



## Club Name : Constitution 2025/2026

### 1. Name of Club

The name of the club shall be: **[Insert Full Club Name]** and will be affiliated to the **British Crown Green Bowling Association** and **leagues/other required affiliations** to Counties

### 2. Aims and Objectives

- The main object of the club is to provide facilities for and promote participation of the whole community in the sport of bowls
- The aims and objectives of the club will be –
- To offer coaching and competitive opportunities in Bowling
- To promote the club within the local community and Bowling
- To manage the bowling.
- To ensure a duty of care to all members of the club
- To ensure that all present and future members receive fair and equal treatment
- To follow guidance from any governing bodies.

### 3. Membership

- Membership is open to all individuals regardless of age, gender, disability, religion or beliefs, sexual orientation, ethnicity, nationality
- Membership categories may include: Playing, Junior, Social, Honorary. **[add any others]**

#### **Juniors members( Optional)**

- **Must always be accompanied by an adult when on the bowling green**
- **All Juniors are under 18 and will be given induction/coaching sessions**
- **Must not use the main green unless agreed or accompanied by a member of the Management Team.**
- Membership fees shall be agreed annually by the Committee.
- The Management Committee may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the club or sport into disrepute. Appeal against such a decision may be made to the club's members and decided by a majority vote.
- All members must adhere to the club's code of conduct, BCGBA safeguarding policies, and disciplinary policy.
- Only playing members may vote at the AGM and other formal meetings.
- All playing members must be registered with BCGBA, County and Leagues to ensure clubs insurance coverage.
- The club will ensure that the club has public liability insurance
- In line with safeguarding guidance, prospective members will be asked to complete a self declaration and disclosure form.
- All members are required to complete a Club Membership Form which collects essential information including contact details and declaration relevant to safeguarding and GDPR compliance.
- Applications will be approved by a minimum of three members of the Management Team led by the Safeguarding Officer.

### 4. Data Protection (GDPR)

- The club collects and processes personal data in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- Personal data provided by members will be used solely for the purposes of club administration, affiliation, communication, competition, and safeguarding.
- For Coaches and Safeguarding Officers the club will keep up to date records of DBS certificates or the online service and certificates of safeguarding courses

- Personal data may be shared with the British Crown Green Bowling Association (BCGBA), relevant County Associations, and Leagues for the purpose of membership registration, insurance, governance, and safeguarding. These bodies are not considered third parties under this constitution, as their access is required for legitimate club operations.
- The club will ensure that all personal data is securely stored and handled in a way that maintains confidentiality and integrity.
- Personal data will not be shared with any other third parties without the member's explicit consent, unless required by law or safeguarding concerns.
- Members have the right to access, correct, or request deletion of their data, subject to legal and safeguarding obligations.

## 5. Photography and Media Consent

- The club may take photographs or videos of members during club activities and events for promotional, social media and archival purposes.
- Members (or their guardians, for juniors) will be asked to give consent for their images to be used in club communications, including on websites, social media, and printed materials via their membership form.
- Consent can be withdrawn at any time by notifying the club in writing.
- The club will handle all images respectfully and in line with data protection and safeguarding policies.

## 6. Management Committee

The club shall be managed by a committee consisting of:

- Chairperson
- Secretary
- Treasurer
- Safeguarding Officer
- General Committee Members x5-10 people
- Other sub-committees may be set up as and when required at the discretion of the management committee which may include:
  - Vice Chairperson (Optional)
  - Development Officer (Optional)
  - Welfare Officer (Optional)
  - Youth Officer (Optional)
  - Health & Safety Officer (Optional)
  - Coaching Officer (Optional)

Committee members shall be elected annually at the AGM and added during the year if it deems necessary. All committee members must be club members. A quorum for committee meetings is [insert agreed eg 3 members] and produce and manage records of such meetings to management committee along with members when required.

## 7. Meetings

An Annual General Meeting (AGM) shall be held once per year. Notice of the AGM will be given to all members at least 14 days in advance. The AGM will include:

- Chair's Report of club activities for previous year
- Treasurer's Report of club's financial position and accounts
- Election of Committee
- Discussion of any proposals shall happen at committee meetings
- Committee meetings shall be held [weekly/monthly/quarterly] and any relevant information recorded and shared to club members when required.
- Any special committee meetings including disciplinary meetings should be conducted and recorded appropriately following the BCGBA Disciplinary Policy to ensure hearings are fair and dealt with according to club constitution/code of conduct/rules.

## 8. Finance

- All club monies will be banked in an account held in the club's name. The Treasurer will keep accurate records of income and expenditure. The financial statements will be produced and examined annually by club committee.

- All payments must be authorised by at least two committee members. Club may provide remuneration and expenses to any official, member or other persons for services to the club if agreed by the management committee.

#### 9. Amendments to the Constitution

The constitution can be amended at the AGM or at a specially called meeting (EGM). Any amendment requires a two-thirds majority vote of members present.

#### 10. Discipline and Complaints

All complaints regarding the behaviour of members should be submitted in writing to the Secretary following the BCGBA Disciplinary Policy which is outlined below

- The Management Committee will meet to hear complaints within 5 days of a complaint being lodged.
- The Committee has the power to take appropriate disciplinary action including the termination of membership.
- The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 days of the hearing.
- There will be the right of appeal to the members of the club following disciplinary action being announced.
- The members should consider the appeal within 14 days of the Secretary receiving the appeal.

#### 11. Safeguarding and Coaching Guidance:

- The Club Safeguarding Officer must refer any safeguarding concerns to the County Safeguarding Officer without delay. The Club Safeguarding Officer is not responsible for investigating concerns, but for ensuring they are appropriately reported and managed according to national guidance. If the complaint is about the Safeguarding Officer, then the complaint must go to the County Safeguarding Officer.
- All coaches must have an active DBS on the update service and appropriate personal liability insurance.

#### 12. Other Matters (optional)

- Anything that is bespoke to your club
- e.g. The club will maintain the pavilion, seats and green/s in accordance with the agreed lease.
- Insurance will be covered by SLDC and rechargeable agreement with AHBC.
- Normal opening times to be displayed on signs at the greens, in leaflets and at appropriate information centres. The greens and pavilion can be booked for public and groups use by arrangement with AHBC – telephone numbers to be displayed. The club reserves the right to close the greens when in unplayable condition - through fertilizing, cutting, waterlogged etc.

#### 13. Dissolution

- In the event of the club being dissolved, any remaining funds and/or property will be donated to the Governing Body or another club with similar aims, as agreed by the membership.
- A resolution to dissolve the club shall only be proposed at a general committee meeting and shall be carried out by a majority of at least three quarters of the members entitled to a vote.
- A specific date for dissolution should be included in the resolution.

#### 14. Declaration and Date of Adoption

[Name of Club] hereby adopts and accepts this Constitution.

This constitution was adopted at the meeting held on: [Insert date]

Signatures

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_