

WINDLESHAM BOWLS CLUB CLUB HANDBOOK

(FOUNDED 1933)

KENNEL LANE, WINDLESHAM, SURREY, GU20 6AA
(Rear of Windlesham Club and Theatre)
Tel. No. 01276 476174 www.windleshambowlsclub.co.uk
Affiliated to BE, S.C.B.A., W.S.B.A., S.C.W.B.A., A & D.B.A.

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1. Club Officers and Officials

The Club is controlled by a Committee of playing members who are elected each year at the Annual General Meeting.

The composition of the committee is:

Chairman

Hon. Secretary

Membership Secretary

Hon. Treasurer

Club Captain

Ladies Captain

Ladies Secretary

Fixtures Secretary

Competitions Secretary

Fund Raiser

Club Communicator

Green Team Representative

Compliance Officer

Plus up to two other members

The names of the members elected to the Committee each year are published on the Club Website - windleshambowlsclub.co.uk. The Ladies also elect a Ladies Vice-Captain and County Delegate.

In addition to the Committee the Club also appoints a President and from time to time one or more Vice-Presidents.

2. Brief Club History

The Bowls Club stands in an area of land, part of which was originally acquired (for £55) by a committee set up in 1879 by the Windlesham Rector and other local personages (including a 'Mr Ledger') to create a 'Working Men's Club and Reading Room' for Windlesham, which was opened in 1880. The property was added to at various times, including a parcel of land in 1945 on which now stands part of the green and the tennis courts. The Working Men's Club and Reading Room was later known as the Village Institute and, from 1997, as the Windlesham Club and Theatre, and is still held by the Trustees to the present day.

The first green was laid in 1933. This consisted of three rinks, constructed by hand, and using only wheelbarrows. One founder member, Harry Ledger, took a keen interest in the Club right up to his passing in 1995.

The green was extended to six rinks in 1946 which is the position at the present time.

The original Clubhouse was a lean-to/conservatory attached to the end side wall of the present Theatre. The lean-to was demolished when the new Clubhouse was built in 1988, and sited in its present location, whilst in 1996 it was further enlarged with the aid of grants from The National Lottery, Surrey Heath Borough Council and Windlesham Parish Council.

In 2001 further work was carried out on the green as the existing green was not exactly square.

By extending the length of the green and correcting the imbalance new ditches were constructed resulting in the green meeting County standards. This work was largely funded by grants from The Foundation for Sport and the Arts and local Borough and Parish Councils.

3. Clubhouse

1. General

- a) Notice boards - See below.
- b) Keys - a key which fits all locks to the Clubhouse is obtainable from the Club Treasurer.
- c) External Doors:
- d) End Door - 3 locks (please ensure that all 3 are locked when leaving)
- e) Central Doors - 1 lock (please ensure that this is locked when leaving)
- f) Windows - Security shutters with appropriate opening and closing mechanisms (please ensure that these are fully closed when leaving)

NB. WHEN THE CLUBHOUSE IS NOT IN USE ALL DOORS AND WINDOWS MUST BE LOCKED TO COMPLY WITH INSURANCE REQUIREMENTS.

WHEN LEAVING ENSURE THAT ALL LIGHTS ARE SWITCHED OFF.

2. Facilities

- a) Ladies changing room and toilets.
- b) Men's changing room and toilets.
- c) Disabled persons' toilet.
- d) Kitchen (see below).

3. Clubhouse Cleaning

a) Members are responsible for cleaning the Clubhouse. A rota for cleaning is prepared at the beginning of the season and is pinned to the notice board near the kitchen. Please check that you are aware when it is your turn. Should you be unable to clean on the particular date it is your responsibility to arrange a replacement.

b) The club's cleanliness is a benchmark not only to our members, but also to our visitors.

4. Windlesham Club And Theatre

Windlesham Bowls Club does not operate a bar. However, the member's subscription entitles use of the Windlesham Club and Theatre's (WC&T) facilities for 12 months where you can obtain liquid refreshment for yourself and also your opponents. You will be issued with a separate WCT card to gain entry.

5. Miscellaneous

Within the Clubhouse the following will be found:

- a) The short mat bowling carpet on its stands.
- b) A small cupboard holding:
 - (1) The yellow jacks
 - (2) Blank scorecards
 - (3) Scorecard holders
 - (4) Various other items
- c) Cabinet holding second hand books (a small, but welcome, addition to club funds).
- d) Umpire's kit.
- e) First aid box fully marked with a cross on the door
- f) Telephone. This is for use for bowling club business. An honesty box is provided for other calls.
- g) An Accident Record book which should be used in the event of any accidents, however small, occurring on the Club premises.

6. Kitchen

a) The kitchen comprises the following:

Long cupboard for dry goods and sundry items, dishwasher, boiler, microwave, oven, refrigerator, freezer, drawers and cupboards containing teapots, milk jugs, hot water pots, crockery, cutlery etc.

b) Instructions for the use of the dishwasher are displayed.

c) For friendly inter-club matches as well as some league matches refreshments are provided for visiting teams and guests.

d) The only food generally provided are snacks e.g. crisps and biscuits after matches.

e) The Club provides some dry goods such as tea, coffee, jars of pickle, pepper and salt etc. Table cloths are also provided and it is the responsibility of the catering team to ensure that these are washed and then returned to the kitchen cupboard.

f) By the small wash hand basin there is a paper towel dispenser (there is also one in each of the three toilets).

The blue key to unlock the dispenser is in the top drawer to the left of the cooker. Spare paper towels are under the seating in the ladies changing room, whilst spare toilet rolls are under the seating in both changing rooms.

7. Notice Boards

a) Notice Boards to the left of the end door display:

1) Nearest to the end door - general notices.

2) Nearest to the ladies changing room - general notices

b) Notice Boards between ladies changing room and disabled persons toilet:

1) Winners of the Henry Lumley Trophy

2) Club Officers

3) Other Internal Club Competition Winners 4) External Honours

c) Notice Board approaching the Kitchen:

2) Various other notices relating to bowling matters.

3) Notices relating to non-bowling matters should be approved with the Club Secretary before pinning to this board to avoid un-necessary usage of space.

d) Notice Board on the rear wall:

This board displays information relating to internal club competitions (with the trophy cabinet above).

e) Notice Board behind the end door:

This is the Green-keeper's notice board and members should view this regularly. At the bottom of the board there are a number of keys, as follows:

1) Bowls Equipment 2) Barrier 3) Meter Cupboard 4) Middle entry door key.

Bowling

The Club is a mixed club and, apart from designated matches for ladies or gentlemen, all members can participate in matches.

1. The Green is open for play as follows: 9am to dusk.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

- On Tuesdays, Thursdays and Saturdays the Green Team will be working on the green and play is not usually possible before 11am.

2. If you wish to book a rink for a game, including Club Competitions, a Rink Booking Diary for rink availability is located on BIAS which is the Club's booking software. This enables members to book a rink in advance of playing competition games.

It is preferable to book rinks for roll-ups so the green team know who is playing in case further work on the green is required. HOWEVER, please avoid playing on a rink already booked for competitions.

Club games and external competitions take precedence over internal club competitions and roll-ups.

Priorities for Rink Bookings are:

1) National Competitions

2) Surrey Competitions

3) Club matches - League and Friendly Fixtures

4) West Surrey Bowling Association and Aldershot & District Bowling Association Competitions

5) Club Competitions

6) Roll-ups

3. With the exception of match fees there is no charge to play on the Green. Visitors, however, are required to pay a green fee, which should be collected by the introducing member (£5)

4. Coaching

The club has qualified coaches who can assist you if help is needed. Contact the club secretary for details.

5. Dress Code

a) The members have adopted the use of a Club shirt which is basically white with the Club colours featured on the collar and sleeves. These can be ordered from our Fundraiser.

b) For all league and friendly matches the dress code is Club shirts and royal blue trousers/shorts. This dress code also applies to 'markers' for singles matches.

e) Club shirts shall be worn for all external leagues and representative competitions.

f) Shoes in brown, white, grey or black are permissible provided the soles are flat and smooth, i.e. no heels.

g) Open-toed sandals are not allowed – this is a Bowls England ruling.

6. Bowling Equipment

The wooden building to the far left side of the green (looking from the Clubhouse and alongside the tennis courts) houses the Green's maintenance equipment (through double doors) and bowling equipment used in all matches and casual play (side door). The maintenance building is for Green Team use only.

Please ensure that all locks are locked when leaving. Both key rings are on the rack behind the end door in the Clubhouse.

Equipment within the bowling equipment side of the building includes:

Delivery mats

Scoreboards

Red and white metal triangles

White Jacks

2-metre sticks

Bowls gatherers

Large green protective mats

Wooden blocks holding ten nails each (most important, for securing the protective mats to the Green).

Yellow jacks are kept in the Clubhouse.

The use of all this equipment will be explained as necessary. All members are expected to assist in the getting out and putting away of all the equipment used in Club matches.

Protective Mats.

Please check, before playing, whether green protective mats are to be used. A notice will be displayed on the Green- keeper's notice board, and on the table nearest the end door.

7. Affiliations

The Club is affiliated to the following associations:

BE Bowls England - the governing organisation of lawn bowls in England

SCBA Surrey County Bowling Association

SCWBA Surrey County Women's Bowling Association WSBA West Surrey Bowling Association

A&DBA Aldershot & District Bowling Association

The outdoor season extends from April to September and beginners and experienced players can participate in inter-club friendly matches (BIAS) and various leagues and competitions organised by the above associations. These will be displayed on BIAS.

8. Junior Members

The Club encourages junior playing members. They are eligible to play in any matches and also in Competitions. Their involvement is essential to ensure a healthy Club membership.

9. How Can I Be Considered To Play In Any Match?

a) Put your name on BIAS for the match in which you would like to play.

b) Make a note of these matches with particular reference to home/away,, start time (always aim to arrive at least 15 minutes before the match is due to commence) and the telephone number of the Club / Match Captain should you be unable to play if selected.

c) Be aware that bowling equipment has to be available on each rink (mats, jacks, scoreboards, etc.) before the match can commence. Play your part in setting out this equipment and returning it all to the equipment shed at the end of the match. Do not leave it to others!

- d) Should you wish to play in a particular match, please put your name on BIAS irrespective of the fact that there are enough names already to fulfil the fixture (for various reasons, some members may have to drop out of the match after selection).
- e) For AWAY matches, - please note that, as a courtesy, a small donation should be made to the driver of the vehicle in which you travel.

10 Competitions

A copy of the Club Competition rules is pinned to the Notice board below the trophy cabinet. For the purposes of identification and information bowls competitions are divided into two categories:

Internal

External

Internal Competitions are played between members of Windlesham

Roy and Rie Lamb Trophy

An ongoing competition throughout the season with points awarded for attending and for the winning rink on each weekly (usually Thursday) evening.

Finals for all Internal Competitions are played on a single weekend at the end of August, as published in the Fixture Card.

External Competitions comprise matches at National, Surrey County, and other Association levels under a variety of formats.

Members can also compete against bowlers from other clubs in the associations to which the Club is affiliated.

These competitions are open to all members.

11. The Green

The Green is maintained by Club members (known as the Green Team) throughout the bowling season - April to September - and during the period October to March.

Contractors are used when certain chemicals are applied to the Green.

Normal maintenance is carried out on Tuesday and Thursday mornings (after the weekend and mid-week matches) and on other days when mowing, brushing and sweeping is carried out.

The surrounding ditches are also kept clear of weeds and fallen leaves. The concrete slabs are also kept weed free as much as possible.

The concrete slabs also have coloured paint marks on them known as rink markings. The rink markers are changed every day by colour, which ensures even wear on each rink. The rotation of colours is displayed on the Green-keeper's notice board in the Clubhouse.

The direction of play on the Green is changed weekly on Tuesdays: first week Clubhouse to 'Welcome Board', the next week Road to Tennis courts.

Double doors to the equipment building (facing the Green) opens outwards to reveal the various equipment used in Green maintenance. A door down the side of this building houses bowls equipment.

12. Members and Visitors using Wheelchairs and others of limited mobility:

a) To the left of the Clubhouse (looking onto the Green), and near the tennis courts is a concrete ramp leading from the gravel car park. PLEASE BE AWARE that this slope is quite steep.

b) Wheelchair users must enter the Green from the WC&T car park through the double gates leading onto the Green's surrounds.

13. Child Protection and other Important Matters

1. Child And Vulnerable Adult Protection Policy

Windlesham Bowls Club fully accepts its legal and moral obligations to exercise its duty of care and to protect all children and vulnerable adults participating in its activities and to safeguard their welfare. We are committed to do this by acknowledging that:

a) The welfare of the individual is paramount.

b) Each individual irrespective of age, gender, religion, race or disability has the right to protection from abuse.

c) Each individual has a right to be safe and to be treated with respect and dignity.

The Club has a Child and Vulnerable Adult Protection Policy in place, a copy of which is kept in the Clubhouse and is available to all members. A Child Protection Statement is displayed on the notice board near the Kitchen and all Club Members are required to sign up to a Code of Conduct.

2. Fire Precautions

a) The first concern in the event of a fire on the Club premises is the safety of occupants.

b) All other considerations are secondary to this. In the unlikely event of a fire all occupants should evacuate the Clubhouse in an orderly manner as quickly as possible and congregate near the double gates at the far end of the green until it is safe to return to the Clubhouse

3. Security Of Personal Belongings

Members and visitors are reminded that the security of personal belongings is their own responsibility. Windlesham Bowls Club will not be held responsible for loss or damage to personal belongings on Club premises.

4. Grievances And Complaints

If any member has a grievance, complaint or is unhappy with any aspect of the Club then the Club should be made aware of the problem.

a) Playing Complaints - any grievance or complaint relating to playing matters should in the first instance be referred to the Club Captain. If a member is not satisfied with how the problem is dealt with, then it should be referred to the Club Secretary, preferably in writing, who will submit the matter to the Club Committee.

b) All other Complaints or Grievances - these can be referred to a member of the Committee or in writing to the Club Secretary, who will bring the complaint or grievance to the attention of the Club Committee for consideration and action.

14. Miscellaneous

Glossary of Common Words and Terms Matches

singles- between two players, 21 shots up (i.e. first player to reach a score of 21 shots), four bowls each player

Pairs - two players in each team, 21 ends, four bowls each player

Triples - between three players in each team, 18 ends, three bowls each player

Fours or rinks - between four players in each team, 21 ends, two bowls each player

From April 2015, skips can transfer the duties of marking the scorecard to other members of the team. However, they must make sure that the duties are transferred to players whose positions, in order of play, are the same in each team. If agreement cannot be reached on who should keep the scorecard then the Skips in both teams must keep the scorecard.

may have deputed to him the duty of measuring (see below) any and all disputed shots.

has no specific duties.

the lead places the mat, delivers the jack, ensuring that it is properly centred before playing his first bowl.

Terms frequently used the 'shot', measure measuring, toucher:

a shot or shots shall be adjudged by the bowl or bowls nearer to the jack than any other bowl played by the opposing player or players

a device used to determine which bowl is nearest the jack.

The process of determining the bowl or bowls nearest the jack. This task is the sole responsibility of the team member deputed to measure. All other team members should stand well clear of all bowls to be measured and should not give advice to the measurer

A bowl which in its original course on the green touches the jack and stays within the boundaries of the rink; a bowl which has come to rest and falls over to touch the jack before the next bowl is delivered; a bowl, if it is the last to be delivered, falls and touches the jack within the period of half a minute. All the above shall be marked with a chalk mark as soon as the bowl comes to rest.

A toucher as above which has fallen into the ditch shall be a 'live' bowl, but not if it has come to rest outside the confines of the rink

Before the start of play in any competition, match or game not more than one trial end each way shall be played. In friendly matches, where playing time is short, no trial ends are played, but only one scoring shot will count on the first two ends

toucher in the ditch trial ends

Etiquette

You will pick up various rules and regulations as you progress. Briefly:

1. No running on the green.
2. No smoking on the green.
3. When walking on the bank do not proceed if bowlers are bowling to the end where you are - wait until they have bowled their bowl.
4. At the commencement and end of any game shake hands with your opponent and other members of the team.
5. In club matches it is usual to offer your opponent a drink after the game is ended.
6. Should you be playing in a club match at home be responsible for putting out the bowls equipment and returning same at the end of the match.

7. Health & Safety Issues:

- a) Be aware of the potential risk of injury when stepping onto or off the green. This is particularly relevant when the green and/or the surrounds are wet.
 - b) The recommended way to step onto the green is to place one foot on the green approximately six to nine inches from the ditch and parallel to the ditch. Some members take a walking step onto the green but this is a risk particularly if the rink or surrounds are wet. When stepping off the green ensure that there are no obstacles in the way.
 - c) Ensure that you are not standing behind a bowler who is on the mat and preparing to bowl. A bowl could be accidentally propelled backwards causing possible injury.
 - d) When an end is ready to start ensure that all bowls are BEHIND the mat and to EITHER SIDE OF THE MAT. The potential to step sideways off the mat and tread onto a bowl is a risk to be avoided.
8. Control of the Mat

At the commencement of an end the mat is placed not less than

two metres from the end ditch. Once the jack has been delivered and centred play begins and each bowler takes his allotted turn to deliver a bowl.

9. Possession of the Rink.

The bowler who is currently on the mat has possession of the rink until their bowl comes to rest.

10. Bowlers should be aware that, when proceeding to the other end of their rink, they should not walk "through the head", to avoid disturbing any bowls already delivered.

BOWLERS SHOULD NOT STEP INTO AN ADJOINING RINK.

The Close Season

As mentioned before, the bowling season extends from mid-April through to the middle of September. However once the outdoor season finishes, that is not the end of the Club's activities for another year. Various activities are held during the winter months. This is also an opportunity to involve our social members, of which there are approximately 20 members.

The Club provides the following:

1. Social Evenings.

4. Ladies Annual General Meeting

This usually takes place on a Tuesday evening in October.

5. Club Annual General Meeting

This is held in the Clubhouse on a weekday evening in October or early November. Copies of the previous AGM will have been pinned to the notice board alongside the Kitchen. There will also be sheets for nominations for Officers of the Club for the ensuing year together with any propositions for approval at the AGM. The proposer and seconder must attend the AGM.

6. 100 Club

An opportunity to win modest cash prizes exists for members and relatives in the monthly draw. For £1 per month you could be a winner!!

7. Annual Dinner

This is a well-attended event, held in October, at a local venue.

8. Cheese & Wine Evening

A pre-season get-together giving new members an opportunity to meet fellow bowlers. Also a reason for seasoned members to catch up on the latest news.

9. Indoor Bowling Clubs

For those members who wish to play bowls during the winter months, there are a number of indoor bowling clubs in the area which are always looking for new members.

The nearest local clubs are at Camberley and District at Wilton Road (off the Frimley Road), Rushmoor at Farnborough Leisure Centre, Egham (near the railway station) and Wey Valley near the Lido at Stoke Park at Guildford. These clubs all provide a range of league games in a variety of formats such as men only, ladies only and mixed comprising pairs, triples and rinks throughout the day in two-hour or three-hour sessions. The clubs also play friendly matches against other indoor clubs as well as outdoor clubs. Internal and external competitions are also arranged.

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WINDLESHAM BOWLS CLUB

CONSTITUTION & RULES

Section 1: Name and Objectives

- 1.1 The name of the Club shall be 'Windlesham Bowls Club' (hereinafter referred to within this constitution as the 'Club').
- 1.2 The Club shall be affiliated to Bowls England, S.C.B.A., S.C.W.B.A., A. & D.B.A. and any other recognised body in the interests of the Club.
- 1.3 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls in Windlesham, Surrey and surrounding area.
- 1.4 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.

Section 2: Officers of the Club

- 2.1 The Officers of the Club shall be Full, Student or Life Members of the Club and shall consist of
 - Chairperson
 - Hon. Secretary
 - Hon. Treasurer
 - Fixtures Secretary
 - Membership Secretary
 - Competition Secretary
 - Club Captain
 - Ladies Captain
 - Ladies Secretary

Green Team Representative
Compliance Officer
Fundraiser
Communicator
Up to two other Members.

Officers plus a Club Vice-Captain shall be elected at the Annual General Meeting and shall hold office for the period of one year, retiring at the end of the period of election. With the exception of the Chairperson, Club Captain and Club Vice-Captain all Officers of the Club shall be eligible for re-election to the same office or another office at the end of one year.

The Club Chairperson, Captain and Club Vice-Captain must be elected annually but no Members may serve in these offices for more than 3 consecutive years. If, after 3 consecutive years, no alternative Members are proposed and seconded for these offices then the current Officers may continue to serve, if they consent, until other Members are elected.

Section 3: Membership

3.1 Categories and votes of Membership

3.1.1 The club may have different classes of Membership and subscription on a non-discriminatory and fair basis.

3.1.2 There shall be the following categories of Membership with power to vote at all relevant meetings of the Club as indicated hereunder.

- (a) FULL Members - being a person who, at the date of election, shall have attained the age of eighteen years and shall have one vote.
- (b) STUDENT Members - being a person who, at the date of election, shall have attained the age of eighteen years, be in full time education or equivalent and shall have one vote.
- (c) JUNIOR Members - being a person who, at the date of election, is under the age of eighteen years, and shall have no vote.
- (d) LIFE Members - being a person who, at the date of election, shall have attained the age of eighteen years and shall have one vote.
- (e) PRESIDENT and/or VICE PRESIDENTS - who shall have no vote unless they are also Full, Life or Student Members.
- (f) SOCIAL Members - who shall have no vote.

3.2 Rights and privileges of Members

3.2.1 The rights and privileges of each category of Membership shall be as follows:-

- (a) FULL Members shall have the full use of all Club facilities. Affiliation Fees shall be payable to the relevant Associations and Bowls England.
- (b) STUDENT Members shall have the full use of all Club facilities. Affiliation Fees shall be payable to the relevant Associations and Bowls England.
- (c) JUNIOR Members shall have the full use of all Club facilities subject to an adult Member being present when playing and to 8.3 of this Constitution. Affiliation Fees shall be payable to the relevant Associations and Bowls England.

- (d) LIFE Members shall have the full use of all the Club facilities. Affiliation Fees shall be payable to the relevant Associations and Bowls England.
- (e) PRESIDENT and/or VICE PRESIDENTS shall have the full use of the Club-house facilities.
- (e) SOCIAL Members shall have the full use of the Club-house facilities.

3.2.2 Candidates for Membership shall have no privileges whatsoever in relation to the use of the Club or premises until they have become a Members.

3.3 Membership Joining Fee & Subscription Fee

3.3.1 The rate of Joining Fee (if any) and Subscription Fee for each category of Membership shall be proposed by the Committee to the Members at the Annual General Meeting. The minimum recommended increase each year will be based on the September "Cost of Living Index"(CPI). The proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative from the 1st March. The current rate of Joining Fee (if any) and Subscription Fee shall be prominently displayed in the Club premises.

- (a) Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application, 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.
- (b) Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.
- (c) The Club Committee may refuse Membership or remove it, only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Members. If consideration of removal of Membership is as a result of a disciplinary issue, the procedure to be adopted shall be that as set out at point 3.6.2 of this Constitution.

3.3.2 All Members shall pay the Joining Fee (if applicable) and their first annual Subscription Fee upon election to the Club and thereafter by 28th February.

3.3.3 FULL, STUDENT & LIFE Members may use the Windlesham Club & Theatre on production of any membership cards requested by them.

3.4 Member's duty to provide contact details

3.4.1 Every Member shall furnish the Membership Secretary with up-to-date contact details that shall be recorded in the Register of Members and any notice sent to such address/es either by post or electronically shall be deemed to have been duly delivered.

3.5 Election and retirement of Members

3.5.1 Application for Membership

- (a) An application for Membership shall be in the form prescribed by the Committee and shall include the name, address and contact details of the candidate.

3.5.2 Election of Members

- (a) Upon receipt of an application for Membership, it will be circulated to the Committee or presented at a meeting for consideration. The election of all classes of Members is vested in the Committee and shall be a simple majority vote of those of the Committee present. The Committee may

refuse applications only for good cause such as conduct likely to bring the Club into disrepute. The Membership Secretary shall inform each candidate in writing of the candidate's election or non-election. The Membership Secretary shall furnish an elected candidate with a copy of the Rules and Bye-laws of the Club (see website) and make request for such payments as are necessary.

3.5.3 Payment of Fees upon Election

- (a) Upon election, a candidate shall pay, within one calendar month, fees as shall be requested. In default of such payment, the election shall be void unless sufficient cause for delay be shown.

3.5.4 Retirement of a Member

- (a) A Member wishing to resign their Membership shall give notice in writing to the Membership Secretary before 28th February and shall not then be liable to pay the subscription for the following year.
- (b) A Member who retires in accordance with this Rule shall not be entitled to have any part of the annual Membership fee or any other fees refunded.

3.5.5 Arrears of Subscription

- (a) The Committee may cancel, without notice being given, the Membership of any Members whose annual subscription and other annual fees are more than one month in arrears provided that the Committee may, at its absolute discretion, re-instate such Members upon payment of arrears. No Members whose annual payment is in arrears may use the Club premises or vote at any meeting.

3.6 Conduct of Members

3.6.1 Undertaking by Members to comply with rules

- (a) Every Members, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Rules and any Bye-laws and Regulations of the Club (see website).

3.6.2 Disciplinary action against Members

- (a) All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct)
- (b) Should any Member be expelled, the former Member shall not be entitled to have any part of the annual Membership fee refunded and must return any property belonging to the Club within one month.

3.6.3 Complaints

- (a) Complaints of any nature shall be addressed in writing to the Honorary Secretary.

3.7 Limitation of Club liability

3.7.1 All references to the Club in this Section shall mean each and every individual Member of the Club from time to time.

3.7.2 Members are bound by the following Notice which shall also be exhibited in a prominent place within the Club premises:

“Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and by implication 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, the Officers, Committee, Trustees or Servants of the Club.”

- 3.7.3 Membership of the Club and acceptance of these Rules by the Members will be deemed to constitute consent to the holding of relevant personal data for the purposes of the current Data Protection Act. Details of the Club’s Data Protection Policy will be displayed on the Club Noticeboard and on the Club website.

Section 4: Management Committee

4.1 Composition of Committee

- 4.1.1 The Committee shall consist of the Officers being not less than 8 nor more than 15 Full, Student, Life Members, elected at the Annual General Meeting to hold office for the term of their elected period.
- 4.1.2 Candidates for election to the Committee shall be those Members of the retiring Committee eligible to offer themselves for re-election and such other eligible Members whose nominations (duly proposed and seconded in writing by eligible Members of the Club), with their consent, shall have been received by the Honorary Secretary at least twenty one days before the date of the Annual General Meeting in each year. Such nominations, together with the names of the Proposer and Secunder shall be posted at the Club premises at least fourteen days prior to the date of the Annual General Meeting.
- 4.1.3 If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot of those Members present and entitled to vote at the Annual General Meeting.
- 4.1.4 If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if majority of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.
- 4.1.5 In the event of the ballot failing to determine the Members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by the Chairperson or a previously nominated person.
- 4.1.6 If, for any reason, a casual vacancy shall occur, the Committee may co-opt another eligible Member to fill such a vacancy until the next following Annual General Meeting. Co-opted Members will be entitled to vote.

4.2 Committee Meetings

- 4.2.1 The Committee shall endeavour to meet at least six times per year making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish.
- 4.2.2 Voting shall be by show of hands. In the case of equality of votes the Chairperson (or other nominated person) shall be entitled to a second and casting vote.
- 4.2.3 Six Members personally present shall form a quorum at a meeting of the Committee.
- 4.2.4 Any conflict of interest must be declared to the Chairperson (or other nominated person) prior to the start of the meeting. The Chairperson (or other nominated

person) will determine if the person may remain in the meeting and/or vote when the item is discussed.

4.3 Powers of the Committee

4.3.1 The Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objects of the Club.

4.3.2 In particular the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to Members or third parties and all surplus income or profits will be re-invested in the Club.

4.4 Appointment of Sub-Committees

4.4.1 The Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law

4.5 Disclosure of Interest to Third Parties

4.5.1 A Member of the Committee, of a sub-committee or any Member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting.

4.6 Limitation of Committee's authority

4.6.1 The Committee, or any person or sub-committee delegated by the Committee to act as agent for the Club or its Members, shall enter into contracts only as far as expressly authorised, or authorised by implication, by the Committee. No one shall, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its Membership.

4.7 Members' indemnification of Committee

4.7.1 In pursuance of the authority vested in the Committee by Members of the Club, Members of the Committee are entitled to be indemnified by the Members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.

(a) Indemnity:

Each Member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever reasonably incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties, save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust.

4.7.2 The limit of any individual Member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of Membership unless the Committee has been authorised to exceed such limit by a General Meeting of the Club.

4.8 Contractual Liability

4.8.1 The Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Committee of the Club, as appropriate.

“The liability of the Committee for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time.”

- 4.9 Nomination of Life Members by Committee
 - 4.9.1 The Committee may nominate for election at an Annual General Meeting such Presidents, Vice Presidents or Life Members as the Committee may think fit.
 - 4.9.2 Presidents, Vice Presidents or Life Members shall be duly elected if two thirds of those present, and entitled to vote, vote in favour of election.
 - 4.9.3 Presidents and/or Vice Presidents will be elected for a term of three years and may stand for re-election if they so wish.

Section 5: General Meetings

- 5.1 An Annual General Meeting of the Club shall be held each year in the month of October or November on a date to be fixed by the Committee. The Honorary Secretary shall at least fourteen days before the date of such meeting circulate to each Members notice hereof and of the business to be brought forward thereat. This may be either by post or electronically.
- 5.2 The following business only will be conducted at the Annual General Meeting:
 - a) Appointment of two tellers from the Members present.
 - b) Receiving and voting on the Club’s Accounts as at 30th September which will have been certified by the Club’s Accounts Examiner.
 - c) Election of the Officers, President, Vice Presidents for the forthcoming year plus any new Life Members.
 - d) Voting on the Annual Subscriptions, Joining Fees, Match fees, and any other fees recommended by the Committee for the forthcoming year.
 - e) Voting on any proposition from the Committee provided 21 days notice has been given.
 - f) Voting on any proposition given in writing by a Member, entitled to vote, provided 21 days notice has been given to the Honorary Secretary and has been seconded by an eligible Member.
 - g) Voting on the election of an Accounts Examiner for the forthcoming year.
 - h) To receive the reports of the Chairperson and other Officers.
- 5.3 The Committee may at any time, upon giving twenty one days notice in writing, call a Special General Meeting of the Club for any special business, the nature of which shall be stated in the Notice convening the meeting, and the discussion at such meeting shall be confined to the business stated in the Notice sent to Members.
- 5.4 The Committee shall call a Special General Meeting upon a written request addressed to the Honorary Secretary signed by at least 12 eligible Members. The Committee shall meet within 14 days of the request in order to arrange such a Meeting. The Committee shall give twenty one days notice in writing of any such Special General Meeting. The discussion at such meeting shall be confined to the business stated in the Notice sent to Members.
- 5.5 At every meeting of the Club the Chairperson will preside, or in their absence, a Chair elected by a majority of those present shall preside.
- 5.6 25% of Members entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.

- 5.7 Only Full Members, Student Members or Life Members shall be able to vote at any General Meeting of the Club. Other Members may attend and speak but are not entitled to vote.
- 5.8 Voting, except upon the election of Members of the Committee, shall be by show of hands.
- 5.9 In the case of an equality of votes the Chairperson (or other nominated person) shall have a second or casting vote, on any matter.
- 5.10 On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Bye-law or Regulation of the Club must be passed by a majority vote of at least two-thirds of those present and entitled to vote provided that no such change shall jeopardise the Club's status as a Community Amateur Sports Club within the meaning of the Finance Acts, or in any event alter its objects or winding-up provisions.

Section 6: Club Bank Accounts & Books of Account

- 6.1 The Club shall maintain and operate a Bank Current Account and such other deposit or savings accounts as deemed necessary.
- 6.2 The Chairperson, Honorary Secretary and Honorary Treasurer shall be appointed as duly authorised signatories to these accounts.
- 6.3 Withdrawals by cheque from the Club's Accounts will require any two of these three authorised signatories. Withdrawals may also be made electronically provided the Honorary Treasurer has received written authority from another authorised signatory.
- 6.4 The Honorary Treasurer shall maintain the financial records of the Club and these shall be open to inspection by the Committee and/or Members.

Section 7: Dissolution of the Club

- 7.1 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 be held not less than one month thereafter to discuss and vote on the resolution.
- 7.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 7.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the Members of the Club.
- 7.4 Upon dissolution of the Club the Committee shall give or transfer the net assets remaining to one or more of the following:
 - (a) to another Club with similar sports purposes which is a charity and/or
 - (b) to another Club with similar sports purposes which is a registered CASC and/or
 - (c) to Bowls England for use by them in related community sports.

Section 8: Miscellaneous

- 8.1 **Safeguarding:**
The club shall adhere to the Safeguarding Policy of Bowls England and will ensure that all the contents are communicated to Members and clearly displayed within the club premises for Members and Visitors.
- 8.2 **Equalities**
The club shall adhere to the Equality Policy of Bowls England.

- 8.3 Licensing
The club shall adhere to the requirements of the Licensing Act (or any subsequent Act) with regard to the purchase and supply of excisable goods.
- 8.4 The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the Members with each other and the Club.

Section 9: RULES

1. Playing Times

The hours that the green is open for play will be displayed on a notice board in the Clubhouse. These hours may be varied from time to time by the Green Team, who will be the sole arbiter in determining if the green is fit for play.

2. Dress on Green

When participating in formally organised competitive events players and markers (including visitors) on the green will wear recognised bowling clothing appropriate for the event. At all other times Members, Guests and Visitors may wear smart-casual clothing while bowling on the green. Notwithstanding the foregoing, shoes with flat soles will be worn at all times.

3. Smoking on the Green

Smoking is not allowed on the green at any time. This includes vaping products.

4. Green Etiquette

Players should always observe bowling etiquette as outlined in the current Windlesham Bowls Club Handbook. (See website).

5. Guests

Guests are welcome to play at the Club provided they observe the Rules. Members bringing guests should ensure that appropriate footwear is worn and the playing surface is protected by using mats if necessary. They may play up to 3 times, excluding Open days, after which they are expected to join. There is a fee per visit, except on Open Days, when no fee is payable. Guest fees will be decided by the Committee and displayed in the Clubhouse.

Players from other clubs who have been given permission to use the green for their own matches will be charged a fee per person to be decided by the Committee.

6. New Bowlers

New bowlers must attend Open days and/or practice sessions organised by the Club Coaches for assessment and approval before being permitted to play on the Green.

7. Rink Booking Priorities

Priorities for Rink Bookings are as follows:

- i) National Competitions
- ii) Surrey Competitions
- iii) Club Matches & Friendlies
- iv) West Surrey, A & D Competitions and other leagues.
- v) Club Competitions
- vi) Roll Ups

Where rinks are required for equal priority matches then they will be drawn.

Competitors needing a rink already booked must contact the Members concerned.

If there is a Club match or function organised by the Club the Members must contact the Club Captain.

In both the above cases at least 48 hours notice must be given.

8. Alcoholic Drinks

Members are not permitted to consume alcohol on the Site, including the Windlesham Bowls Club ("WBC"), unless it has been purchased from the Windlesham Club & Theatre ("WCT") or permission to do so has been obtained from the Management Committees of both the WCT and the WBC.

9. Duty Rotas

It is a condition of Membership of the Club that all playing Members shall take their turn when required on:-

(i) Clubhouse cleaning duties

The Club Committee may grant exceptions to the above duties. The Club Committee shall have the power to terminate Membership, if after due warning, a Members fails to adhere to this condition. Playing Members in their first season are exempt from match tea and cleaning duties.