wish to commence or recommence bowling, they will have to re-apply for full membership in accordance with the existing rules. Social members will be expected to abide by all the other Rules of the Club as appropriate.
- f. A tea rota shall be produced by the Match Secretary each year to cover every home Friendly match. Tea duty on this rota is a condition of membership, except for those serving on the Committee.
- g. All members, full and social, will accept that personal data, e.g. name, telephone number, email and address will be kept by the New Members secretary, Club Secretary and Club Treasurer. It may also be passed to team leaders if playing in any competitions. Names and telephone numbers of all members will be put in the Club handbook. Names, phone numbers and addresses of some committee members will be published in the club handbook.

5. Subscriptions

- a. Subscriptions shall be determined annually by the A.G.M, or (if convened) an Extra-ordinary General meeting.
- b. All members, other than those elected as Life Members, shall be required to pay the annual subscription (Junior Members 50%). Subscriptions reminders will be sent out for fees to be paid by 31st January but post-dated cheques to the 31st March will be acceptable. Subscriptions for new members admitted after 1st April shall be calculated on a pro rata basis. No refund or part refund will be made on Annual subscriptions as of 31st March.
- c. Use of the green for bowling purposes by guests or social members shall be permitted provided prior permission is granted by one of the senior committee members to ensure that the bowler is of an acceptable standard. These sessions must be in the company of at least one Danbury playing member and be restricted to a maximum of 4 times a year and at a cost of £3.00 per game. This money shall be identified by placing it in one of the dedicated envelopes for collection by the Treasurer. This money will be deducted from the annual subscription if that person is approved and wishes to become a full member.

6. Accounts and Audit

- a. All monies received by or on behalf of the Club, including bar takings, shall be used for the benefit of the Club. Any surplus income or gains may be donated to charities or Community Amateur Sports Clubs (CASC's) as may be agreed by the Committee.
- b. The accounts and balance sheet of the Club shall be prepared annually up to 30th September, and such accounts and balance sheet, shall be examined by an Independent Assessor and presented to the next following A.G.M. for approval and adoption.
- c. The Committee shall appoint a person of suitable knowledge and experience, who is not a member of the Committee, to act as an Independent Assessor.

7. Alterations to the Rules and Other Proposals

- a. No alterations or additions shall be made to the Club Rules and Constitution except at the A.G.M., or at an E.G.M. called by the Club Secretary. (see below)
- b. The Club Secretary shall notify members before the end of the playing season of the date, time and place of the A.G.M, and invite members to submit any amendments to the Rules, or any proposals or recommendations, including the name of the proposer and seconder, to the Secretary not less than 28 days prior the A.G.M.
- c. Any member who wishes to submit proposals affecting the Club Rules or any other issue relating to the management and welfare of the Club and its members, must forward them in writing and in accordance with rule 7b above.
- d. Any proposals or recommendations received from members shall, together with those of the Committee, be included in the agenda for the A.G.M, which shall be sent to members not less than 10 days before the meeting.
- e. Notwithstanding what is said above, any matters of an urgent or emergency nature may be discussed and decided upon at the Committee meeting if a simple majority vote at the Committee meeting agrees that it is acceptable.
- f. The annual subscription shall be included as a standard item in the agenda. Any recommendations for changes shall, however, be subject to rule 7a to 7e above.

- g. *An Extra-ordinary General Meeting.* The Club Secretary may at any time at their discretion, and shall within 14 days of having received a written request to do so, signed by no fewer than 10 members and stating their reason for the request, convene an E.G.M. of the Club. A notice of the meeting shall be sent to all members stating the purpose of the meeting whether it be in respect of altering the rules or any other significant matter.

8. The Annual General Meeting

- a. The A.G.M. shall be held in November of each year on a day and at a venue decided upon by the Club Committee.
- b. The business of the A.G.M. shall include:-
1. Correspondence received
 2. Annual reports from the Chairman and other nominated officers and Members of the Committee.
 3. The approved balance sheet, signed by the Independent Assessor, made up to 30th September each year.
 4. Annual subscriptions and fees.
 5. Any proposals or recommendations submitted in accordance with rule 7.
 6. Election of officers and Committee members for the ensuing year. In the event of more than one nomination for a position a vote shall be taken at the meeting. All nominees must have been proposed and seconded by September 30th of that year.
 7. Election of Life Members, on the recommendation of the Club Committee, for outstanding service and devotion to the Club.
 8. The proposed calendar of events.
- c. One fifth of the Club membership entitled to vote shall form a quorum at the A.G.M. and any E.G.M.
- d. Matters shall be decided by a majority vote, and in the event of equality the Chairman shall have the casting vote.
- e. If a paper ballot is required the Chairman shall nominate 2 scrutineers at the beginning of the meeting to count the number of votes.

9. Dress

- a. Danbury Bowling Club has an approved Club shirt. It is recommended that this shirt is worn by ladies and gentlemen at all games including league games, friendly games, county games and tour matches.
- b. The dress code for Club afternoons, evenings and casual or practice sessions, for those members not wishing to wear the Club shirt, is a white collared shirt/blouse.
- c. The normal dress below the waist will be grey. For ladies this will be in the form of skirts, tailored shorts or tailored full or cropped trousers. For gentlemen this will be in the form of tailored full trousers or tailored shorts. Tailored means conforming to the standards of dress supplied by bowling equipment retailers.
- d. On some occasions specified by the Committee and also where the fixture list dictates, white clothing will be worn below the waist. This will be in the form of skirts, tailored shorts, full trousers or cropped trousers for ladies and tailored full trousers or tailored shorts for men. As with the grey clothing these will conform to the standards dictated in rule 9c.
- e. The dress code for friendly matches will normally be grey in midweek and white at the weekends. Any change to these arrangements can be made only by the Match Secretary with agreement from the Committee
- f. New members awaiting Club or badged shirts will be permitted to play in a white collared shirt/blouse.
- g. Over garments such as jumpers, cardigans, fleeces, body warmers, waterproofs, etc. will be white unless supplied in the Club colours under the auspices of the Committee
- h. The wearing of Club ties by gentlemen is not compulsory. However there may be occasions stipulated by the Club Captain, where this is required.
- i. All players must wear approved footwear on the green as per EBA Rules. Approved bowls sandals may be worn on Club afternoons and in Friendly matches provided that they are used for bowling only and members wearing them take responsibility for any injury sustained through wearing them. Bowling shoes must never be worn in transit to Club premises or the premises of other Clubs.
- j. Anyone not adhering to the Dress Code may be asked by a Committee member to leave the Green.
- k. Members should be aware that the dress code at other Clubs may differ and when playing there, members must abide by their rules. Similarly there are specific dress codes for certain competitions and Danbury Bowling Club has a specific dress code that must be adhered to at all times when playing at the Club representative matches and members involved in these will be expected to adhere to the appropriate codes.

10. Conduct

All members are expected to conduct themselves with due decorum whilst on the Club premises, and whilst representing the Club in a playing capacity, or in an administrative role. When dealing with outside organisations, or individuals, members must not bring the Club into disrepute. Members must comply with any arrangements made between the Committee and third parties. Any member, without discrimination, who does not abide by the Club Rules and Constitution, shall be warned in writing by the Club Secretary, and informed that if there is a further breach of the Rules and Constitution, a meeting of the Committee will be called to consider the members' expulsion. Acts of gross

misconduct, which include, but are not limited to, wilful damage, theft, physical, verbal and sexual abuse, may be subject to instant dismissal at the discretion of the Committee. No member will be expelled without having a full opportunity to state their case before the Committee. The Club Secretary will inform the member of the decision in writing.

11. Complaints

Any Club member wishing to make a complaint or observation on matters affecting the Club and its members should do so to the Club Secretary, normally, in writing, for consideration by the Committee at its next meeting.

12. Play (All Rules to be under the rules of the EBA/EWBA)

- a. When necessary, the following order of precedence shall apply to the allocation of rinks:-
 1. National
 2. County
 3. Chelmsford and District League
 4. Central Mid-Week League
 5. Chelmer Ladies League
 6. C & D Competitions
 7. CMBL Competitions
 8. Chelmer Ladies Competitions
 9. Outside Competitions (e.g. Coronation Pairs)
 10. Club Competitions
 11. Friendly Matches
 12. Club Afternoons (see section 5. Regulations k in Competition Rules)
 13. Social booking (restricted to one week in advance).
- b. Unless a significant reason for a change is approved by the Greens Manager or Club Captains the direction of play and the colour in use on each day of the season shall be strictly in accordance with the official Club Chart, with the exception of National and County games, for which rinks, shall be allocated by the Club Captain. National and County Competition games shall determine the direction of play and the colour in use for the session(s) during which they occur. All other external competitions may select rink but not direction of play.
- c. When more than one National/County Competition is due to be played during the same session, the players involved shall draw for the choice of rinks and agree or draw for the choice of colour. This shall also apply when more than one Chelmsford and District and/or Central Mid-week competition take place during the same session. For Club competitions there shall be a straight draw for rinks. (see Club Competition rules m)
- d. Any dispute about the draw for and the use of rinks shall be referred to the Club Captain for a decision.
- e. The Club Captain, Ladies' Captain and Vice Captains shall be responsible to the Committee for the selection of teams for all friendly matches. All nominations for County selection shall be done by the Club Captains. All league match selections are the responsibility of the team captains.
- f. If any Danbury members are drawn to play against each other in an external competition at Danbury then neither side shall pay a Green fee.
- g. Club Competitions rules and regulations shown in the attached schedule shall be regarded as incorporated in the Clubs Rules and Constitution, and compliance with them shall be a condition of entry to the competitions.

13. Bar

- a. The bar shall be open for the supply of intoxicating liquor to members and their guests within the hours permitted by the current Licensing Act, subject to the particular and specific requirements of the Club from time to time.
- b. The conduct of the bar and its management shall be handled by the bar committee.
- c. The monies received from bar takings shall be used for the benefit of the Club and for no other purpose.
- d. The bar committee shall be solely responsible for the supply and control of intoxicating liquor, soft drinks and items of refreshment provided at the bar.
- e. Visitors to the Club premises for the purpose of playing or assisting with the sporting activities of the Club may be supplied with intoxicating liquor for the consumption on the Club premises.
- f. Intoxicating liquor may be supplied to and consumed only by persons over the age of 18 years. Junior members shall, during permitted hours, be debarred from the use or enjoyment of any area of the Club premises authorised by law for the supply of intoxicating liquor, except in such circumstances and subject to such conditions as may be permitted by law.

14. Smoking

Smoking , including vaping, shall only be permitted in the marked designated area.

15. Mobile Telephones

Mobile telephones shall not be allowed on the Green unless on silent/vibrate mode. In the case of an EMERGENCY if a call is received then the owner must apologise to other players and leave the Green to answer it

16. Presidency

The Club Committee may nominate and recommend to the A.G.M. for election as Club President, a member who has given long and notable service to the Club and its Committee, and who will continue to be devoted to and actively involved in promoting the best interests of the Club. The President is to be an ex-officio member of the Committee. The term of office shall be up to a maximum of two years with an option of a third year.

17. Dissolution

The dissolution of the Club must be approved by a minimum of 70% of the membership present at a general meeting. In the event of dissolution, the net assets will be applied for the following purposes:-

- 1 Charity
- 2 CASC's
- 3 Lawn Bowling's Governing Body

18. Trustees

- a. The property of the Club must be vested in 4 trustees appointed by the Club Committee – normally the Chairman, Treasurer, Club Secretary and Captain.
- b. The trustees must deal with the property as the Club Committee may from time to time direct by resolution, of which an entry in the Minutes book is to be conclusive evidence.
- c. The trustees will be indemnified against risk and expenses out of Club property.
- d. The trustees hold office until death, resignation or until removed from office by the Club Committee.
- e. Where by reason of death, resignation or removal, it is necessary for a new trustee/trustees to be appointed, the Club Committee must nominate the person or persons to be appointed the new trustee/trustees. To give immediate effect to the nomination, the President is now nominated as the person to appoint new trustees of the Club within the meaning of the Trustees Act 1925 Section 36 and the President must by deed appoint the person or persons nominated by the Club Committee.

A full set of The Rules and Constitution will be circulated to the complete membership every 5 years with all other updates being detailed in the A.G.M. Minutes for the intervening years.

A full, up to date, set of The Rules and Constitution will be available in the Clubhouse.

17.12.2024