

SOUTH HAMS INDOOR BOWLS CLUB

Constitution

10th March 1997	Mr. G. S. Edmonds - Secretary, 18 Hillside Drive, Tel: 01548 85683
ADDENDUM & ANNEX 1 OF THE CONSTITUTION, October 2000.	Mr. A. D. Taylor - Secretary, 42 Embankment Road - Tel: 01548 852 174
AMENDMENTS TO THE CONSTITUTION, December 2003.	Mr. A.D. Taylor - Secretary, as above
AMENDMENTS TO THE CONSTITUTION, November 2008.	Mr J. S. Brothers - Secretary Curlew Drive, West Charleton, Tel: 01548 531488
AMENDMENTS TO THE CONSTITUTION, April 2013	Mr J. S. Brothers - Secretary as above
ADDITION (June 2018) of: GENERAL DATA PROTECTION REGULATION MAY 2018 (GDPR)	Mr D. O'Carroll - Secretary

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1. Objectives

- 1.1. To promote, foster and safeguard the flat green game of indoor bowls for men and women in every legitimate way.

To provide facilities for and to promote participation in the amateur sport of indoor bowls in the South Hams area in every legitimate way.

- 1.2. To control the bowling facilities in the Bowls Club (**Club**) at the Quayside Leisure Centre (**QLC**) under the terms of the lease from the South Hams District Council (**SHDC**). To promote bowling generally, including encouraging the young and handicapped to take part in the Club's activities.
- 1.3. To encourage public bowling and use by touring bowling teams.

2. Membership

- 2.1 Membership will be limited to 600 with priority to residents of the South Hams.

Membership will be limited to 600 on a non-discriminatory basis.

Membership is open to all; completed application forms together with the QLC application forms are to be forwarded to the Membership Secretary.

Membership of the club shall be open to anyone interested in bowling on application to the membership secretary regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

- 2.2 The Club recognises three types of membership

Bowling Members: - Members, over 18 years, who have paid the full annual subscription. They have accessed the full amenities of the Club.

Junior Members: - Those who are below 18 at the beginning of the season. They pay a reduced subscription and have access to the bowling and social program.

Social Members: - Ex-Members and the partners of existing Members are eligible to become Social Members. Payment of a reduced annual subscription enables them to participate in club social activities. Social Members will be required to pay the non-Member rate should they wish to use the rink.

New Members joining part way through the Club's year may be asked to pay a reduced rate for the balance of months available to them.

Membership lapses if the annual subscription is not paid by the end of October. Anyone bowling after this date may be given a written warning, subject to the Disciplinary and Appeals Procedure.

Members in breach of the Rules or Bye Laws of the Club may be subject to the Disciplinary and Appeals Procedure detailed in Annex 1.

The club committee may refuse or remove membership only for good causes such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

Bowling Members can vote at the AGM and can hold office in the Club.

As the club is affiliated to the English Indoor Bowling Association (**EIBA**), the Devon County Indoor Bowling Association (**DCIBA**), and the Devon County Ladies Indoor Bowling Association (**DCLIBA**) all Members of the Club agree to accept the Constitution and Rules of the EIBA, DCIBA and DCLIBA.

3. Management

3.1 The Club will be managed by the Management Committee (MC) consisting of eight members, who will be appointed at each Annual General Meeting (AGM).

- CHAIRMAN - casting votes, right to attend Club/Sub-Committee meetings (as non-voting capacity)
- SECRETARY
- TREASURER
- ASSISTANT SECRETARY
- FIXTURE SECRETARY
- MEMBERSHIP SECRETARY
- Two Bowling Members of the Club

Additionally, the following are invited to attend the Management Meetings but will not have voting rights.

- One delegate each from the Men's and Ladies Sub-Committees.
- Other SUB-COMMITTEES by invitation, at least once per season.

3.2 All Members of the MC are required to stand down at each AGM, but may offer themselves for re-election. To preserve continuity, elected members are requested to consider serving for a term of Four years.

3.3 The Club MC may disqualify any member who is absent from 4 consecutive meetings.

3.4 The Club MC may co-opt Members of the Club to fill vacancies arising on the Committee, Sub-Committees and for other specific tasks as they occur.

4. Management Committee Responsibilities

4.1 To liaise with QLC and SHDC regarding, finance, membership, rink usage, equipment, cleaning, maintenance of heating and lighting systems etc., and for ensuring that the terms of the Lease and Business Plan are adhered to.

4.2 The MC will meet each month during the Winter season and at times during the Summer (four to form a quorum).

5. Nomination for the Membership of the MC

5.1 Nominations for membership of the MC must be made on the forms displayed on the Club's Notice Board prior to the AGM. All Nominations must be signed by a proposer, a seconder and the nominee, all of whom must be Bowling Members.

5.2 Nomination forms will be displayed for 21 days prior to the AGM

5.3 Election of Officers of the MC will take place at the AGM. Contested positions will be decided by a secret ballot of Bowling Members. The Chairman to have a casting vote should it be required.

6. Club Assets

6.1 **All surplus income or profits will be reinvested in the club. No surpluses or assets will be distributed to members or third parties.**

6.2 **In the event of the Club being dissolved any remaining assets shall be given to or transferred to another registered CASC, a registered charity or the sports governing body for use by them in related community sports.**

7. Bowling Activity

7.1 General rink preferences are in the following order:

- National competitions
- County competitions
- Scheduled Ladies, Mens, and Mixed Friendly matches
- Internal Leagues and Club Night
- Club Competitions and re-arranged Internal League games
- Other games and roll-ups

7.2 When requested, the Secretary will convene a meeting of interested Sub-Committees to resolve any issues regarding bowling activities and rink availability. If this is unsuccessful a meeting of the MC will be convened.

8. Fixture Secretary

8.1 The Fixture Secretary will arrange with other Clubs the date and time of fixtures to enable a bowling programme to be produced, and will tabulate the programme so that a fixture card can be produced.

8.2 To liaise with the Mens, Ladies, Leagues and Mixed Sub-Committees on the number and timing of the fixtures, whilst bearing in mind the need to meet the financial targets of the Club

8.3 The Fixture Secretary will issue parking permits at the rate of one per rink to visiting teams.

8.4 The Fixture Secretary will additionally liaise with the QLC cafe to ensure that the catering requirements are met.

9. Coaching

9.1 The Club coaches will co-operate with the Sub-Committees to provide training as required.

9.2 Coaches must be registered with QLC if coaching children.

10. Trustees

10.1 The MC will appoint the Treasurer and one other Management Committee Member as Trustees to sign the Lease agreement for and on behalf of the SHIBC.

10.2 The Club will indemnify the Trustees, whilst they are acting in a fiduciary capacity for and on behalf of and in the proper interests and for the benefit of the Club. Such indemnity exists only to issues that properly relate to matters with or for which the Trustees are legally empowered or authorised to deal with on behalf of the Club pursuant to the Club's Rules and Constitution.

11. Sub-Committees

11.1 The detailed work of organizing bowling and recreational side of the club will be carried out by the Sub-Committees as follows:-

- Men's Competitions and Matches (**Mens Sub-Committee**)
- Ladies Competitions and Matches (**Ladies Sub-Committee**)
- Internal Leagues (**Leagues Sub-Committee**)
- Mixed Competitions and Matches (**Mixed Sub-Committee**)
- **Junior and Handicapped**
- **Bar and Social**

- 11.2 Each Sub-Committee will have an elected Chairman and Secretary and be assisted by a team of 1-3 additional members
- 11.3 These will be elected at the AGM and will hold office for one year and can be nominated for re-election. Nominations for these posts must be made on forms displayed on the Club notice board, with a proposer, seconder and signed by the nominee, all of whom must be Bowling Members. These forms will be displayed on the notice board for 21 days prior to the AGM for this purpose. The Sub-Committees may co-opt additional members during the season if the nominations are insufficient.
- 11.4 Members of the Management Committee may not propose or second Members for posts in the Sub-Committees but may vote for those nominated in the ballots. A secret ballot of Bowling Members will be held for all contested posts.
- 11.5 A Captain of the Day and/or a Match Secretary will be appointed by the relevant Sub-Committee for each competitive match
- 11.6 For team selection the Sub-Committee may appoint three of its Members to carry out this function. For competitive team matches a minimum of three Bowling Members are required.
- 11.7 Sub-Committees may choose their own schedule of meetings. Sub-Committees will appoint a delegate to attend appropriate MC meetings on their behalf.

12. Club and Bye-laws Rules (Appendices 1&2)

- 12.1 Rules and Bye-Laws of the Club will be published by the MC and will be revised as necessary at the Clubs AGM. When an urgent change is required, the MC may institute a change but must bring it forward at the next AGM for ratification.

13. Disputes

- 13.1 Any Member in dispute with the Club or another member should report this to the Secretary in writing. Unless this proves to be a trivial matter that the Secretary can resolve between the parties concerned, the Secretary will bring the matter before the MC who will hold a special meeting to allow all those involved to put their case. When appropriate, the MC has the power to: censure, suspend or terminate the membership of any Officer or Member. Any MC Member involved in a dispute must withdraw from the Management Committee meeting whilst the matter is being dealt with. The Club is not responsible for any damage to individuals arising from disputes.

14. AGM

- 14.1 The Club will hold an AGM annually for the following purposes: (30 Members to form a quorum except where other-wise stated). Notice of the AGM should be posted on the notice board 28 days in advance, with the agenda being posted 14 days before the meeting. The business of the AGM to be;
- To receive the minutes of the previous AGM and deal with any matters arising.
 - To receive the Hon, Secretaries Report.
 - The Hon Treasurer will present the statement of accounts and the auditor's report, and give any financial or other recommendations that are deemed necessary.
 - To receive reports from Officers of the MC and Sub-Committees
 - Deal with any Propositions proposed and seconded by Bowling Members. (Such propositions to be received 21 days prior to the date of the AGM.)
 - Election of Officers.
 - Chairman to close meeting.
 - After the meeting, time will be set aside for matters of interest to be raised. Points raised will be referred to the subsequent Management Meeting.

- 14.2 MC proposals for changes to the Club Constitution or Rules or to dissolve the Club will be displayed on the Club notice board for 21 days prior to the AGM. For changes to this Constitution or dissolution of the Club a two-thirds majority of Members present is required, and for this purpose a quorum consists of the greater of one fifth of the Membership (20%) or 40 Members.
- 14.3 In the event of major changes urgently required, Extraordinary General Meetings (**EGM**) can be called. When Members wish to call such a meeting this can be organized, within 21 days, provided that a request stating the reason is put to the Secretary together with 30 signatures of Bowling Members. Alternatively an EGM may be called by the MC.

15. Club Funds

- 15.1 The Club's financial year shall run from 1st September to 30th August
- 15.2 The Management Committee will appoint suitably qualified external auditors.
- 15.3 The MC will produce a financial plan for the Club with a five (5) year outlook.
- 15.4 All annual profits are to be retained by the Club for the benefit of all it's members. **No surpluses or assets will be distributed to members or third parties.**

16. The Licensed Bar

- 16.1 The Bar is situated on the balcony of the SHIBC bowling rink.
- 16.2 The Bar and Social Sub-Committee shall be responsible for the management of the bar and shall provide supplies to the Club and shall cause an account of all purchase receipts and sales to be kept. The Bar and Social Sub-Committee accounts are to be consolidated by the Club Treasurer, and presented at the AGM
- 16.3 The Bar and Social Sub-Committee may appoint other Club Members to assist in the sale of alcohol.
- 16.4 No persons shall at any time be entitled to receive, at the expense of the Club, any commission, percentage, or similar payment on or with reference to the purchase of intoxicating liquor by the Club. Nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to Members or guests apart from any benefit accruing to the Club as a whole, and apart from any benefit a person derives by reason of the supply giving rise to or contributing to the general gain from the carrying on of the Club.
- 16.5 The Bar shall be open at such times as the Bar Sub-Committee shall determine, and in accordance with the Club Premises Certificate. The Hours of Opening shall be posted adjacent to the Bar.
- 16.6 No intoxicating liquor shall be sold or supplied other than to Club Members or Guests admitted in accordance with at Section 17.
- 16.7 Intoxicating liquor shall not be sold or supplied to persons under the age of 18 years nor shall such a person be permitted to consume intoxicating liquor on Club premises.

17. Guests

- 17.1 Members, supporters and officials of visiting teams are classified as Guests and may be admitted to the Club premises for social, sporting and recreational purposes for the period of their teams visit, Intoxicating liquor may be sold or supplied to such persons during this period, and whilst present they are the responsibility of the "Captain of the Day".
- 17.2 Every Member, 18 and over, of the Club shall be allowed to introduce guests.
- 17.3 Members shall be responsible for the conduct of their guests while at the Club and shall not leave the Club before their guest(s) unless for some exceptional reason.

Annex 1 SHIBC Disciplinary Procedure

1. Initial inquiry

- 1.1. An initial hearing shall be held by the Management Committee to establish whether or not there is a case to answer. It is not essential that the Member concerned is present at this meeting, but he/she is to be made aware in writing, that his/her conduct is under investigation, and also the reason for the inquiry.
- 1.2. If the initial inquiry determines that there is a case to answer, the Member concerned is to be given notice in writing by the Club Secretary, of the allegations against him/her, and invited to attend a hearing by the Management Committee. The notice must also advise the Member concerned, that he/she has the right to be represented at the hearing, by another person of his/her choice

2. The Hearing

- 2.1. At the hearing the Management Committee is to reiterate the allegations which are the subject of the inquiry, and invite the Member concerned (or his/her chosen representative in accordance with 1.2 above) to respond to those allegations, and to ask whatever questions are deemed relevant to the case. Witnesses maybe called to give evidence either by the Management Committee, or by the Member concerned (or his/her chosen representative)
- 2.2. If having heard all the evidence the Management Committee decides that the case has been proved, it will then determine the action to be taken in regard to the imposition of penalties, taking into account any statements which have been made in mitigation of Member's actions. Such penalties are limited to those in Clause 13.1 of the Club Constitution.
- 2.3. The Management Committee's decision and the penalties imposed are to be communicated in writing from the Club Secretary to the Member concerned within forty eight hours of the hearing.
- 2.4. This written notice is to include:-
 - 2.4.1. Details of the offence of which the Member has been found guilty should be stated.
 - 2.4.2. The decision of the Management Committee and the penalties imposed.
 - 2.4.3. Advice to the Member concerned of his/her right of appeal to the Club in general meeting.
 - 2.4.4. An explanation of the appeals procedure.

3. Appeals Procedure

- 3.1 The Member is to submit a written request for an appeal hearing to the Club Secretary, within fourteen days of service of the written notice of the decision of the Management Committee, and for the purposes of this clause service, is deemed to be effected one working day after the date of posting the written notice to the Member.
- 3.2 The written request for an appeal hearing is to include full details of the Member's reasons for the appeal e. g, new evidence or information, unreasonable level of penalties etc.
- 3.3 The Member may present his/her own case, or be represented at the appeal hearing, and may call new witnesses who may have other information about the case, or as character witnesses.
- 3.4 The appeal hearing, which will be conducted by the Management Committee, is to take place within twenty one days of receipt by the Club Secretary, of the written request for an appeal hearing, by the Member.
- 3.5 The decision of the Management Committee is final, but the Member may elect to take the matter to a general meeting as in 2.4.3.

1 General

- a) Membership (Buzz) cards must be available for inspection whenever requested by an official of the Centre or Club.
- b) Only persons authorized by the Club Management Committee are permitted to operate the controls for the heating, ventilation, public address, or any other equipment in the Leisure Centre. Members are forbidden to interfere with such controls.
- c) Any personal injury must be reported to the QLC desk. A panic button is provided by the door for use in emergencies.
- d) The Club opening days and times will be determined by the Management Committee in conjunction with the QLC. Management and the Club will be open for bowling winter and summer with different programmes. At least 24 hours notice of rink closure will be posted on notice boards in the Club.
- e) Animals shall not be allowed into the Centre except Guide Dogs.
- f) No food may be consumed on the premises other than provided by the QLC Cafe except when closed.
- g) A minimum of 5% of rink space will be made available for use by the public.
- h) No ex-Member shall have any claim upon the Club nor shall any part of the annual subscription be refunded.
- i) Any matter not covered under these Bye-laws will be dealt with by the Management Committee.

Obligations

- a. All Conditions of the South Hams District Council Lease and Management Agreement must be observed by all Members at all times. They are available for inspection from the Secretary.

2. General

- a. A schedule will be kept at the QLC Reception desk of the daily bowling program showing the times and duration of each playing session, league and other matches arranged by the Club. A chart summarising the sessions and league times is displayed in the Bowls Hall. The master schedule is at the reception desk.
- b. To apply and enforce the "Laws of the Game" as laid down by the World Indoor Bowls Council and/or any variations thereto by the Associations to which the club is affiliated.
- c. Members are required to ensure that all drinks are kept well away from the bowling surface.
- d. Members shall pay all expenses which they incur in the Club, before they leave the premises.
- e) In the event of damage to any Club property, the person(s) responsible for such damage shall if required by the Club pay the cost of repair or replacement.
- f) Use of offensive language or running whilst on the green is forbidden at all times.
- g) No Member shall commit the Club to any expense without prior approval of the Management Committee.
- h) No article belonging to or held in trust by the Club shall be removed by a Member except on the authority of the Club.
- j) Any complaint made by a Member shall be in writing and addressed to the Secretary. No other form of complaint will be acknowledged. Each officer of the Club shall be indemnified by the Club in respect of any bona fide decision made by them in the course of their Club duties.
- k) Bowling bags, shoes and outdoor clothing are not allowed in the Bowls Hall and must be left in the changing rooms.

3. Rink Allocation

- a. At times when the Club has not allocated rinks, i.e. casual bowling, the QLC Management will allocate rinks.
- b. For all timed sessions a buzzer will sound eight minutes before the end of the session. Unless the jack has been cast from a properly laid mat before the bell rings, a further end of play shall not commence. See League rules (Appendix 3)

4. Dress Codes

- a. Members when playing Club competitions, internal leagues and Friendlies shall wear: white above the waist / grey below the waist / approved bowling footwear. Occasions for wearing full whites and/or will be shown on match or selection lists.
- b. All persons playing on the green will wear approved bowling footwear.
- c. All Members can, if they wish, wear smart casual dress for roll ups
- d. When representing the Club in National or County competitions, members should wear Club shirts, and white or grey below the waist as stipulated in the competition rules.

5. Personal Loss or Injury

- a. Neither the Club nor any member of staff shall be liable to any Member or any person visiting the Club for any loss of or damage to any personal property occurring from whatever cause in or about the Club nor for any injuries sustained by such persons whilst on the Club premises.

Appendix 3 - General Data Protection Regulations (GDPR) & Compliance

GDPR has replaced the Data Protection Act 1998 and became law in the UK on 25 May 2018.

GDPR will give EU* citizens more control over how their personal data is used. It makes it clearer for organisations / clubs to understand their data protection requirements.

The club is obligated to comply with this law as we collect certain data about our members in pursuance of bowls activities.

The club seriously considers the following points in handling member's data:

1. We hold the minimum members data to enable the club to function in its day-to-day affairs.
2. Data held is name, address, e-mail address, telephone numbers, date of birth and gender.
3. Membership data is collected, updated or discarded annually.
The enrolment form will collect member's data on enrolment day.
4. Any member has the right to request amendment or removal of their personal data at any time via the club secretary who passes request to the membership secretary
5. Departing members must be removed from all databases and paper records destroyed promptly.
6. Membership data is securely held and controlled by the membership secretary.
7. Paper membership forms will be scanned and stored by the membership secretary.
All membership data is transferred to a secure spreadsheet/database, password protected.
Spreadsheet/database is in the sole possession of the club membership secretary.
8. Be mindful what we do with members data and how we transfer it to our members and other bowling organisations?
Correspondence to members must be blind copy ("BCC") if receiving circular emails.
9. No member's home addresses to be displayed on club notice boards.
10. Ensure that parents or official guardians accept receipt of information on behalf of children (aged under 18) In accordance with Bowls England Safeguarding Bowls Policy
11. The annual membership form states our intent of compliance with the GDPR act 2018. The form encompasses a signature consent to enable the management to use their listed data for the sole purpose of running the club with the affiliated connections to outside bowls bodies for the benefit of its members in the pursuance of organising games and competitions locally and regionally.
12. Current membership enrolment form must state data privacy and members consent statement so the club is able to use the limited data requested for SHIBC bowls activities only. Example words, statement is below:

"EU General Data Protection Regulation Act 2018 (GDPR) - Signing this membership form gives SHIBC the right for the club to use your contact details solely for the pursuance of bowls activities only. You have the right to have your data deleted from the club records at any time. (For full details see the SHIBC Constitution amended June 2018)
13. Membership data is not given to anybody or organisation outside of the clubs specific activities without that members exclusive permission.
14. **Club Website** - Permission must be obtained from the recipients to display their personal details on the site.