

# **EAST WILLIAMSTON SHORT MAT BOWLS CLUB**

## **CONSTITUTION AND RULES**

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## **Section 1: Name and Objectives**

- 1.1 The name of the Club shall be 'East Williamston Short Mat Bowls Club', hereinafter referred to within this constitution as the 'Club'.
- 1.2 The Club shall be affiliated to the Welsh Short Mat Bowls Association (WSMBA), Welsh Bowling Association (WBA), Pembrokeshire Short Mat Bowls Association (PSMBA) and the South Pembrokeshire Short Mat Bowls Association (SPSMBA).
- 1.3 The Club shall adopt and conform to the WSMBA Rules and Regulations.
- 1.4 The Club objectives are :
  - i. To bring people together as a positive group, through the sport of Short Mat Bowls.
  - ii. To develop their potential and help them become aware of their potential.
  - iii. To develop and improve the social conditions of such people, actively to involve people in achieving the above objectives.
  - iv. To ensure a duty of care to all members of the Club.

## **Section 2: Officers of the Club**

- 2.1 The officers of the Club shall consist of:

President  
Chair  
Vice Chair  
Treasurer  
Secretary  
Fixtures Secretary  
Captain  
Vice Captain

The Club must have a Safeguarding/Welfare Officer. This position is to be held by one of the officers of the club or, alternatively, by a member who reports into the Committee. Training and a DBS check must be completed by the individual who holds this position.

A Brief description of the duties and responsibilities of each officer is given in Appendix A.

- 2.2 Officers shall be elected at the Annual General Meeting and shall hold office for the period of election, retiring at the end of that period. Should an Officer resign before the end of their tenure, the Committee will accept nominations for a replacement and vote on the replacement of that position. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election, except for the President (see 2.4 below).
- 2.3 Nominations for Officers must be supported by a Proposer and a Seconder, who shall be Full Members of the Club.
- 2.4 No member shall hold the office of President for more than 3 consecutive years.

## Section 3: Membership

- 3.1 Membership of the Club shall be open to anyone interested in the sport of Short Mat 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. New Member requests will be put forward to the Committee for review and acceptance/rejection.
- 3.2 Junior Membership is open to a person who, at the date of joining, is under the age of eighteen. They shall have no vote at the AGM/EGM.
- 3.3 Membership subscription fees will be kept at levels that will not pose a significant obstacle to people participating.
- 3.4 All members shall pay their first annual subscription fee upon election to the Club and thereafter prior to the AGM, held in May each year. Fees are also payable for each practice session attended and at each match played. Under 18's and Disabled members pay a reduced fee for practice sessions and matches.
- 3.5 Every member shall read the Club GDPR Policy, complete and sign the GDPR Consent form and submit it to the Club Secretary. Members have the right to not consent to the club contacting them, however, this will result in the Club no longer being able to contact the individual by phone, email or post in relation to matches and Club matters.
  - 3.5.1 Every member shall furnish the Secretary with up to date contact details that shall be recorded in the Register of Members.
  - 3.5.2 Contact details to be provided should included: Name, Home Address, Home and Mobile Telephone numbers, Email Address, Gender, Date of Birth and Emergency Contact information.
  - 3.5.3 Any personal data provided by members is for Club use only and will not be passed to any other organisations/Third Parties, except as required for affiliation to the WSMBA, WBA, PSMBA and SPSMBA.
- 3.6 A member wishing to resign their membership shall give notice to the Club Secretary.
  - 3.6.1 Upon notice of a Members resignation from the club, the data held on that member will be deleted, within one month, of notice that the member has left or is not re-joining the club.
- 3.7 Members must under-take to comply with rules

## **Section 4: Annual General Meeting**

- 4.1 An Annual General Meeting of the Club shall be held each year in the month of May on a date to be fixed by the Committee. Notice of the proposed date, for the AGM, shall be given, by the Secretary, at least 14 days beforehand, along with the draft agenda. Giving notice thereof and of the business to be discussed.
- 4.2 No business, except the passing of the Accounts and the election of the Officers of the Committee, plus any business that the Committee may order or agree to be added to the Agenda, shall be discussed at the meeting.
- 4.3 At every General Meeting of the Club the Chair will preside, or in their absence, the Vice Chair shall preside.
- 4.4 Voting shall be by a show of hands. A vote will be considered carried if it is agreed by 70% of the members present at the AGM, including proxy votes.
- 4.5 In the case of an equal number of votes the Chair (or Vice Chair) shall have a second or casting vote on any matter.

## **Section 5: Dissolution of the Club**

- 5.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting to discuss and vote on the resolution.
- 5.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the Committee shall thereupon proceed to release the assets of the Club and discharge all debts and liabilities of the Club.
- 5.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, any remaining assets would go to the Community Hall.

## **Section 6: Disciplinary Matters**

All Members are, at all times, subject to our Code of Conduct and the disciplinary procedures set out below.

- 6.1 Members are expected to conduct themselves in ways which display the following:
1. Standards of good behaviour, both on and off the mat.
  2. A sportsmanlike approach to team colleagues, opponents, officials and spectators.

Players must agree to behave with self-discipline, treat others with respect and accept that abusive behaviour, whether physical, verbal or racial is unacceptable and will not be tolerated.

Any member who falls below these standards, thereby bringing him/herself and/or the Club into disrepute, shall be subject to disciplinary action.

### **DISCIPLINARY PROCEDURE**

#### **A. SUBMISSION Of COMPLAINTS**

1. Any complaint which is made directly to the Committee should be lodged in writing with the Secretary within 14 days of the incident which gave rise to the complaint.
2. A date for a Complaints Hearing will be set by the Secretary. Written notice of this meeting, showing the date, time and venue of the meeting and indicating the matter to be discussed, accompanied by copies of the complaint and any response, will be sent by the Secretary to all members of the Committee, the complainant and the person complained against, no later than 7 days prior to the date of the meeting.

#### **B. COMPLAINTS HEARINGS**

1. A complaint will be heard by at least 3 members of the Committee, one of whom shall be appointed Chairman of the meeting. The meeting will be attended by the Secretary (to record the proceedings); the Secretary will not be entitled to vote.
2. Both parties to the complaint shall be present while the complaint and response are being heard by the Committee.
3. A written report on the incident which gave rise to the complaint shall be submitted to the Committee by the person initiating the complaint. Members of the Committee may then ask any questions relevant to the issue in order to clarify any point in the report.
4. Following this report, the party complained against may present their view of the events to the Committee. Members of the Committee may then ask any questions relevant to the issue in order to clarify any point in the report.
5. Witnesses shall be limited to one on either side.
6. Following clarification of all necessary points, both parties to the complaint shall be asked to leave the room while the complaint is discussed by the Committee, but may be recalled for further clarification if necessary.

## C. ADJUDICATION

When the Committee has discussed the matter and reached a decision, the Secretary shall, in writing and within 7 days of the meeting, advise both parties to the complaint of the decision reached.

For complaints considered to be of a minor nature, the Club will look for an apology to be a satisfactory outcome. However measures may also include a ban from matches or practice sessions.

Should the Committee feel that the complaint is valid and is of a serious nature, the party complained against may be asked to leave the Club. Should this happen there Membership will be cancelled and there will be no refund of annual fees/subscription fees to the individual concerned. If the individual has a Club Shirt they will be required to return this to the Club.

## Section 6: Miscellaneous

### 6.1 Limitation of Club Liability

*“Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:*

- (a) The Club will not accept any liability for any damage to or loss of property belonging to members.*
- (b) The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them or the Officers of the Committee”.*

- 6.2 The Club shall adhere to the Equality Policy of the Welsh Short Mat Bowls Association and has a desire and a duty to provide facilities fairly, without discrimination and is fully committed to the principles of equality of access and opportunity.
- 6.3 The Club recognises that we live in a diverse society and will endeavour to ensure that all members are given the same opportunities regardless of their socio-economic backgrounds.
- 6.4 The Club shall follow the Welsh Bowling Safeguarding Children and Adults at Risk Policy, which has been approved by the NSPCC.
- 6.5 For our disabled members, the Club will consider all requests for adjustments and where possible will accommodate reasonable requests and will work with disabled members to implement any adjustments that will enable them to participate more fully in the sport of short mat bowls.
- 6.4 The club shall adhere to the requirements of the Licensing Act (or any subsequent Act) with regard to the purchase and supply of alcohol.
- 6.5 The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.

## **Appendix A: Responsibilities of Officers**

This appendix gives a brief outline of the duties entrusted to the Officers of the Club to run specific areas of the club's activities.

### **President**

- To represent the Club on Match Days and other special events

### **Chair**

- To Chair all relevant meetings of the Club committee and the AGM, or any EGM.
- To have the casting vote at all relevant meetings of the Club in the event of equal votes
- To review the annual accounts with the Treasurer prior to the AGM

### **Vice Chair**

- In the absence of the Chair, to deputise at Club committee meetings, the AGM, and any EGM.
- if the Chair is unavailable to make a casting vote the Vice Chair will hold the casting vote.

### **Secretary**

- To conduct the correspondence of the Club
- To keep custody of all Club documents
- Manage GDPR Consent and Data in line with the Club GDPR policy.
- To keep full minutes of all meetings of the Club and Committee

### **Treasurer**

- To collect all relevant fees from Club members
- To make all relevant payments on behalf of the Club
- To present Accounts for approval at the Annual General Meeting
- To deal with all matters relating to the Clubs Membership/Associations

### **Fixtures Secretary**

- To arrange matches as relevant with other clubs
- To confirm arrangements with other clubs at least a week before matches take place.

### **Captain/Vice Captain**

- To make player selection for matches and competitions
- To manage matches on the day
- To ensure the Mats and equipment are set up correctly on match days

### **Safeguarding/Welfare Officer**

- To help Safeguard Young People and Adults at Risk
- To be the first point of contact in the club for the reporting of any concerns, to report any complaint to the National Governing Body/Bowls Wales Lead Officer at the first available opportunity, and at the latest within 48 hours and to the statutory authorities if necessary eg. Social Services, Police etc.

## **Appendix B : Club Rules**

A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Committee.

Members shall comply with the Club dress code:

- Footwear - Members must only wear proper Bowling Shoes, at all times, to protect the mats.
- For Club and Competitive Matches members shall wear club shirts with smart grey or black trousers.
- For Casual Play (practise roll-ups) members and guests may wear casual clothing but must adhere to the footwear rule or, if not in possession of bowling shoes, socks only to be worn.

Annual Membership fees must be paid in full prior to the AGM, held in May of each year. Members who have not paid, in full, prior to the AGM will have no right to vote.

Subscription fees to be paid at each weekly practice session attended and each match played.

New bowlers (that is bowlers who are taking up bowls for the first time) shall be offered two free practice sessions before any fees are payable.

Should a member have any concerns regarding the welfare of any young (under 18) or vulnerable adult members they must report their concerns immediately to the Club's Safeguarding/Welfare Officer who will investigate, remedy and report as required.

Members are to display a level of respect to all players. Phones are to be silenced during matches. Should a member need to make/receive a call/surf the web, they should step outside of the hall.

Players must agree to behave with self-discipline, treat others with respect and accept that abusive behaviour, whether physical, verbal or racial is unacceptable and will not be tolerated.

Should a member decide to leave the Club, mid season, they may only play for a competitor club in the same season, should the league constitution allow. This decision falls outside of the Club's remit and will be dictated by the league associated with the relevant clubs involved.

Any Member suggestion should be submitted to the Club Secretary who will raise it to the Committee for review.

## **Appendix C: Banking Arrangements**

The Club shall be financed by members' subscriptions/fees and other suitable means. An accurate account of the finances of the Club shall be kept by the Treasurer and shall be available for all reasonable inspection and audited before the AGM.

The Club shall hold a current account with a recognised high street bank.

The club authorises the use of Internet Banking Services on this current account. It acknowledges that using Internet Banking means that a named individual, which should normally be the Club Treasurer, must operate such an account will have access to and be able to make payments from this account solely. The Treasurer must delegate authority to access and make payments on the account to 2 other members of the Committee.

All cheque payments will require 2 signatories from those authorised by mandate from the bank. Authorised signatories will include the Treasurer, Secretary plus one other member of the Committee.

## Appendix D: Amendment History

Any alteration to the Constitution must be proposed and seconded by paid up members of the Club and supported by at least two thirds of the members present at an AGM or EGM.

The only exception to this is where the Club has to adhere to a measure which has been introduced from the Leagues or Bowls Wales Governing Body. In such a case the Club Secretary shall communicate the amendment, along with a copy of the revised Constitution for approval by paid up members of the Club.

21.01.22 Addition - to add the role of Safeguarding/Welfare Officer for the Club, as required by Bowls Wales.

25.05.22 Revisions to Wording - Voted on and Approved at AGM 24.05.22

### Section 5.3

#### ***Previous Wording***

If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club

#### ***New Wording***

If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, any remaining assets would go to The Community Hall.

## Appendix B - Club Rules

### ***Previous wording***

- Members shall comply with the Club dress code:
- Footwear - heel-less indoor shoes with flat sole
- For Club and Competitive Matches members shall wear club shirts with grey trousers
- For Casual Play (practise roll-ups) guests may wear casual clothing but must adhere to the footwear rule.

### ***Revised new wording***

- Members shall comply with the Club dress code:
- Footwear - Members must only wear proper Bowling Shoes, at all times, to protect the mats.
- For Club and Competitive Matches members shall wear club shirts with smart grey or black trousers.
- For Casual Play (practise roll-ups) members and guests may wear casual clothing but must adhere to the footwear rule or, if not in possession of bowling shoes, socks only to be worn.