

Leicester Bowling Club – Constitution and Rules



Leicester Bowling Club

Constitution and Rules

Amended February 2023

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Constitution

1.1 Name

The name of the Club shall be the “Leicester Bowling Club”

1.2 Purpose

The Club was formed to provide facilities for the pursuit of the Game of Bowls to its members and to provide further facilities for social activities as defined by the Management Committee.

The Club is a non-profit organization and any money raised is dedicated to the furtherance of the purposes of the Club and any Charity approved by the Management Committee

The Club shall be managed such that the purposes of the Club can be met.

Management

1.3 Governance

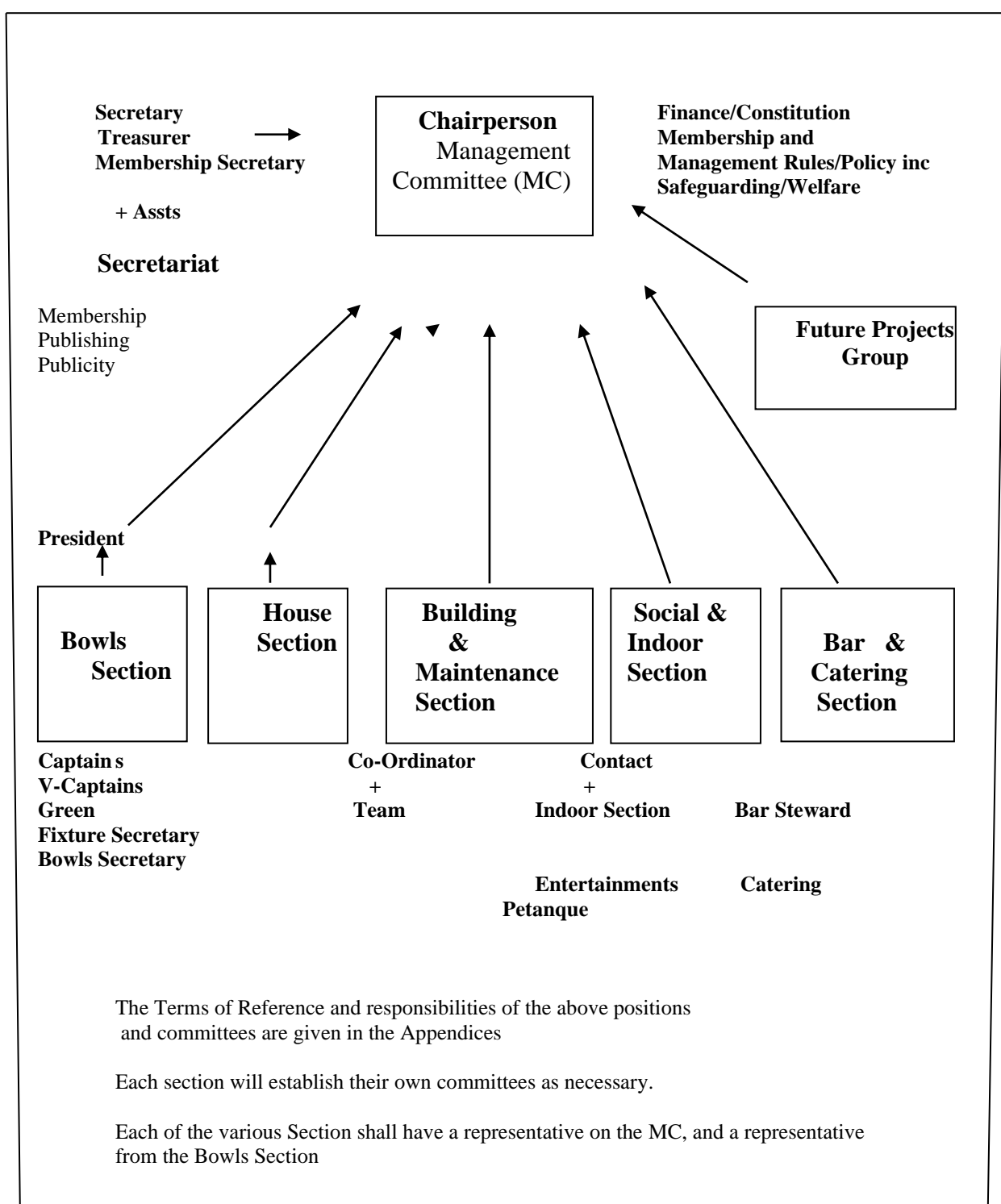
The following drawing identifies the Club organisational structure (see overleaf).

A Management Committee (MC) which shall consist of a Chairperson, Secretary, Treasurer,(who will be the Club’s Trustees) together with a Membership Secretary, Building and Maintenance Co-ordinator, Bar and Catering Co-ordinator, Social and Indoor Co-Ordinator, Safeguarding Co-Ordinator, Marketing Co-Ordinator and the Bowls Secretary Committee and shall undertake the management of the Club.

1.4 Elections

The election of Officers, Management Committee and Co-Ordinators shall retire at the end of each year and be eligible for re-election at the Club AGM.:

The representative(s) of these Sections that can attend the Management Committee meetings.



Section Co-ordinators

The Co-ordinators/Contacts for the Building and Maintenance, Social and Indoor, Bar/Catering, and House Sections shall be elected at the Club AGM for one year and shall be eligible for re-election. Other rules governing the nominations/elections shall be as for other Officers of the Club.

Auditors

The Auditors for the Club Accounts shall be elected, on an annual basis, at the Club AGM.

Sub-committees

The MC may elect further sub-committees for any specific purpose as may be deemed necessary by the MC. Any such Sub-committee shall report to and be responsible to the MC. The Club Chairperson shall be ex-officio member of all such sub-committees.

Co-opted members

The MC may also co-opt members of the Club for a specific purpose on a temporary basis. The period of any such assignment shall not exceed the date of the next Club AGM. If any such assignments are required to extend beyond the next AGM then the Membership shall be required to approve such appointments.

1.5 Alterations to the Rules

Alterations to the Constitution and Rules of the Club shall only be made at the Club Annual General Meeting or any specifically convened Extra-ordinary General Meeting. Proposed alterations must give notice 14 days prior to such meetings and must be proposed/seconded by Members, of at least 3 years standing, in the usual way. At such meetings, there shall be greater than 1/3rd of eligible full members to form a quorum and the vote shall require greater than 2/3rd of those present eligible to vote.

1.6 Meetings

Annual General Meeting

The Annual General Meeting, normally, shall be held within 3 months from the end of the financial year (30th September). Fourteen days' notice of such a meeting shall be sent to each Member, and fifteen months must not elapse without a Club AGM. The Chairperson of such meetings shall be the Chairperson of the MC or, in the absence of the Chairperson, the President of the Bowls Committee sections shall take the Chair.

No business shall be conducted or discussed except that given on the Agenda for such meetings.

A quorum for such meetings shall be greater than 1/3rd of the eligible Full Members.

Extra-ordinary General Meeting.

The MC may summon a Special or Extra-ordinary General Meeting at any time on providing 14 days' notice of such a meeting. Any Member, entitled to vote at an AGM, may similarly summon or require to be summoned to such a meeting provided such a move is supported by 10 or not less than 20% of the total membership whichever is the lower.

A quorum for such meetings shall be greater than 1/3rd of the eligible Full Members.

The role of Chairperson

Notwithstanding the role and responsibilities of the Club Chairperson, as defined in the Appendices, the Chairperson shall have a casting Vote where required.

Sub-committee Meetings

The Sections, indicated in the organisational structure, shall establish committee meetings as deemed necessary by the Co-ordinators/Officers of those sections. These Section shall ensure that any meetings shall be recorded and actions, if any, identified. This information may be requested by the MC as considered necessary.

A quorum for such meetings shall be greater than 50% of the eligible committee members.

Voting

All Full Members and Honorary Members are entitled to vote at the meetings detailed above. Voting will be by show of hands or by secret ballot as required by the Committee chairperson or by request from the Members.

On matters of general interest, a simple majority is accepted except in the case of "Alteration to Rules" see para 2.

1.7 Membership

The membership of the Club will be divided into the following categories (see Appendix 1.4)

Full member

These people are entitled to the full use of the Club facilities subject to any Legal, Safety, Security or Club Restrictions.

Social member

There will be two categories of such Membership, the first being a Social and Recreational Member, and secondly, a Social Member. See Appendix 1.4 for further details.

Junior Member

A Junior member category will be open to bowlers over the age of 11 and under 18.

Honorary Life Member

An Honorary Life Membership may be awarded to an existing Club member and who will continue to have the rights of a full member but who will not pay a subscription. The MC may recommend a member for the honour of a life membership in recognition of long membership and/or services to the Club. This recognition must be approved at the AGM.

An Honorary member shall be entitled to the use of all the Club facilities

Temporary Membership

Any member leaving the district or any person residing, temporarily, in the district, may be elected by the MC for a period of less than one year on payment, in advance, of a subscription to be determined by the MC. Such Members shall have no voting powers on the management of the Club.

Election

Every Candidate for election to the Club must make an application in writing, proposed and seconded by two members of the Club of at least 2 years standing each, to the Club Membership Secretary. The application duly signed shall be posted in the Clubhouse 7 days before the election process takes place. (see Appendix 3)

Newly elected members shall not be allowed the privileges of the Club until the Annual subscription has been paid to the Club Treasurer. These subscriptions must be paid within 28 days of the notification of acceptance or else the application for membership lapses.

After the new member has paid their first subscription and shall not be liable for any further financial liability by reason of their membership application.

Subscriptions

The Annual Subscriptions shall be fixed for the coming year by the MC and approved for all classes of Membership following the AGM following the end of the Financial Year (30th September). (Subscriptions cover 1st January until 31st December of that year) The MC is empowered to amend subscriptions by a maximum of 20% or the equivalent RPI rate of inflation whichever is the greater.

Subscription amendments, greater than the allowed parameters, must be approved by the AGM or an EGM called within the Rules of the Club. Payment of Subscriptions will be due within 30 days of the date of the Subscription Notice

Any Membership not renewed by the 28th February each year will be deemed to have lapsed and re-application may be necessary. Any new member elected after the 15th July in any year shall pay half the requisite subscription.

Limitations to Membership

No person under the age of 18 shall be accepted for membership except under the cover of the Junior Membership regulation.

Resignations

Any Member intending to resign shall give notice in writing to the Club Secretary before the 31st January otherwise the subscription for the full year shall be due.

Conduct

The conduct of members, which is considered unbecoming or likely to impact on the standards expected within the Club or on the Green (and including visiting other Clubs or organisations), may be subject of review by the MC and could lead to the expulsion of that member. Any complaints regarding the conduct of a member should be made in writing to the Club Secretary (unless the complaint regards the Club Secretary, in which case the complaint should be made to another of the Club's Trustees) The Secretary, together with another Management Committee member, shall determine if there is a case to answer. If they feel there is, a Disciplinary Committee will be formed consisting of three other Management Committee members who will determine any sanction, if necessary. The right of appeal shall be available at which an Appeals Committee, consisting of another three Management Committee members, shall hear any such appeal.

Any person subsequently ceasing to be a member of the Club shall forfeit all rights and claim upon the Club, its property and funds.

Liability

- The Club shall conduct its business within the regulations concerning Health / Safety and other legal requirements that may be placed upon the Club
- Neither the Club nor any Trustee, Officer or Members of any Committee shall be liable for any loss or damage to the property of any Member occurring on the Club premises, neither shall it be liable for any injury.
- The Club shall indemnify and keep indemnified every Trustee, Officer or Member of the Committee from and against all claims, demands and proceedings (and all costs and expenses in connection therewith or arising thereof) made or brought against the Club or the Member alone or jointly with the Club or otherwise arising out of or in connection with the maintenance and repair of the Clubs premises and property, the Game of Bowls or the equipment or materials provided in connection therewith or any part thereof by any persons. Except where negligence is proven

Dissolution

In the event of the agreement, at an Extra-ordinary or Annual general Meeting, by the Membership that the Club shall be dissolved and, subsequent to the clearance of all debts and obligations, the Management Committee shall take legal advice as to the disposal of the remaining assets and in accordance with Bowls England.

Child Protection Act

The Bowling Club recognises and supports the principles and policies stated in the Child Protection Act as reflected in the Bowls Leicestershire Guidelines. To that end the Club shall display a “Notice on Safeguarding for Adults and Child Protection Policy” within the Club.

2 General Rules

The MC may from time-to-time make by-laws, consistent with this Constitution, as to the use of the Club Pavilion and the Green. Until otherwise determined by the MC, the by-laws shall be those set out in these Constitution and Rules.

These Rules may be amended by resolution passed by a majority of at least two thirds of members voting thereon at any AGM/EGM of which the Notice specifies the nature of the proposed amendment.

2.1 Club Opening Times

The Club will be open:

During the Bowling Season

The Club shall be open for bowling during the day and evenings during the Bowling Season, subject to the weather and the maintenance of the Green.

The Clubhouse shall be open as per approval by Management Committee.

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During the Winter

As approved by the Management Committee.

The above are subject to Green and Club limitations which will be recorded in the Club Availability Book and the Outside Notice Board.

2.2 Visitors

From Other Clubs

All bona-fide members of Clubs affiliated to the National and/or International Bowling Associations shall be honorary members of the Club when visiting for any game/competition.

Guests

Each Member shall have the privilege of inviting a guest/friend to the Club and Green provided that the same visitor shall not be introduced more than six times in any year. The member shall ensure that the visitor is entered in the Visitors Book and shall be responsible for all expenses incurred by the Visitor e.g. Green fees as prescribed by the By-laws during the period they are on the premises.

See Appendix 1.4

2.3 Bar Facilities

The Club premises will be open for the supply of intoxicating liquor in line with the prevailing legislation.

Intoxicating liquor etc shall only be supplied for consumption on the premises to Members and guests.

2.4 Green Facilities

- All persons must wear rubber soled heelless shoes or slippers when on the Green.
- Blue flannels/skirt/trousers with predominantly white above the waist is the expected form of dress for all games at Club level unless otherwise stated by the Club's Captain. Navy Blue flannels / skirt / trousers are expected with Club shirts for all representative matches and galas except where stated by the respective captains. The Captains of the Day shall also ensure conformity in the dress code in Club matches.
- The decision as to the fitness of the Green for play shall rest with the Green Co-ordinator or the groundsman where applicable.
- All games shall be played according to the Laws of the Game as identified by the respective governing bodies.

2.5 Club Facilities

Club-house letting ((See Appendix 5)

The main Clubhouse may be let to outside organisations and individuals and to members who must make their application in writing to the Club Secretary and will be responsible for the activities involved in the application e.g. conduct and cleanliness. The application will be presented to the MC for a decision.

Kitchen

The use of the kitchen during the Bowling Season is for the teas. The kitchen and utensils shall be left clean and tidy. Details of further use of the kitchen facilities can be obtained from the Catering Team Co-ordinator.

2.6 General Facilities

Carpet Bowls

Facilities exist for Indoor Carpet Bowls and further details can be obtained from the Social Section within the Club. See the relevant Appendix of this Constitution.

Petanque

Members and Guests are invited to use the Petanque facilities and details are available from the representative within the Social Section. See the relevant Appendix of this Constitution.

2.7 Conduct

The Club facilities are provided for the enjoyment by the Members and their Guests, and hence it is expected that each member should always consider and respect the rights of fellow members.

2.8 Dress

The dress requirements for play on the Green are covered in Rule 2.4 and dress requirements in the Club are that respectable and acceptable dress shall be worn at all times.

2.9 Pets

Dogs and/or other pets are not allowed on the Club premises unless under strict control. Under no circumstances will pets be allowed in the kitchen area or on the Green. Guide Dogs excepted.

2.10 Use of Mobile Phones and Pagers

The use of mobile phones and pagers is not permitted on the bowling green or in the surrounding areas where distraction or annoyance may be caused to anyone on the bowling green.

2.11 No Smoking or consumption of food and drink on to the Green

In accordance with new laws, Leicester Bowling Club operates a No Smoking Policy in all areas of the Club-House and on the green, this to include electronic cigarettes (Vapours). (See Appendix G of Bowls England Rules). No food or drink can be taken onto the Green. Only alcoholic drink purchased from the bar may be consumed on the Club premises.

2.12 Complaints and Comments

Complaints from Members regarding Club facilities, conduct, green etc must be made in writing to the Club Secretary and never to employees or Contractors.

2.13 Refreshment Charges

The charges to be made for refreshment shall be fixed by the MC in accordance with the recommendations from the Bar/Catering Team Co-ordinator and every Members shall pay such charges prior to leaving the Club premises whether on his account or for his guests.

2.14 Rink Reservation

When match fixtures have been made via the Rink Diary, the necessary rinks shall be reserved for the dates fixed or any substituted dates. Should rinks booked are not required later these should be cancelled on the Rink Diary.

2.15 Play on Match days

Members playing on spare rinks during afternoon Club matches are required to conform to the dress code on the rink in Rule 4.4 and should not commence before the Match begins subject to a decision by the Captain of the day.

2.16 Casual Play

In practise games, if any rink consists of less than eight players, any members wishing to play shall have the right to join such incomplete rinks if no other rinks are available.

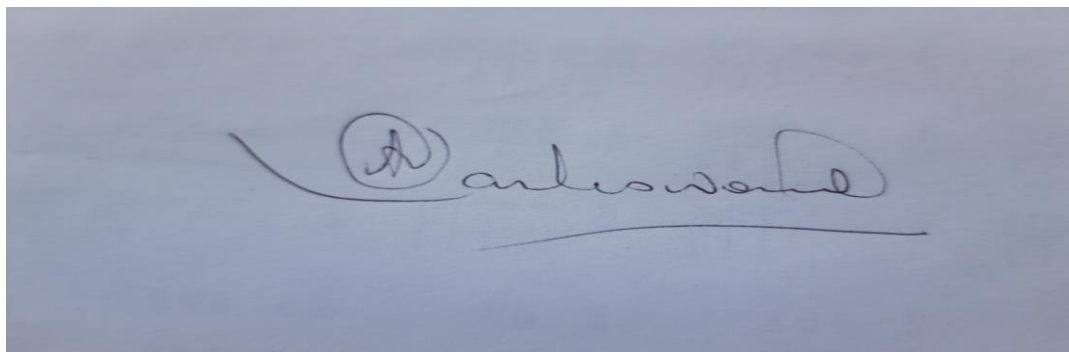
2.17 Bowls England/Bowls Leicestershire Guidance

The Management Committee will take guidance, as required, from the Bowls England/Bowls Leicestershire, on the preparation of this Constitution and Rules handbook, including where necessary, any of their new reports.

2.18 Guest Players

From time-to-time it may be necessary or desirable to invite guest players from other Bowls England affiliated Clubs to play for the Club in representative or commemorative games. This bylaw enables the Club Captain to invite such players to participate and to offer the facilities of the Club. A record of such events shall be recorded.

Signed: Steve Charlesworth Hon Treasurer

A photograph of a handwritten signature in blue ink on a light-colored surface. The signature is written in a cursive style and appears to read 'Steve Charlesworth'. The signature is underlined with a single horizontal line.

Appendix 1 to the Club Constitution.

Terms of Reference and Responsibilities

1. Management Committee

a. The Management Committee (MC) consists of:

- Chairperson
- Secretary,
- Treasurer
- Membership Secretary

- Co-ordinators of the Functional Committees (or their representatives)
 - ⇒ Building and Maintenance
 - ⇒ Bar and Catering
 - ⇒ Social and Indoor
 - ⇒ House Committee
 - ⇒ Welfare/Safeguarding (Child Protection)
 - ⇒ Bowls

b. The Management Committee shall be responsible for the governance of the Club covering:

- Constitution and Rules
- Club Management (incl. Forward Planning)
- Club finances (incl. Budgetary Control)
- Legal Requirements (incl. Health and Safety/employment, licensing)
- Membership matters (incl. Subscriptions/complaints/comments/disciplinary matters/appeals etc)
- Marketing

- Safeguarding (incl. Welfare, Child Protection)

c. Operation of the Management Committee

- The requirements, frequency and subjects to discuss, will be controlled through the prompt issue of the agenda by the Secretary as authorised by the Chairperson.
- A quorum for such meetings shall be greater than 50% of the committee members which shall include 2/3rd of the Officers of the Club.
- The Committee shall meet, in the first instance, on a monthly basis but the frequency may change subject to matters arising, in particular, for emergencies or Membership applications.
- The Committee shall ensure the correct operation of other formal sub-committees.
- The agenda for the MC shall be based upon:
 - ⇒ Club administration matters, incl. Constitution and Rules.
 - ⇒ Financial administration, reports, accounts, budgets etc
 - ⇒ Membership matters, applications etc
 - ⇒ Correspondence submitted to the Secretary
 - ⇒ Reports/representations from the sub-committees
 - ⇒ Matters arising from the Membership
- The MC shall maintain formal minutes of all committee meetings and publish minutes suitable for the Club Notice Board. Also, the MC shall maintain all necessary records commensurate with any legal requirements. Where necessary reports shall be made available concerning any special projects or activities.
- Management activities see also section 2 in the Constitution.

2. Bowling and Greens Section

a. The Bowls Committee shall consist of:

- President
- Vice President
- Secretary

- Captain and vice captains
- Fixture Secretary
- Green Co-ordinator
- League Delegates
- Coaches

b. Terms of Reference

- a) The Bowls Committee shall convene such meetings, as necessary, to carry out their terms of reference. The rules for such meetings shall be the same as for the Club meetings. The Committee meetings shall be chaired by the Club's President or nominee.
- b) To arrange the provision of coaching for members.
- c) To arrange and ensure that all necessary facilities are available for agreed Club fixtures. Identify all bar/catering needs and notify the Bar/Catering Section in reasonable time.
- d) Provision of match speakers and officials and ensuring they are fully aware of their duties.
- e) Organisation of galas and special events.
- f) Management and upkeep of the Green.
- g) Management and publication of the Bowling Fixtures
- h) To have the authority to co-opt experience and expertise, as required, to achieve their purposes. (Coaching/Umpiring etc)
- i) To set the standard of conduct/dress on the Green in conjunction with the Ladies Captain
- j) To report formally to the Management Committee.

3. Social and Indoor Section

a. The Membership of the Section shall:

- Outdoor Bowling and Recreational Activities,
- Non-Bowling Activities e.g. Art, Whist, entertainment etc.

Guests and visitors wishing to participate in regular activities e.g. Whist, Art and other similar regular activities shall be expected to join the Club as Social Members.

b. Terms of Reference

A Social Section shall be established under the control of a Co-Ordinator. This person may establish a Working Group covering the activities of this Section e.g. Carpet Bowls (covering competitions or matches), non-affiliated social outdoor bowling, regular social activities such as Art, Whist, entertaining, fundraising etc.

- (i) To formulate a calendar of social events throughout the year in conjunction with Carpet Bowls, Entertainment, Petanque, etc. This programme to be submitted to the MC at an appropriate time prior to release to the Membership.
- (ii) To have authority to co-opt members to manage of the social events.
- (iii) To be fully responsible for all aspects of social events
- (iv) Ensure the Bar Co-Ordinator and Catering Co-Ordinator, if appointed, are advised of any requirements for these events.
- (v) Financial management of these events, advice being sought from the Treasurer where necessary e.g. setting of any fees that may be required for any of the activities.
- (vi) To make recommendations to the MC for any new social activities.
- (vii) To ensure close links with other subsections i.e. Bar/Catering, Bowls Sections etc.
- (viii) To provide reports or presentations to the MC as required.

4. Bar/Catering

- i) A Bar/Catering team may be established under the control of a Bar Co-Ordinator. This team to be registered with the MC.
- ii) The Bar Co-Ordinator can co-opt members to support the Bar activity as required.
- iii) The Catering team, if appointed, will be responsible for the catering activity at any Club function and should ensure that all those involved are aware of, and meet, the health regulations concerning food management e.g. purchasing, handling, cooking, serving and storing food
- iii) The MC can advise on financial and legal matters.

a. Terms of Reference

- i) To be responsible to the MC for the management of the Bar and kitchen facilities for the provision of food and refreshment within the Club.
- ii) To organise the provision of meals during the outdoor bowling season.
- iii) In conjunction with Social Committee to advise, or provide as required the bar and catering facilities for all social events.
- iv) Report formally to the MC as required.

5. Buildings and Maintenance

A Buildings and Maintenance committee shall be established under the control of a Co-ordinator who will free to choose a support committee. These name to be registered with the MC. The Co-ordinator will be elected at the Club AGM. The person will either have an understanding of Building regulations and maintenance procedures, or have with the team someone so qualified.

a. Terms of Reference

- i) To ensure that all buildings and surrounds are maintained in good repair, this to include the services of electricity, gas and plumbing.
- ii) To prepare recommendations for any programme of work considered necessary. This work to be costed and submitted to the MC for approval.
- iii) To be responsible for the satisfactory completion of the work undertaken.
- iv) To report formally to the MC, as required.
- v) To co-opt, where necessary, specialists to assist in the planning and performance of any of the tasks undertaken.

6. House Section

The purpose of this group is to ensure, that the facilities afforded by the Club house, both for the members and visitors, are acceptable and also meet the necessary statutory conditions for Health and Safety, Licensing and Room Hire passed to them from the MC.

a. Terms of Reference

- To monitor the general condition of the Clubhouse
- Cleanliness
 - Repair
 - Maintain the Library
- b. To liaise with Social Contact who is managing the Hiring Facility to ensure that the requirements can be met. Liaise with the Cleaner to ensure the room is in good order.
 - c. To encourage and ensure that visitors sign in.
 - d. To liaise with the Building and Maintenance Section to satisfy any repair/refurbish actions that may arise from 1. (who, in turn, will raise a costed proposal for discussion at the earliest MC.)
 - e. Checking that there are sufficient supplies of such things as toilet paper, paper towels, washing up liquid, dish towels, bin bags etc.
 - f. Ensure an adequate supply of tablecloths and cutlery for events.

- g.** The Cleaner, if appointed, shall report to the House Co-Ordinator who will plan and monitor the non-bowling work undertaken within the Clubhouse and surrounds. (During the bowling season, the captains may request support on match days.)
- h.** Liaising with the Social Contact to make sure that the Club House is prepared for events which have been arranged e.g. setting out of tables and chairs.
- i.** Liaising with the Carpet Bowlers to help with the above duties especially when the carpets need to be rolled up.
- j.** A general report will be submitted for each MC meeting, highlighting any problems or requirements with respect to the execution of the above activity.
- k.** To manage the Library Facility via a Librarian who will maintain the good order of the Library, disposing of books and obtaining books where necessary

Appendix 2 to the Club Constitution and Rules Duties and Responsibilities (Officers)

1. Club President

- The President will host Club functions/meetings as required.
- The President will be entitled to attend, ex officio, all other Club Committee meetings.
- The President will be able to delegate responsibilities to Vice Presidents as considered expedient.

2. Vice Presidents

- They will undertake any duties delegated by the Presidents.
- May undertake specific duties allocated by their respective Committees or the MC concerning liaison with other committees or projects.

3. Club Chairperson

- He/she shall be a Trustee of the Club
- He/she shall chair the Management Committee and shall be responsible for the conduct of this committee and any sub-committee.
- He/she will have the right to call for reports/representation from the other Club committees and may also ask for any reports or minutes on behalf of the MC.
- He/she will be responsible to the Club membership for the work carried out in committees and shall make formal reports.
- He/she shall chair any Extra-ordinary and Annual General Meetings as required.
- He/she shall ensure that the membership is kept informed of C/Club activities by notices/newsletters or summaries of meeting minutes being placed on the Club Notice Board.
- He/she shall be able to vote on any item and shall have an additional and casting vote should it be required.

4. Club Secretary

- He/she shall be a Trustee of the Club.
- He/she shall be responsible to the MC for the general administration of the Club in accordance with any legal requirements and the wishes of the Club. This will include general club correspondence and matters arising from the day-to-day administration of the Club.
- Response to formal Club correspondence from outside organisation e.g. Local Council, Gas, Water, Electricity etc.
- Responsible for the progressing of Club Membership applications.
- The taking and issue of formal Club meeting Minutes.
- An Assistant maybe appointed, as required, whose duties will be allocated by the Club Secretary.
- The post of Secretary for each of the sub sections may be deemed necessary and their duties shall be carried out with guidance and advice from the Club Secretary.

5. Club Treasurer

- a) He/she shall be a Trustee of the Club
- b) He/she will be responsible to the MC for the financial management of the Club in accordance with legal requirements and accountancy best practises. This will include:
 - Advise and manage all Club funds with the MC approval.
 - Payment of all agreed bills and invoices on behalf of the Club.
 - Presentation and management of the Club Accounts as required.
- c) An Assistant Treasurer shall be appointed, as required, whose duties shall be allocated and agreed with the Club Treasurer.

Appendix 3 to the Club Constitution and Rules

Application for Club Membership

1. The purpose of this Appendix is to provide guidelines for the procedure and responsibilities and anticipated time scales involved in actioning membership applications.
2. Refer to para 3.6 of this Constitution concerning the posting of formal application for membership.
3. The application, following the Statutory 7 days posting on the notice board, will be removed by the Secretary and details passed to the Membership Secretary and raised at Management Committee.

In cases where there might be doubt as to the quality of the candidate, Management Committee may determine to carry out an interview. This will take place as soon as possible.

4. The applicant, if successful, shall be required to pay the relevant subscriptions to the Treasurer within 28 days of notification by the Secretary or else the candidate's application will lapse.
5. This procedure provides a maximum period of 3 weeks from an application to the candidate being a full member. Any requirement for a variation on this should be brought to the attention of the MC who will take any special action considered necessary.

Appendix 4 to the Club Constitution and Rules

Membership definitions

1. Full Membership

- 1.1. A person of good standing.
- 1.2. Entitled to use the full facilities of the Club
- 1.3. May hold office in the various Sections within the Club and to vote at Annual General Meetings and Extra-Ordinary General Meetings.
- 1.4. Those of at least 3-year standing may propose/second the requirement to change the Rules and Constitution of the Club or any specifically convened EGM.
- 1.5. These members will be affiliated to the County/National Organisations.

2. Members paying reduced membership fees

2.1. 1st Year Novice

- 2.1.1. A person of good standing, over the age of 18, may enjoy the facilities of the Club and Green.
- 2.1.2. Should they join before July in any year and are able to complete that year as a Novice then the following year they would be treated as a Full Member. Should a new member join the Club after July 1st then they shall be able to play the following year as a Novice. Also, should a person be restricted, through no fault of their own, of enjoying the Novice position then it would be recommended that they be allowed to continue as a Novice for the following year.

2.2. Junior Member

- 2.2.1. A Junior member category will be open to bowlers; many may be novices, up to the age of 18.
- 2.2.2. Whilst the proposer of a Junior Member aged 14 to 18 will be responsible to the GPC for the conduct of that Member, a guardian, acceptable to the parents, shall be responsible to the GPC for Junior Members under 14.
- 2.2.3. They will not be eligible to vote at AGM's but will have the right to all other Club Facilities
- 2.2.4. Guidance for this class of membership being taken from the Bowls England Guidelines concerning the Child Protection Act.

2.3.Social Members

- 2.3.1. These people can use all facilities of the Club (Social/Recreation Members can use the Green, but Full members shall take precedence in the use of the Green) but may not participate in Competitions or represent the Club against an affiliated club
- 2.3.2. Social members may receive notices of and attend General Meetings, but will not be entitled to vote or hold office.
- 2.3.3. These members may participate in other Club activities that may, from time to time, be established e.g. Bridge/Whist/Art

3. Honorary Life Member

An Honorary Life Membership may be awarded to an existing Club member and who will continue to have the rights of a full member but who will not pay a subscription. The MC may recommend a member for the honour of a life membership in recognition of long membership and/or services to the Club. This recognition must be approved at the AGM.

An Honorary member shall be entitled to the use of all the Club facilities

4. Temporary Membership

Any member leaving the district or any person residing, temporarily, in the district, may be elected by the MC for a period of less than one year on payment, in advance, of a subscription to be determined by the MC. Such Members shall have no voting powers on the management of the Club.

Appendix 5 to the Club Constitution and Rules

Clubroom Hiring – Policy

1. Preamble

There is a need to utilise the Clubroom in order to raise much needed revenue for the Club and to offset the fixed costs of running the Club. At the same time, it is important that:

- care is taken in the advertising of the availability of the Club facilities for hire
- the condition of the Clubhouse is not affected by any such hiring
- the conditions of our lease are not affected
- the insurance of the Clubhouse is not compromised and is adequate
- The tax position is considered when any monies received.
- Any hiring is not affected by the Health and Safety Acts/ Disability Access /Child Protection etc.
- adequate records are maintained of such hirings and available to the Club Secretary

2. Implementation

These guidelines are provided:

- The costs of Hiring the Room and the Bar facility is determined by the MC. (Note the Club and Bar opening times are in accordance with the Constitution and it is considered unlikely that any Bar Extension will be approved in the Magistrates Court). Also, should the Kitchen facility be requested for the provision of hot drinks etc there will be nominal charge but if there is a request to provide meals, then the Sponsor should bring this request to the MC for consideration.
- All hirings undertaken by the Club shall be recorded in a Club Hiring Book to be maintained by the Club Secretary who in turn will advise the House Committee.
- All hirings, whilst made on behalf of Leicester Bowls Club, shall be sponsored by a Club Secretary who shall be responsible to the Club for advising the Hirers of the rules of such Hire and ensuring that:
 - i. The activity of the hirer is in accord with the general acceptable usage of such a building and facilities.
 - ii. The Clubhouse and facilities shall be returned to the Club in the same condition at the completion of the hire as at the start.

Appendix 6 to the Club Constitution and Rules

Data Protection Policy

OUR COMMITMENT TO YOUR PRIVACY

Your trust is important to us. We want you to know we've updated our Privacy Notice to explain how we collect and handle your personal data.

Why we collect your data

We want to give you the best possible experience with Leicester Bowling Club.

How we collect your data

We do this by your Application Form for Membership each January and by personal contact.

When we will share your data

We share your data with our Members in our Membership Fixture Book. Captains for Team selection and for Administration of the Club, Bowls Leicestershire and Bowls England when required as an Affiliated Club.

Know your Rights

You have many rights regarding your personal data, including seeing what data we hold and updating your information.