

Pewsey Vale Bowls Club Constitution

1. **Title**

1.1. The Club shall be called Pewsey Vale Bowls Club (PVBC), hereafter to be referred to as "The Club" and shall be affiliated to Bowls England and Bowls Wiltshire. Full Address: The Recreation Ground, Pewsey, Wiltshire, SN9 5AQ.

2. **Grounds and Property**

2.1. The bowling green, all buildings and the surrounds are situated on common land which is administered by Pewsey Parish Council. The Club has a leasing agreement with the Council which is renewable every 20 years. The Club also has a 'Premises Licence' Agreement with Wiltshire Council which is renewable every 10 years. A full copy of both leases is kept by the secretary and another copy can be found in the Key Documents file, which is kept in the clubhouse.

2.2. The Club is responsible for the care, enhancement and maintenance of the green, the surrounds and the buildings. The buildings and all contents therein, are owned by the Club.

2.3. Negotiations, concerning the lease, between The Club and Pewsey Parish Council, are the responsibility of the Executive Officers. However it is the Trustees of the Club who deal with formal negotiations of the lease.

3. **Objects**

3.1. As a community sports club we foster and promote the sport of flat green bowls at all levels and ages in the Pewsey vicinity, providing opportunities for sociability, recreation and competition.

4. **Membership**

4.1. Membership of The Club shall be open to any person, regardless of nationality, race, age, gender, sexual orientation, religious belief or ability, who successfully completes a membership application, according to the protocol as laid out in Appendix 2, and pays the relevant subscription/joining fee, as determined, by The Club. The Club Executive Committee reserves the right to refuse membership, given reasonable grounds.

4.2. Class of Membership (Definitions of each class are detailed in Annex B)

- 4.2.1. Full Member
- 4.2.2. Vice President
- 4.2.3. Life Member
- 4.2.4. Associate Member
- 4.2.5. Youth Member
- 4.2.6. Social Member
- 4.2.7. Honorary Member
- 4.2.8. Temporary Member

5. **Officers**

5.1. President.

5.1.1. The President is the senior member of The Club and part of the Executive Committee with a non-voting role except for a casting one. Once elected at a General Meeting the President will remain in post until his/her resignation or by mutual agreement with the Executive Committee.

5.1.2. The President is the Club ambassador in Bowls circles and the local community.

5.1.3. As The Club's senior Officer his/her role within The Club is to provide long-term continuity, an overview and advice.

5.2. Executive Officers

5.2.1. President

5.2.2. Chairperson

5.2.3. Secretary

5.2.4. Treasurer

5.2.5. Social Secretary

5.2.6. House Manager

5.2.7. Grounds Manager

6. **Election of Officers**

6.1. All Officers, except the President, shall be elected or re-elected at the Annual General Meeting of The Club from, and by, the Full Members present at the meeting together with all Postal votes submitted.

6.2. All Officers, except the President, are elected for a period of one year, but may be re-elected to the same office or another office the following year.

7. **Executive Committee**

7.1. The affairs of The Club shall be controlled by an Executive Committee comprising the Executive Officers elected from, and by, the Annual General Meeting. No Officer may be elected to serve in more than one capacity. Nominations for office must be proposed and seconded on the nomination sheet and displayed on the club notice board at least 14 days before the Annual General Meeting. For additional information on the roles and responsibilities of the Executive Committee see Annex A.

7.2. The Executive Committee shall meet at agreed intervals and not less than ten times a year. Four members shall constitute a quorum.

7.3. There will, on occasion, be the need to resolve an unexpected and important issue which cannot be left unresolved until the next scheduled Executive Committee meeting. In these circumstances an unscheduled meeting shall be called, or a majority view via email or phone used to resolve this issue as soon as possible. If resolved by phone an email record of the resolution must be created by the Secretary.

7.3.1.A report from the meeting or the email correspondence will be included as an item on the agenda for the next scheduled Executive Committee Meeting.

7.4. The duties of the Executive Committee shall be:-

7.4.1.To control the affairs of The Club on behalf of the Members.

7.4.2.To keep accurate accounts of the finances of The Club through the Treasurer. These should be available for reasonable inspection by Members and should be examined by the appointed accounts examiner before every Annual General Meeting. The Club shall maintain a bank current account. Any cheque drawn against club funds should be signed by the Treasurer and one other Officer.

7.4.3.To co-opt additional members of the Committee as the Committee feels necessary. Co-opted members shall not be entitled to vote on the Committee.

7.4.4.To make decisions on the basis of a simple majority vote. In the case of equal votes, the President shall be entitled to a casting vote.

7.4.5.To appoint Sub-Committees as necessary to fulfil the Club's business. See Annex C.

7.5. The Executive Committee shall be vested with the powers to:

7.5.1.Administer the affairs of the Club, excluding alterations to the Constitution.

7.5.2.Fill any vacancy on The Executive Committee arising during the year, the person filling such vacancy does not have a vote.

7.5.3.Review the action of any Member who is deemed to have infringed the Laws & Etiquette of the Club or whose membership is considered to be detrimental to the interest of The Club. The disciplinary procedure is documented in Appendix 11.

8. **General Committee**

8.1. The General Committee shall consist of:

8.1.1. The members of the Executive Committee.

8.1.2. Co-opted members, as decided by the Executive Committee. These will normally include all or some of the following:

8.1.2.1.The Men's and Ladies Captains

8.1.2.2.The Men's and Ladies Vice Captains

8.1.2.3.The Club Captain

8.1.2.4.The Men's and Ladies Bowls Wiltshire representatives

8.1.2.5.The Men's and Ladies S & D representatives

8.1.2.6.The Fixture Secretary

8.1.2.7.The Bar Manager

8.2. The General Committee shall meet at least four times in each year, to coincide with the Executive Committee Meeting.

8.3. Members of the General Committee will be invited to attend Executive Committee Meetings, as circumstances require. They may request that they attend an Executive Committee meeting to discuss items and issues that are relevant to their area/s of responsibility.

8.4. Should any issue require that voting is necessary at a General Committee/Executive Meeting, only the Executive Officers are allowed to cast a vote.

9. **General Meetings**

9.1. The Annual General Meeting shall be held in the month of October each year. At Least 21 clear days' written notice of the Annual General Meeting shall be given to Members by either circulating a copy of the notice to every Full member at their home address or posting the notice on the club notice board. Members must advise the Secretary in writing of any relevant business to be considered at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or post notice of the agenda on the noticeboard for the meeting to members not less than 7 days before the meeting.

9.2. The business of the Annual General Meeting shall be to:

9.2.1. Confirm the minutes of the previous Annual General Meeting and General Meetings held since the last Annual General Meeting.

9.2.2. Receive the examined accounts for the year from the Treasurer.

9.2.3. Receive the annual reports from the Executive Officers and Captains.

9.2.4. Elect the Executive Officers of The Club and the Committee Members.

9.2.5. Set the annual membership subscription rate, match fee and green fees.

9.2.6. Transact such other relevant business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

9.3. Nomination of candidates for election as Officers shall be made no later than 14 days in advance of the Annual General Meeting date. Such nominations will be added to the candidates list on The Club's notice board duly signed by the nominated, proposing and seconding members concerned.

9.4. Extraordinary General Meetings may be convened by the Executive Committee or, by the Secretary on receipt of a request, in writing from not less than 25% of Full Members of The Club. At least 14 days' notice of the meeting shall be given.

9.5. At all General Meetings, the Chair will be taken by the Chairperson, or, in his/her absence, by the President or by another Executive Officer appointed by the Full Members attending the meeting.

9.6. Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting plus all Postal Votes. In the event of equal votes, the President shall be entitled to a casting vote.

9.7. A quorum for a General Meeting shall be at least one quarter of the total number of Full Members of The Club.

9.8. Each attending Full Member shall be entitled to one vote on each motion at General Meetings.

10. **Committee in Appeal**

10.1. The Executive Committee shall be empowered to adjudicate upon any manner of practice, policy or complaint which it shall hold to be within its jurisdiction. If a complaint cannot be resolved the Executive Committee is empowered to call an Extraordinary General Meeting

11. **Alterations to the Constitution**

11.1. Any proposed alterations to The Club's Constitution, comprising main document and any annex, may only be considered at an Annual or Extraordinary General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be duly proposed and seconded. Such alteration shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved. The appendices attached to the Constitution may be updated and/or amended as necessary, by a majority vote of the Executive Committee.

12. **Indemnity Clause**

12.1. 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 therefrom, or incurred in good faith in the purported discharge of such duties, save in such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust; provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of The Club by the Executive Committee, 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.

13. **Dissolution**

13.1. if, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene an Extraordinary General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.

13.2.If, at that Extraordinary General Meeting, the resolution is carried by at least two-thirds of the Full Members present, the Executive Officers 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.

13.3.After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to some other voluntary organisation having similar objectives.

Annex A Executive Committee - Roles and Responsibilities

Annex B Membership

Annex C Voting Procedures

Annex D General Committee - Roles and Responsibilities

Annex E. Postal Votes

Appendix 1. Fees and Subscriptions

Appendix 2. Protocol for Membership Application

Appendix 3. Sub-Committees

Appendix 4. Bar Management

Appendix 5. Insurance

Appendix 6. Health & Safety

Appendix 7. Club Trophies

Appendix 8. Youth Policy

Appendix 9. Appointment of a New Trustees

Appendix 10. Data Protection

Appendix 11. Disciplinary Procedure

Annex A

EXECUTIVE COMMITTEE - ROLES AND RESPONSIBILITIES

1. The Executive Committee comprises seven full members of The Club. Any of the Officers can deputise for another Officer while they are unable to fulfil their role, due to ill health and other absences. While deputising the Officer has only one vote. The main roles and responsibilities for the Officers in the running of the affairs of The Club are given below.

President

2. The President is the senior member of The Club and is not, unlike the other 6 members of the Executive Committee, formally involved with the day to day management of The Club.

3. The President, as the senior member of The Club, will represent The Club at County, Representative matches and events that are held at the club's facilities and will therefore be host to our visitors. The President should ensure, through the Chairperson, that our facilities are presented to their best and that our members play a full role in supporting our guests needs.

4. The President can participate as a full working member of any of the sub-committees, giving guidance, experience and knowledge to the committee. In particular, the President will sit on:

4.1. The Finance Committee, in his/her capacity as an Officer of The Club.

4.2. The Competitions Committee, in his/her capacity as the senior full member of The Club where their knowledge of the laws of the game will be helpful, especially in the settlements of disputes.

5. The President is entitled to carry out any non-executive activity that may arise within the overall compass of The Club "at work."

Chairperson

The responsibilities of the Chairperson fall into the following capacities

1. The Chairperson will be in charge of all meetings and run those meetings according to the prepared agenda, which fall into one of the following:

1.1. Executive Committee

1.2. General Committee

1.3. Annual General Meeting (but stand down for the election of the Chairperson, when the President will assume the chair for that one item).

1.4. Extraordinary General Meeting.

2. The Chairperson provides the essential link between the playing activities of The Club and the Executive Committee and therefore has direct contact with the two Captains and the Grounds Committee to ensure the Executive Committee is aware of all matters to do with the primary purpose of The Club. To that end, the Chairperson will:

- 2.1. Attend team selections, at the discretion of the Captains
- 2.2. Present reports of any Executive Officers and Captains not in attendance at meeting
- 2.3. Be the sounding board for the players and present their reasonable and justifiable points of view, on any aspect of the management of The Club, to the Executive Committee.
- 2.4. To generally champion the cause of the game of bowls in and around the Pewsey vicinity and to head up recruitment of new players, with especial reference to recruiting younger age group members.

3. The Chairperson should have direct or indirect contact with all sub committees:

- 3.1. He/she will automatically sit as a member of:
 - 3.1.1. Constitution Committee (take the chair)
 - 3.1.2. Finance Committee
- 3.2. He/she may attend to sit in as an observer and make comments:
 - 3.2.1. House Committee
 - 3.2.2. Social Committee
 - 3.2.3. Selection Committee
 - 3.2.4. Rules Committee
 - 3.2.5. Grounds Committee
 - 3.2.6. Competition Committee

Treasurer

1. The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the Executive Committee to safeguard the Club's finances. The Treasurer ensures that these responsibilities are met, but some of the work may be delegated to a finance sub-committee, paid staff or volunteers.

2. The Treasurer is responsible for:

- 2.1. General financial oversight
- 2.2. Funding, fundraising and sales
- 2.3. Financial planning and budgeting
- 2.4. Financial reporting
- 2.5. Banking, Book keeping and record keeping
- 2.6. Control of the stock of Club Goods
- 2.7. Chairing the Finance Sub-Committee
- 2.8. Manage the work carried out on the Club's Web Site

3. The Treasurer will be an information and reference point for the Chairperson and other committee members for:

- 3.1. Clarifying financial implications of proposals
- 3.2. Confirming legal requirements
- 3.3. Outlining current financial status

4. General financial oversight

- 4.1. Present budgets, monthly accounts and financial statements.
- 4.2. Recommend & propose to the members the cost of membership
- 4.3. Ensure that appropriate financial systems and controls are in place
- 4.4. Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies.

5. Funding, fundraising and sales

- 5.1. Advise on the Club's fundraising strategy
- 5.2. Ensure use of funds complies with conditions set by funding bodies
- 5.3. Ensure fundraising and sales complies with relevant legislation and is bound by effective financial systems and controls
- 5.4. Ensure that the Club website is managed
- 5.5. Ensure effective monitoring and reporting
- 5.6. Set the costs of Club Goods

6. Financial planning and budgeting

- 6.1. Prepare and present budgets for new or ongoing work
- 6.2. Advise on financial implications of strategic and operational plans
- 6.3. Present revised financial forecasts based on actual spend

7. Financial reporting

- 7.1. Present regular reports on the Club's financial position to the Executive Committee at Committee Meetings
- 7.2. Prepare accounts for audit and liaising with the accounts examiner, as required
- 7.3. Present accounts at the AGM
- 7.4. Advise on the Club's reserves and investment policy

8. Banking, bookkeeping and record-keeping

- 8.1. Manage bank accounts
- 8.2. Set up appropriate systems for book-keeping, payments, paying in cash to the bank, transferring money between bank accounts & petty cash
- 8.3. Ensure everyone handling money keeps proper records and documentation
- 8.4. Pay utility, rents and other bills for the operation of The Club's business
- 8.5. Collection of monies due to The Club for the operation of The Club's business
- 8.6. Collect monies due from the Pewsey Tennis Club for water bills

Secretary

The secretary has a number of key responsibilities, which include:

1. The primary, but not necessarily the only, point of contact for The Club with external organisations that are required to manage The Club on a sound day to day basis:
 - 1.1. Bowls England – general matters, insurance, loans, etc.
 - 1.2. Bowls Wilts – annual returns, competitions, county friendly applications, hosting representative matches, general matters, etc.
 - 1.3. Pewsey Parish Council – rent/lease, security, regulations, rulings and ensuring club representatives attend relevant council meetings.
 - 1.4. Wiltshire Council – grants, licences
 - 1.5. Insurance Company/Companies – annual premiums
 - 1.6. Hiring of clubhouse facilities – local organisations, private parties
2. The internal communications that will be undertaken by the secretary include:
 - 2.1. Preparation of agendas and minutes for Executive and General Meetings
 - 2.2. Preparation of other papers, for use at Executive and General Meetings
 - 2.3. To manage and submit proposals for resolution at General Meetings
 - 2.4. Ensure the minutes and other relevant papers are posted to the noticeboards for members to examine at their convenience
 - 2.5. Ensure that mailings to club members are carried out in a timely fashion
 - 2.6. Manage the preparation for an EGM and AGM.
 - 2.6.1. Notification to Members
 - 2.6.2. Seek and publication of proposals
 - 2.6.3. Publication of an Agenda
3. Maintenance of The Club's membership records that will contain
 - 3.1. Members' details – address, telephone no, email address etc.
 - 3.2. Ensure compliance with the Clubs duties in respect of the Data Protection
 - 3.3. Completed membership application forms
 - 3.4. Copies of all correspondence with members
 - 3.4.1. Acceptance of membership application
 - 3.4.2. Disciplinary letters
 - 3.4.3. Letters of condolence
 - 3.4.4. All correspondence received from members and subsequent responses
4. Ensure that several key tasks are planned and undertaken by appointed members:
 - 4.1. Bar licence is renewed and paid (May of each year)
 - 4.2. Club undergoes an electrical inspection and certification (every 3 years)
 - 4.3. Compliance with Wilts Council hygiene certificate (every 3 years)
 - 4.4. Updating the Honours Boards (between the AGM and start of new season)
 - 4.5. Renew the insurances for The Club in December and March of each year

- 4.6. Maintain an adequate supply of forms and securely keep the templates.
 - 4.6.1. Application forms for membership (to be kept in the clubhouse)
 - 4.6.2. Club competition sheets (for use by the Competitions Committee)
5. The Club's key documents will be safeguarded and, where appropriate, access provided to the members, for their use:
 - 5.1. Club Constitution (including annexes and appendices)
 - 5.2. Club Competition Rules
 - 5.3. Insurance Policies
 - 5.4. Electrical Certificate
 - 5.5. Lease agreement with Pewsey Parish Council
 - 5.6. Child Protection Policy
 - 5.7. Records of club competition winners
 - 5.8. Records of county representation and honours.
 - 5.9. Health & Safety Statement
6. The secretary will have an active involvement with several of the sub committees through:
 - 6.1. Being a member of the:
 - 6.2. Finance Committee
 - 6.2.1. Rules Committee (take the chair)
 - 6.2.2. Constitution Committee
 - 6.3. Day to day liaison with:
 - 6.3.1. House Committee to arrange specific tasks - see section 4 above
 - 6.3.2. Competitions Committee to:
 - 6.3.2.1. To attend meetings as required
 - 6.3.2.2. Compile the timetable for the competition and Finals Weekend
 - 6.3.2.3. Organise the preparation of trophies and prizes and the presentation ceremony

Social Secretary

The Social Secretary has a number of responsibilities which comprise:-

1. Chairing a Social Sub-Committee
2. Inviting appropriate club members to be part of the sub-Committee and assist in the running of the subcommittee responsibilities which are:-
 - 2.1. Creating and managing an annual social events calendar from Jan 1st to Dec 31st.
 - 2.2. Managing a smooth handover to the new Social Secretary after the AGM
 - 2.3. Creating a Catering Rota for the playing season
3. Reporting to the Executive Committee and the Annual General Meeting

House Manager

The House Manager has a number of responsibilities which comprise:-

1. Chairing a House Sub-Committee
2. Inviting appropriate club members to be part of the sub-Committee and assist in the running of the subcommittee responsibilities which are:-
 - 2.1. Create and manage a work plan for club projects
 - 2.2. Manage a smooth handover to the new House Manager after the AGM
3. Reporting to the Executive Committee and the Annual General Meeting
4. Replacing battery power to the emergency lighting (twice a year)
5. Manage issues relating to Health & Safety
 - 5.1. Maintaining relevant documentation
 - 5.2. Ensure public notices are visibly displayed .

Grounds Manager

The Grounds Manager has a number of responsibilities which comprise:-

1. Chairing a Grounds Sub-Committee
2. Inviting appropriate club members to be part of the sub-Committee and assist in the running of the subcommittee responsibilities which are:-
 - 2.1. Liaising with the Green Keepers and the Grounds Management Company maintaining the green
 - 2.2. Ensuring green and surrounding areas are managed
 - 2.3. Managing a smooth handover to the new Grounds Manager after the AGM
3. Reporting to the Executive Committee and the Annual General Meeting

MEMBERSHIP - CATEGORIES

FULL MEMBER

1. A Full Member is entitled to use all the playing and social facilities available at The Club, provided he/she has paid the required annual subscription fee by the specified date.
2. The annual subscription is due by the 1st of May and lasts until the 30th of April in the following year. If new members join after the month of May the annual subscription will be reduced pro-rata in line with the amount of playing months left in the season. The playing months for this purpose are May through to September.
3. A Full Member is eligible to
 - 3.1. Propose or second motions for a General Meeting.
 - 3.2. Vote on motions if present at the relevant General Meeting.
 - 3.3. Stand for office if nominated and seconded.
 - 3.4. By consent, be co-opted on to the General Committee or a Sub-Committee.

VICE PRESIDENT

1. The position of Vice President is given to a full member of The Club in recognition of a medium to longterm membership which has been continuous for a period of 15 years or more and where they have made a major contribution to The Club in league and Club competitions and have supported Club initiatives, values and their fellow members.
2. A Vice President is approved by the Executive Committee and presented with the post at a Club event such as Captain's day. A Vice President is entitled to all the rights and eligibilities of a Full Member. He/She is still a playing member of the club and pays an annual subscription.
3. To become a Vice President a member that qualifies with the above criteria is nominated and seconded by Members of the Club, the nomination is then submitted to the Committee and reviewed by the Officers. The Officers decision on awarding the position of Vice President is at their discretion. A member can be nominated once in a year, and can be nominated again in subsequent years if the nomination was unsuccessful.

LIFE MEMBER

1. The position of Life Member is given to a member of The Club, who has retired from playing, in recognition (under normal circumstances) of a longterm continuous membership of 20 years or more and where they have made a major contribution over many years to the running or management of The Club, for example served on the committee or taken on a role such as Captain, Green Keeper, Coach or Bar Manager.

2. A Life Member is proposed by the Committee and is elected at a General Meeting and will be entitled to all the rights and eligibilities of a Full Member. A Life Member is not required to pay the annual subscription fee.

3. A President of The Club, when they retire from the position, automatically becomes a Life Member.

ASSOCIATE MEMBER

1. An Associate Member is a Club Member who was and remains a Full Member of another Club affiliated to Bowls England.

1.1. An Associate Member is entitled to use all the playing and social facilities available at The Club provided he/she has paid the required annual subscription fee by the specified date.

1.2. An Associate Member cannot play for The Club in any competition in which he/she has competed for his/her other club that season.

1.3. An Associate Member is eligible to enter and compete in The Club's domestic competition.

1.4. An Associate Member is not entitled to:

1.4.1. Stand for an elected office.

1.4.2. Propose or second any motion at a General Meeting.

1.4.3. Vote on any motion at a General Meeting

YOUTH MEMBER

1. A Youth Member is a Member of The Club who has yet to reach his/her sixteenth birthday.

2. A Youth Member is entitled to use all the playing and social facilities available at The Club provided;

2.1. He/she has paid the required annual subscription fee by the specified date,

2.2. That a responsible adult Full or Life Member is also present.

3. A Youth Member is not entitled to attend a General Meeting.

SOCIAL MEMBER

1. A Social Member is a non-playing Member of The Club who is entitled to make full use of The Club's social facilities and attend social functions provided:

1.1. He/she has purchased at least one Draw Ticket, a Social Member is not entitled to attend a General Meeting

HONORARY MEMBER

1. An Honorary Member is someone who, because of exceptional circumstances, has been given Full Member rights, in any one year, by a majority vote of the Executive Committee.

TEMPORARY MEMBER

1. A Temporary Member is a non-member of The Club who is entitled, on payment of the appropriate Green Fee, to make full use of The Club's playing and Club House facilities for the period of;
 - 1.1.A friendly game
 - 1.2.An event approved by Executive Committee (such as U3A, visiting Bowls Clubs)
 - 1.3.A bowler who is in the area for a limited period (e.g. visiting relatives and friends).
2. A Temporary Member cannot;
 - 2.1. Play for The Club in any competitions.
 - 2.2. Take part in any of The Club's domestic competitions.
 - 2.3. Attend a General Meeting.

Annex C

**VOTING PROCEDURES - *proposed to be an appendix*
for all meetings excluding General/Executive meetings**

EXECUTIVE OFFICERS

1. The Executive Officers shall be elected at the Club Annual General Meeting from, and by, the Members, together with all Postal votes submitted.
2. The President, shall be elected by a majority of those present together with all Postal votes submitted, to serve for an indefinite period. In the event of a tie the existing Chairperson shall cast the deciding vote.
3. Executive Officer posts shall be elected by a majority of those present together with all postal votes to serve for the coming year.

VOTING PROCEDURES

1. In the event that there is only one candidate for a post the vote shall be by a show of hands. If that proves inconclusive then a second, paper vote shall be carried out.
2. Where there are two or more candidates for a post then each one should be allowed to make his/her case for selection before the vote is taken. In this circumstance the candidates shall leave the meeting room whilst the voting process is completed. Votes shall be written.
3. Voting papers shall be collected and counted together with all postal votes which must have been received by the President prior to the meeting by two Executive Officers and results passed to the Chairman.
4. The Candidates shall be called into the meeting room and the results announced.

PRE-ANNUAL GENERAL MEETING ACTIONS AND TIMETABLE

1. The list of posts to be voted on at the AGM shall be posted on The Club notice board not later than 14 days before the date of the meeting and Postal votes are required to be submitted to the President prior to the meeting.

MEN'S AND LADIES' CAPTAINS

1. The Men's and Ladies' Captains shall be elected at the Annual General Meeting.
2. The Club Captain shall be elected at the Annual General Meeting after the Captains have been elected.

3. The procedures in paragraph 2 and 3 above should be followed where appropriate.

Annex D

GENERAL COMMITTEE - ROLE AND RESPONSIBILITIES

CAPTAINS AND VICE CAPTAINS

1. The Captains and Vice Captains will be elected by the members at the Annual General Meeting.
2. The Captains and Vice Captains are responsible for ensuring correct conduct is maintained on and around the green at all times.
3. The Captain will liaise with the Green Keeper in advance of all fixtures. The Green keeper will also be informed of any changes to the fixture list.
4. The Captain will contact the caterers in advance of all fixtures to confirm the catering requirement. If there is a problem with catering then the Captain will contact the Social Secretary.
5. The Captains and Vice Captains will be part of their respective selection committees
6. The Vice Captain will assist the Captain in their duties and deputise for them in their absence.

CLUB CAPTAIN

1. The Club Captain will be elected by the members from the elected Captains at the Annual General Meeting.
2. The Club Captain will be an arbitrator for issues arising from matches and or conduct on the green for all members.
3. The Club Captain should be a mentor, providing leadership and advice to the other captains.
4. The Club Captain will be the lead Captain in organising and hosting The Club's Captain's Day.
5. The Club Captain will be responsible for the organisation of Club Afternoons and Evenings. The Social Secretary and Club Coach(es) will liaise with the Club Captain on the use of the green for social and coaching events on these Club times. The Club Captain will therefore delegate the running of these club times when unavailable to another Captain or Vice Captain.

COUNTY AND ASSOCIATION REPRESENTATIVES

1. The County and Association representatives will be elected by the members at the Annual General Meeting.
2. Will attend the meetings arranged by the County and Associations, if unable to attend they will find another Full Member that can attend, preferable from the Executive or General Committee.
3. The County and Association Representative will report on the County and Association meetings to the Executive Committee
4. They will represent the view and vote, when required, with the view of the Executive Committee or an EGM/AGM members view.

FIXTURE SECRETARY

1. The Fixture Secretary will be elected by the members at the Annual General Meeting.
2. Will arrange the fixtures for both the Ladies' and Men's Leagues, County, Friendlies and visiting groups games,
3. The Fixture Secretary will liaise with all the Captains on the suitability of the Fixture dates and times
4. Will also liaise with the County and Association Representatives on requests for matches.
5. Will rearrange games, in consultation with The Captains, that for whatever reason cannot be played.
6. Will provide a schedule of games for the annual fixture card.

BAR MANAGER

1. The Bar Manager will be elected by the members at the Annual General Meeting.
2. Will keep accurate accounts of the bar income, expenditure and stock.
3. On a monthly basis will provide the Treasurer with Bar invoices and the future month's expected Bar expenditure.
4. On a regular basis will record and pass income to the Treasurer to bank.
5. Will report on the Bar Accounts to the members at the Annual General Meeting.

6. Will draw up an annual bar rota requesting all Full Members who have expressed a wish to undertake bar duties, to assist with bar duties for a week commencing Tuesday at 17.30 to the following Tuesday at 17.30, once or twice a year.

POSTAL VOTES

1. The purpose is to ensure that full members are not disenfranchised from voting, through the inability to attend an AGM/EGM because of illness, vacation, jury service or any other reason deemed by the Executive to be reasonable.
2. The member should notify the Secretary of their intention to use the Postal vote and the Secretary will then confirm their intention to use the postal vote and issue the paperwork. This voting paperwork will then be returned to the President.
3. These votes will be opened by the President at the AGM/EGM to be included in the ballot count and they will be announced by the President in the result.
4. Postal Votes may be duly processed for each of the following:
 - 4.1. A Committee Proposal and/or a Members Proposal with a reply document that has an indicator to show either "Yes or No"
 - 4.2. An election to a position on the Committee with a reply document which indicates the preference for a candidate.

APPENDIX 1. FEES AND SUBSCRIPTIONS

Annual Subscription

1. Annual Subscription relates to the period 1st of May to the 30th of April.
2. A Full Member is someone who has paid the Annual Subscription.
3. Current Annual Subscription is £90 and £25 for Juniors.
4. Failure by an existing member to pay the subscription fee by the 1st of May will mean his/her membership of The Club is revoked, unless the General Committee accepts any extenuating circumstances for late or non-payment.
5. The Annual Subscription entitles the member to a key for the Club House.
6. A recommendation of what the Annual Subscription should be is made to the General Committee by the Treasurer. If the General Committee approves the recommendation, the proposal shall be made to the Membership for a vote at the Annual General Meeting.
7. New Members joining after the start of the playing season will have the membership subscription reduced by an amount dependent on what is the joining month
 - 7.1. June £75
 - 7.2. July £65
 - 7.3. August £35
 - 7.4. September £25 or green fees for insurance purposes
8. New Junior Members joining after the start of the playing season will have the membership subscription reduced by an amount dependent on what is the joining Month
 - 8.1. July £20
 - 8.2. August £15
 - 8.3. September £5 or green fees for insurance purposes
9. Novice members are Full Members under section 1.2 above but will have the membership subscription reduced to £50 for the first year of membership (until April 30th of said year).

Refreshments

1. Tea or Supper

Club Members	£4.00	(refreshments provided)
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£2.00 (no refreshments provided)

- | | |
|--|-----------|
| 2. <u>Visiting Friendly Teams with return fixtures</u> | No Charge |
| 3. <u>Visiting League and Herbie Turner fixtures</u> | No Charge |

Green Fees

1. Green Fees will be set each year by the Members at the AGM
2. Current Green fees are set at £4.00
3. Total proceeds of the Green Fees and Refreshments, after expenses are paid, go to the Treasurer.

Monthly Draw

1. The Monthly Draw ticket is valid from 1st of May through 30th of April.
2. Current cost of the Draw ticket is £6.
3. Monthly Prizes for year 2022 - 2023 are:
 - 3.1. 1st Prize £30
 - 3.2. 2nd Prize £10
 - 3.3. 3rd Prize £5
4. A holder of a Monthly Draw Ticket is a Social Member of The Club.
5. Proceeds of the Draw go to the running of The Club.
6. Winners are posted on The Club notice board.
7. The Draw, carried out by two Officers, will take place as near as possible to the first Monday in every month or at a major social event in the month.

This Appendix was updated following the AGM of 21 October 2022

APPENDIX 2 PROTOCOL FOR MEMBERSHIP APPLICATION

This protocol is not intended to cover all the possible circumstances of applications of new membership applications to join The Club, but it should cover the most usual.

1. A potential new member will either approach or is introduced to The Club – most probably through an existing member.
2. The potential new member will fall into one of three categories:
 - 2.1. An experienced player and is known to The Club (**Go to Section 3**).
 - 2.2. Current or past experience of bowls and is not known to The Club (**Go to Section 4**)
 - 2.3. New to the game of bowls (**Go to Section 5**)
3. If the potential new member is an experienced player and is known to a member/s of The Club then the application is straightforward:
 - 3.1. The application form should be completed and submitted to the Club Secretary.
 - 3.2. The Data Protection document should be completed and submitted to the Club Secretary.
 - 3.3. The Club Secretary will present the application at the next Executive Committee for approval or rejection.
 - 3.4. The Club Secretary will write to the applicant, informing them of the Committee's decision.
 - 3.5. A successful applicant will then liaise with the Club Treasurer to settle the agreed membership fee and to acquire any club goods they may require and obtain a clubhouse key.
4. If the potential new member has current or past experience of playing bowls they should be assessed by a Club Coach to assess their ability and experience of the etiquette of the game.
 - 4.1. There should be one of two outcomes from the assessment:
 - 4.1.1. Either, the potential member should be invited to join, immediately – in which case the process in Section 3 should be followed.
 - 4.1.2. Or, the potential member should be invited to have a few sessions with the Club Coach – in which case an appropriate set of processes from Section 5 should be followed
5. If the potential member is new to the game, the following processes should be adopted:
 - 5.1. The Club Secretary and Club Coach should be informed of the potential member's details (name and telephone no.).

- 5.2. The Club Coach will contact the potential member to arrange coaching sessions. These sessions will be conducted as quickly as possible and may consist of an introduction to the game and the etiquette involved through
 - 5.2.1. Three 1 hour sessions, with the coach free of charge, followed by
 - 5.2.2. Three 1 hour sessions, with the coach at £3.50 for green fees per session – refunded to the applicant if they decide they would like to join and their application is accepted.
 - 5.3. If, after the first three sessions, the Club Coach and the potential member are happy with the progress made, the Club Coach may recommend to the Club Secretary that a formal application for membership is in order.
 - 5.4. However, after three sessions, the Club Coach and the potential member decide that it is better to proceed with another three sessions before a formal application for membership is submitted.
 - 5.5. In a few circumstances, the Club Coach may recommend some extra coaching sessions.
6. At the time a formal application is submitted:
- 6.1. The Club Coach will ask the potential member to complete an application form
 - 6.2. The form will be forwarded to the Club Secretary who will present it to the next Executive Committee Meeting for approval or rejection.
 - 6.3. The Club Secretary will write to the applicant with the Committee's decision and also inform the Club Coach of the decision.
 - 6.4. A successful applicant will then liaise with the Club Treasurer to settle the agreed membership fee, to acquire any club goods and clubhouse key that they may require.

APPENDIX 3. SUB-COMMITTEES

Finance Committee

1. Purpose

- 1.1. To review the finances of The Club in the context of:
 - 1.1.1. Required or requested expenditure.
 - 1.1.2. Recommending annual membership subscription charge.
 - 1.1.3. Recommending green fees, tea, supper & meal charges.
 - 1.1.4. Club House & Green maintenance costs.
 - 1.1.5. Setting the process and prize levels for the Monthly Draw.
- 1.2. To undertake long-term risk management and make recommendations to the Executive Committee on risk mitigation and financial matters.

2. Operation

- 2.1. The Sub-Committee is chaired by the Treasurer, is a standing committee that shall comprise the President and 3 Executive Officers.
- 2.2. The Sub-Committee members can co-opt an adviser who must be a full member of The Club but not necessarily a member of the current Committee.
- 2.3. The Sub-Committee will meet as required.
- 2.4. The Sub-Committee will take its recommendations to the Executive Committee for approval at the soonest Executive Committee meeting.

House Committee

1. Purpose

- 1.1. To report on and recommend any work on the House to the Executive Committee. To organise and manage any works required on the:
 - 1.1.1. The clubhouse.
 - 1.1.2. The electricity supply, including the external lights,
 - 1.1.3. The water and sewerage.
 - 1.1.4. To work with the Secretary, to plan and conduct/arrange for a contractor to carry out risk assessment, electrical surveys, fire precautions, hygiene inspections, inspection of the flat roof, etc.

2. Operation

- 2.1. The Sub-Committee is chaired by the House Manager and shall comprise three members.
- 2.2. The Sub-Committee will be appointed for a one year period at the first Executive Committee meeting following The Club's Annual General Meeting.
- 2.3. The Sub-committee will seek approval for expenditure from the treasurer.
- 2.4. The upkeep of the House will be undertaken by:
 - 2.4.1. Volunteers drawn from The Club members, who will be expected to contribute their services as required.

2.4.2. And/or external contractors employed by The Club.

Social Committee

1. Purpose

1.1. To, throughout the Calendar year (1st of Jan to 31 of Dec), organise and manage social events for Members of The Club. To where ever possible raise funds and encourage donations that will be used for the benefit of The Club Members

2. Operation

2.1. The Sub-Committee is chaired by the Social Secretary and shall comprise three members, who in turn will report directly to the Executive Committee.

2.2. The Sub-Committee will be appointed for a one year period at the first Executive Committee meeting following The Club's Annual General Meeting.

2.3. The Sub-Committee will;

2.3.1. prepare and post on The Club notice board the annual social programme,

2.3.2. Recruit members to run specific events throughout the year, and

2.3.3. co-ordinate the event to ensure that appropriate facilities, food, equipment, etc., is available as required.

2.3.4. Create a catering rota for the provision of teas and suppers for home league games and meals for County and visiting groups.

2.3.5. Liaise with the incoming Social Secretary after the AGM to ensure a smooth handover of events.

2.3.6. Recommend to the Executive Committee the pricing structure of Member social events.

Grounds Committee

1. Purpose

1.1. To organise and manage any works required on the Club's grounds. Report on and recommend any work on the Grounds to the Executive Committee. The Grounds will comprise the whole premises, excluding The Club's Club House, as defined in the lease from Pewsey Parish Council.

2. Operation

2.1. The Sub-Committee is chaired by the Grounds Manager and shall comprise three members.

2.2. The Sub-Committee will be appointed for a one year period at the first Executive Committee meeting following The Club's Annual General Meeting

2.3. The upkeep of the Grounds will be undertaken by:

2.3.1. Volunteers drawn from The Club members, who will be expected to contribute their services as required, and/or

2.3.2. external contractors employed by The Club.

2.4. The Sub-Committee will:

2.4.1. Seek and maintain a list of volunteers together with details of the tasks that they are willing to undertake and, when appropriate, the dates that they are available to undertake those tasks.

2.4.2. Define the work on the premises (green, surrounds, hedges, equipment maintenance, flower beds baskets, equipment sheds, etc.)

2.4.3. Seek approval for expenditure from the Treasurer

Club Competitions Committee

1. Purpose

1.1. Is established after the AGM to organise and manage the Club Competitions and chaired by the Secretary.

2. Operation

2.1. The Sub-Committee shall comprise the President and the Ladies' and Men's League Captains.

2.2. The Sub-Committee will:

2.2.1. Announce the club competitions to be played in the year

2.2.2. Post the entry forms to the noticeboard

2.2.3. Devise the calendar for each competition

2.2.4. Conduct the draw for each event

2.2.5. Post the draw to the noticeboard

2.2.6. Through a quorum of 2 or more members of the committee, settle all disputes in the competitions, in a timely manner, so as not to disturb the calendar.

Rules Committee

1. Purpose

1.1. This Sub-Committee is chaired by the Secretary and is established by the Executive Committee when there is a need to review and/or change the constitution appendices or Club Competition Rules.

2. Operation

2.1. The Sub-Committee will comprise the Secretary and all League Captains and will:-

2.1.1. Recommend to the Executive Committee changes and updates to the Constitution appendices.

2.1.2. Recommend changes, additions/deletions to the rules of any of the Club Competitions

Constitution Committee

1. Purpose

1.1. This Sub-Committee is chaired by the Chairperson and is established by the Executive Committee when there is a need to review and/or change the constitution.

2. Operation

2.1. The Sub-Committee will comprise the Full members invited by the Chairperson and will:-

2.1.1. Recommend to the Executive Committee changes and updates to the Constitution (including annexes).

Selection Committee

1. Purpose

1.1. To, throughout the outdoor playing season, meet and select the teams for the Men's and Ladies' leagues and Friendlies. To inform the selected players of their selection in good time and to organise travel arrangements.

2. Operation

2.1. The subcommittee shall comprise the men's and Ladies' Captains, the Vice Captains and whoever they choose to Co-opt.

2.2. The Men's Teams for the S&D League, currently 'Red' and 'Blue' are selected by their respective Captain, Vice Captain and whoever they choose to co-opt.

2.3. The Ladies' Teams for the S&A League, currently just one, is selected by the Lady Captain, her Vice Captain and whoever they may choose to co-opt.

2.4. The Men's Wiltshire league team, is selected by both the Captains and Vice Captains of the Men's S&D League and whoever they may choose to co-opt

2.5. The Club Captain has the responsibility to select teams for the Friendlies and to select a Captain for the day.

Bar Committee

1. Purpose

1.1. This Sub-Committee is chaired by the Bar Manager and covers all activities relating to the smooth running of the Bar and will report on and recommend any actions relating to the Bar to the Executive Committee.

2. Operation

2.1. The subcommittee shall be chaired by the Bar Manager and comprise the Treasurer and whoever they choose to Co-opt.

2.2. The Sub-Committee will;

2.2.1. Liaise with the prime suppliers of product for the Bar making recommendations to the Executive in respect of changes to supplies.

2.2.2. Review the profitability of the Bar and make recommendations in respect of prices to the Executive Committee.

APPENDIX 4. BAR MANAGEMENT

1. The licensed bar shall be managed by an appointed 3 person sub-committee, directed by the Bar Manager, under the jurisdiction of the Executive Committee, which will be represented by the Treasurer being a standing member of the sub-committee.
2. Opening and closing times shall be in accordance with the statutory licensing regulations (as set out in the Licensing Certificate covering the relevant period, posted on the Club notice board).
3. The current Club Premises Certificate (insert to and from dates) allows the supply of alcohol by or on behalf of The Club, or to the order of, a member of The Club for consumption on the premises only which includes the grounds. The certificate is renewable each year.
4. The Bar Manager will keep accurate accounts of the bar income, expenditure and stock. The accounts for the six months to the end of February and September will be passed to the Treasurer in order that they can be reconciled with The Club Accounts. The full year of Bar accounts will also be reviewed by The Club's Auditor before the Annual General Meeting.
5. On a monthly basis the Bar Manager will provide the Treasurer with Bar invoices and the future month's expected Bar expenditure.
6. On a regular basis the Bar Manager will record and pass income to the Treasurer to bank. Making an effort to keep the maximum cash held in the safe overnight to approximately £1000
7. The Bar Manager will report on the Bar Accounts to the members at the Annual General Meeting.
8. The Bar Manager will draw up an annual bar rota requesting all Full Members who have expressed a wish to undertake bar duties, to assist with bar duties for a week commencing Tuesday at 17.30 to the following Tuesday at 17.30, once or twice a year. The onus will be on the individual members to organise a swap or replacement cover if not available to undertake the given dates. At all times the bar is open it must have a Full Member of the Club available to manage the bar, they may be assisted by a Social Member.
9. The Bar will be open for Club evenings, afternoons, and any other Club events social or competitive that are held at The Club.
10. Anyone hiring The Club House can have use of the bar but only if a Full or Life Member is available to run it.

11. Full Members are allowed to exchange a cheque for cash from the bar till if the cheque is for no more than £25, the till has enough money to continue to give required change or prize money at a Club event and the till does not contain another cheque from the same member in it waiting for banking.

APPENDIX 5 INSURANCE

1. The Club requires that it is appropriately insured to cover the members, whether playing bowls or working on behalf of the Club, and to cover all the physical attributes owned or used by the Club. The Club also requires that the business it conducts through the bar is protected from all forms of loss.
2. The Club, therefore, requires policies that cover the following risks:
 - 2.1. Public Liability – in force when members are **playing and representing at** home or away from the Club and when visitors are on the Club's premises
 - 2.2. Employers Liability – in force when members are **working** on behalf of the Club
 - 2.3. Loss and damage to the green
 - 2.4. Loss and damage to the clubhouse and equipment sheds
 - 2.5. Loss and damage to all equipment, trophies and personal belongings
 - 2.6. Loss of bar licence and consequential loss of business
 - 2.7. Loss of cash through mishap, theft and fraudulent action
3. It should be noted that the Club **does not insure** individuals except through Public and Employers Liability.
4. Currently, the Club has two insurance policies to cover the aforementioned risks:
 - 4.1. An annual policy, endorsed and administered by Bowls England, with provision for Public and Employers Liability which runs from 1st April
 - 4.2. An annual policy with provision for cover for damage, loss, theft against our properties and contents therein which runs from 1 January each year.

APPENDIX 6 HEALTH AND SAFETY

There are several aspects covered in this Appendix

Injuries
Safeguarding
Risk Assessment
Electrical Inspection
Hygiene Inspection

Injuries

1. The Club is insured against injuries occurring while a member is playing bowls or carrying out voluntary work for the Club on the premises: clubhouse, green, surrounds and equipment sheds and using the equipment.
2. Minor injuries, such as cuts and grazes should be treated on site using appropriate material from the first aid kit which is kept in the clubhouse. The upkeep of the contents of the first aid box is the responsibility of the House Manager.
3. More serious/major injuries are probably requiring medical attention away from the Club but a number of protocols on the use of equipment are being developed to try to minimise the risk of injury to our members. These protocols will be displayed and/or available to members.

Safeguarding

1. The Club recognises the need to have a safeguarding policy. Bowls England have developed and published a document on safeguarding which is perfectly adequate for the Club.
2. The BE document, in its entirety, is appended, therefore, to this document.

Risk Assessment

1. The Club consists of a Clubhouse, Three Equipment Sheds and a Bowling Green. The assessment of risk to these elements of the Club was carried out in March 2022.
 - 1.1. The Clubhouse
 - 1.1.1. Construction
 - 1.1.1.1. The clubhouse is a single storey building with reception room, bar, kitchen, changing rooms and toilets.
 - 1.1.1.2. The building has four access/egress points – two doors at the front, emergency exit at the rear and an emergency exit on the side of the building.
 - 1.1.1.3. The roof is flat for the most part and some 25% pitched. A new pitched roof replaced the existing in 2021.
 - 1.1.2. Fire Risk and Management
 - 1.1.2.1. There is no fire alarm system; however, there is hand-held fire bell to raise the alarm and evacuate people from the building in the event of

a fire. There is an emergency lighting system (newly installed October 2021) and is maintained..

1.1.2.2. Fire extinguishers were removed from the building in 2020 on the advice of the fire brigade. A fire blanket is kept in the kitchen.

1.1.2.3. Fire notices and exit routes are posted in each room within the building and the assembly point (in front of the equipment sheds) is indicated on each of the notices.

1.1.2.4. The duty bar staff is instructed to check all electrical equipment is turned off before closing the building.

1.1.2.5. The items kept in the building are best described as domestic and not high value.

Risk assessment; LOW

1.1.3. Personal Injury and Management

1.1.3.1. There are two steps to both doors at the front of the building – the steps are painted white and safety handrails are on either side of the two steps.

1.1.3.2. The emergency exit at the rear of the building is at ground level.

1.1.3.3. The side exit has a ramp

1.1.3.4. All entrances have paved access/egress routes.

1.1.3.5. There is external lighting all round building.

1.1.3.6. The interior of the clubhouse has tiled carpets where appropriate.

1.1.3.7. A first aid kit is kept in the clubhouse in the cabinet beside the bar housing the fusebox.

1.1.3.8. A defibrillator is kept inside the clubhouse on the wall next to the front doors to the building.

Risk assessment; LOW

1.2. The Equipment Sheds

1.2.1. Construction

1.2.1.1. A wooden shed on a concrete base, standing well away from the clubhouse, contains equipment used during a game of bowls (plastic, wood and metal materials)

1.2.1.2. There is a power supply to the shed.

1.2.1.3. It contains no inflammable products.

1.2.1.4. A metal shed on a concrete base standing well away from clubhouse contains the machinery used to maintain the bowling green and the surrounds (mowers, spreaders, spikers, rollers etc).

1.2.1.5. Petrol is stored in the shed in jerry cans as well as lubricants.

1.2.1.6. Chemicals used on the green are also stored in the shed.

1.2.1.7. A further wooden shed to the west of the rear side of clubhouse stores spare items from clubhouse which are used periodically throughout the year.

1.2.2. Fire Risk and Management

1.2.2.1. The wooden sheds are not considered a fire risk and therefore, have no fire-fighting equipment installed.

1.2.2.2. The metal shed has a powder-based fire extinguisher to combat any risk of fire during the refuelling process.

Risk assessment; LOW

1.2.3. Personal Injury and Management

1.2.3.1. Any injury to people in the area of the equipment sheds is likely to be of a minor nature –cut and bumps.

1.2.3.2. The first aid kit in the clubhouse is available for treatment of such injuries.

Risk assessment; LOW

1.3. The Bowling Green

1.3.1. Construction

1.3.1.1. The green is below the level of the surrounds.

1.3.1.2. It has a shallow and narrow ditch around all sides of the green.

1.3.1.3. There are two sets of steps from the surround to the green.

1.3.1.4. In the middle of each of the four stone slab surrounds to the green is a automated water sprinkling system which has pop- up water jets.

1.3.2. Fire Risk and Management;
Not applicable.

1.3.3. Personal Risk and Management

1.3.3.1. There are steps with hand rails at each end of the green nearest to the club house to assist with the step down onto the green.

1.3.3.2. The dampness of the green could cause a stumble/slip and bowlers are aware of hazard of a slippery surface.

1.3.3.3. The use of chemicals could cause the bowlers hands to become contaminated and notices are used, as well as verbal warnings, to ensure the bowlers are aware that chemicals have been applied to the green.

Risk assessment; LOW

1.3.4. Vandalism

The area is situated on common land and therefore cannot be made secure. Comparatively minor damage to the green takes place and is repaired by green keeper.

Electrical Inspection

1. The Club is obliged to undergo an inspection of the safety of the electric supply and wiring within the premises every 3 years.

2. A certificate of the inspection is made out by the qualified inspector and it is maintained as a key document within the clubhouse. The Club will be liable to rectify any faults that the inspection finds.

3. The inspection is important as without it and the certificate any insurance claims could be invalid.

Hygiene Inspections

1. These are conducted, periodically, by officials from Wiltshire Council having given notice of inspection. The inspection would cover the kitchen and the bar and the result would be a rating of the hygiene standard that is awarded.
2. The rating is recorded on a certificate which should be displayed to allow the public to understand the standard of the facilities that are being used.
3. The inspectors have the power to close the facilities until they are made up to an acceptable standard. The Club, therefore, stresses the importance of cleanliness and to follow the protocols for cleaning and maintenance to all members who use and manage the bar and the kitchen.

4.

APPENDIX 7. CLUB TROPHIES

1. The Club has in excess of 20 trophies which are awarded to the finalists of the annual Club Competitions. They are presented to the winners and runners up on Captains Day and stored on permanent display in the clubhouse.

2. From time to time, a trophy may be retired and it may be replaced, on a decision by the Executive Committee. A trophy may also be retired as a result of a competition becoming redundant, on a decision by the Executive Committee. All retired trophies will be retained by the Club unless they are damaged beyond repair. A new competition would require trophies to be acquired or retired trophies to be re-used.

3. The current list of all the trophies now follows together with their destination:

Trophy	Destination
Jennings Cup	Winner Men's Championship
Inscribed Cup	Runner Up Men's Championship
Hospital Cup	Winner Open (formerly Men's) Handicap
Inscribed Cup	Runner Up Open (formerly Men's) Handicap
D Gilbert Clock	Winner Open 4 Wood
Gesine Plank Cup	Runner Up Open 4 Wood
Inscribed Cup	Winner Men's (formerly Open) 2 Wood
Lovell Cup	Runner Up Men's (formerly) Open 2 Wood
Arthur Phillips Cup	Winner Ladies Championship
Small cup	Runner Up Ladies Championship
Tray	Winner Ladies 2 Wood
Mrs G Plank Cup	Runner Up Ladies 2 Wood
Hawkins Cup	Winners Mixed Triples
Small Cup Onyx base	Runners Up Mixed Triples

	Teesdale Cup		Winners Mixed Invitation (formerly Married Couples) Pairs
	Inscribed Cup		Runners Up Mixed Invitation (formerly Married Couples) Pairs.
	Inscribed Cup		Winners Men's Drawn Pairs
	Trophy on white onyx base		Runners Up Men's Drawn Pairs
	Inscribed Cup		Winner Ladies Drawn Pairs
	Small Cup		Runners Up Ladies Drawn Pairs
	Autumn Cup		Mixed Autumn Cup
	Eric Smith Trophy		Winner Open Novices
	Peggy Willis Tray		Runner Up Mixed Novices
	Inscribed Cup		Winner Mixed Drawn Pairs
	Glass Plaque 2 bowls and jack		Runner Up Mixed Drawn Pairs

Retired from Use

	Heath Cup (cannot locate)		Men's
	Cliff Richard Cup		Ladies
	Salver		Most improved player
	Wooden Bowl (cannot locate)		Ladies
	Pewter Plate		Members "Most improved player" Award

APPENDIX 8. YOUTH POLICY

1. PVBC Policy. It is the Club's policy to develop an interest in Bowls in the local area and in particular within the youth community. The long term objective is to develop a Youth Section within the Club.
2. PVBC's Youth Policy is based on, and in accordance with, the guidance given by Bowls England, and is therefore liable to frequent updating as a result of the Government's Announcement of 11 February 2011 that it is to progressively scale back the provisions of the National Vetting and Barring Scheme.
3. National Policy. At the current stage of change only those "Eligible" will be required to apply for formal CRB (Criminal Records Office) status. The criteria for CRB applications are one of the following:
 - 3.1. Regularly teaching, training, or in charge of children under the age of 18. This must take place on a regular basis and is not necessary for one-off events such as open days that may be attended by children under the age of 18.
 - 3.2. Frequently (once a week or more), caring for, teaching, training, instructing, or advising children under the age of 18.
4. A Club Youth Section. As the restrictions on contact between adults and children in the sporting environment are further relaxed the opportunities to develop a Youth Section will be more easily undertaken. It will be the responsibility of the Executive Committee to develop a long term strategy to ensure that plans are in place to make the most of each step in this process.

**APPENDIX 9.
APPOINTMENT OF A NEW TRUSTEE**

1. The Club, in its status as a society or an association, has a legal requirement to have Trustees. The Trustees have no responsibilities in the day to day management of The Club but they act as the legal representatives of The Club in certain circumstances; such as signatures to leasing arrangements, insolvency, dissolution and other legal issues.
2. The Club has elected to have three Trustees and for whatever reason that number is reduced it will be wise, but not essential, to appoint a new Trustee. If it were allowed to reduce to a worst case scenario where all Trustees had retired or died, The Club would still function but be unable to address any of the issues described in paragraph 1 above.
3. A Trustee does not have to be a member of The Club.
4. The simplest way to appoint a new Trustee is for the remaining Trustees to draw up a Deed of Appointment. The Trustees may need to have legal advice in drawing up the Deed.
5. The choice of a new Trustee would be decided by consultation between the Trustees and the Executive taking into account the suitability and age of possible candidates – it is hoped that new appointments will be few and far between. In the event of more than one candidate being considered to be suitable, the Executive will vote to decide who is selected.
6. As a result of the consultation, the Chairperson will ask the chosen person/s to accept the role and assuming the answer is in the affirmative the Deed of Appointment can be drawn up. The appointment does not require a General Meeting for approval by the members, so the formality of an announcement will be through word of mouth.
7. The current Trustees are Caroline Sprott, Don Andrews and Vince Kimber.

APPENDIX 10. DATA PROTECTION REQUIREMENTS

1. The club is committed to respecting members' privacy. This appendix is to explain how the management committee of Pewsey Vale Bowls Club, may use the personal information (data) the club collects before and during the period of membership. This appendix sets out what data is collected and stored, for what purposes the management committee use that data, who has access to that data and members' rights with respect to their data.

Members' Personal Data:

2. This data takes the form of contact information from all members through an application form at the point of joining the club. All new members are expected to complete an application form, and information taken from these forms will appear on contact lists that include full names, gender, address details, telephone numbers and email addresses, which will be held by the Secretary and Treasurer. The Social Secretary has access only to members' email addresses, in order to keep members informed about social events. Information is held electronically and in paper form. Paper application forms, membership renewal and coaching application forms are kept securely. Records of changes to details provided by members are updated by the Secretary.

3. The club take photographs from time to time throughout the season and these may be used for historical purposes and for promoting the club including on our club website. The club does not publish any club member's details unless specific consent has been sought. The club may produce a Members Handbook or Members Contact List each year, which will include members' names and telephone numbers to enable contact between members regarding matches, competitions and social events.

Processing Members' Personal Data

4. The management committee of Pewsey Vale Bowls Club complies with its obligation under the General Data Protection Regulations (GDPR) by keeping members' data up to date, by storing and destroying it securely, by not collecting or retaining excessive amounts of data, by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

5. The club has not appointed a Data Protection Officer to oversee our compliance with data protection laws as the club is not required to do so. The management committee has overall responsibility for data protection compliance in the club. Contact details are set out at the end of this document. The management committee uses data for the following purposes:

- 5.1. To administer the club.
- 5.2. To inform members of news, events and activities.
- 5.3. To fundraise and promote the interests of the club.

Access to Members' Personal Data

6. Unless required to do so by law, Pewsey Vale Bowls Club will not share members' data outside the club, except when providing
- 6.1. Name and telephone number to Bowls Wiltshire for registration and insurance purposes.
 - 6.2. Name and email address (if permission given) to the Bowls Development Agency related to the coaching of new members.

How Long Does Pewsey Vale Bowls Club Retain Members' Personal Data?

7. Membership data will be securely destroyed once membership ceases.

Members' Rights and Personal Data

8. Unless subject to an exemption under GDPR, members have the following rights with respect to their personal data.
- 8.1. The right to request a copy of their personal data which Pewsey Vale Bowls Club hold about them obtainable from the Honorary Secretary.
 - 8.2. The right to request that the management committee of Pewsey Vale Bowls Club corrects any personal data if it is found to be inaccurate or out of date.
 - 8.3. The right to request that personal data be erased where it is no longer necessary for the committee of Pewsey Vale Bowls Club to retain such data.
 - 8.4. The right to withdraw their consent to the processing at any time.
 - 8.5. The right to request that the club transfer any elements of their personal data either to them or another service provider.
 - 8.6. The right, where there is a dispute in relation to the accuracy of their personal data, to request a restriction is placed on further processing.
 - 8.7. The right to lodge a complaint with the Information Commissioner's Office.

Contact in the case of any query:

9. Please lodge your enquiry, in the first instance, in writing, to:
- The Secretary
Pewsey Vale Bowls Club
The Recreation Ground
High Street,
Pewsey,
SN9 5AQ

Cookie Policy

10. Like many other websites, the club's website uses cookies. Cookies are small pieces of information sent by a website to your device, enabling the website to recognise your device when you visit. Cookies allow the club to count website visitors;

they can help to remember your preferences, and generally improve the user experience. The club only use harmless cookies that are essential for the website to function correctly. The club does not use cookies to track you or personally identify you. By using and browsing the club's website, you consent to cookies being used in accordance with our policy. If you do not consent, you must turn off cookies or refrain from using the site. Turning cookies off may result in a loss of functionality when using any website.

APPENDIX 11 DISCIPLINARY PROCEDURE

1. If any Members actions are deemed to have infringed the Law & Etiquette of the Club or whose membership is considered to be detrimental to the interest of The Club then the Executive will have the power to convene a disciplinary hearing.
2. The claim of infringement must be submitted in writing to the Executive who will review the claim and decide whether or not to accept it using the Law & Etiquette section contained in the New Members Guide (See extract below) as their guiding principles. Once accepted the Executive Committee will set up a Disciplinary Committee of four Executive members to hear the claim.
3. The member will be notified in writing of the claim being reviewed and will be called to attend the hearing together with any representatives they wish to have present. Failure to attend does not imply guilt but the hearing will still take place.
4. The Disciplinary Committee has the discretion to recommend any appropriate action to the full Executive who will rule on the claim and agree any actions to be taken.

Law & Etiquette

5. In addition to the laws of the game contained on the Bowls England website a certain amount of etiquette is normally followed to make the game enjoyable for everyone.

5.1. For Bowlers & spectators

- 5.1.1. Do not distract bowlers who are bowling by moving.
- 5.1.2. Do not interrupt players when they are on the green particularly during competitive matches
- 5.1.3. Avoid loud conversation when a bowler is on the mat.

5.2. Before the game

- 5.2.1. Make sure you know the rules of the game or competition you are playing
- 5.2.2. Know the correct dress code.
- 5.2.3. Make sure you have all your equipment.
- 5.2.4. Ensure you have the green set up correctly

5.3. During the game

- 5.3.1. Do not walk across other players rinks.
- 5.3.2. Do not drop bowls on the green

5.3.3. Stand well behind the mat or head and do not move while bowlers are bowling

5.3.4. Follow directions of the skip

5.3.5. The result of each end is only determined by the 3 in rinks and 2 in triples.

5.3.6. Do not disturb the head until the result is agreed

5.3.7. Encourage players rather than criticise.