



SOUTHWICK PARK BOWLING CLUB

RULE BOOK



September 2022

SOUTHWICK PARK BOWLING CLUB

RULES

1. Title and Constitution

(a) The club shall be called 'Southwick Park Bowling Club' (hereinafter referred to as 'The Club').

(b) The purpose of The Club shall be to provide the opportunity for its Members to partake in the game of bowls and other associated events in a friendly and sociable environment.

(c) The Club shall be affiliated to the English Bowling Association, the Sussex County Bowling Association, the Sussex Indoor Bowling Association, the Southwick Association of Bowls Clubs, and the Brighton, Hove and District League, and the Worthing and District Bowling Association.

(d) The headquarters of The Club shall be at the Bowls Pavilion, Southwick Recreation Ground, Croft Avenue, Southwick, BN42 4TE, West Sussex.

2. Membership

(a) Membership shall be open to both males and females, and shall comprise the following categories:

- (i) Playing adult season ticket holders aged 18 years and over;
- (ii) Playing juvenile season ticket holders under the age of 18;
- (iii) Associate members

(b) Admission to membership shall be at the discretion of the Management Committee.

Associate members shall have no power to vote.

3. Application for Membership

(a) An application for membership of The Club shall be made in writing to the Secretary on a form provided for that purpose.

(b) Admission to membership will not be open to applicants who are, and intend to become, members of another outdoor bowling club or clubs.

(c) Following its receipt, the Secretary shall display a copy of the application on the club notice board for a continuous period of not less than 7 days and on the SABC Notice Board for 48 hours.

(d) Any Member who wishes to object to the application should do so in writing to the Secretary no later than the day following expiry of the period of 7 days referred to in sub-paragraph (b) of this rule.

(e) At the end of the said period, and subject to the agreement of the Management Committee, the Secretary shall pass the application to the Club Captain, who will then co-opt one other member of the Management Committee to assist him in interviewing the applicant, and they shall report their findings to the next meeting of the Management Committee.

(f) Paragraph (b) of this rule shall not apply to any application for membership processed during the closed season, and in such a case the Management Committee may determine the application in accordance with paragraph (g) below.

(g) Following receipt of a report from the interviewing sub-committee (which may be given orally) the Management Committee shall decide whether or not to admit the applicant to membership, and the Secretary shall notify the applicant in writing of the decision.

(h) Renewal of membership is not automatic and shall be at the discretion of the Management Committee. Membership can be denied if the committee decide that it is not conducive to the well being and smooth running of the club (but see also rule 13)

4. Fees for Membership etc.

(a) Membership subscription fees shall be fixed by the Management Committee annually prior to the April Pre-Season meeting, and they shall include a sum to reflect the cost of a season ticket, as governed by Adur and Worthing Council as well as the SABC Membership. including any age-related concession, and The Club membership.

(b) The amount to be levied for match green fees and club competition fees shall be similarly reviewed and fixed.

5. Management Committee and Club Officers

(a) The affairs of The Club shall be controlled by a Management Committee consisting of the Chairman, Secretary, Treasurer, Club Captain, Vice-Captain and Junior Vice-Captain, plus 3 additional members. The Match Secretary and Competition Secretary shall attend as and when required.

(b) The Management Committee shall meet once a month during the outdoor bowling season, and at the same interval throughout the remainder of the year insofar as this is reasonably practicable.

(c) If they decide that it is appropriate to do so, the Management Committee may appoint 2 or more club members to form a sub-committee to undertake a particular task on their behalf.

(d) At the Annual General Meeting the Management Committee shall elect 4 playing members to the committee of the Southwick Association of Bowls Clubs. A Member so elected shall hold office ideally for a period of two years, and may thereafter stand for re-election.

(e) The Management Committee may co-opt any member to advise or otherwise assist them in any way, and this rule shall also apply to any sub-committee appointed by them.

(f) A quorum of the Management Committee shall consist of not less than 5 members.

6. Selection Committee

(a) The names of members selected to represent The Club in inter-club friendly matches and the Adur League shall be decided by a Selection Committee consisting of at least two persons, being either The Club Captain, Vice-Captain or Junior Vice-Captain.

(b) They may co-opt any other playing member to assist them.

(c) The Selection Committee shall choose players (including reserves) from a list of pre-posted names, and the names of those selected to play shall then be displayed on the club notice board.

(d) Teams for Brighton, Hove and District league matches and Ladies League shall be selected by the respective Team Managers. Teams for the Bill Hawkins, Edward Rowlands, Double Rinks, Top Club and Adur Top Team matches shall be decided by a Selection Committee appointed by the Management Committee. Teams for the Ladies Representative matches such as Gladys Rowlands, Top Club, Double Rinks and Adur Top Team etc. shall be decided by a Selection Committee appointed by the Management Committee. The Tony Allcock Competition shall be decided by the men's and ladies Selection Committee.

(e) Each player selected to play (including reserves) shall initial his/her name to indicate that he/she is aware of selection.

7. Election/Appointment of Officers and Committee Members

(a) The position of Club President should be seen as a way of rewarding respected Members who in the view of the Management Committee have made a significant contribution to the success and well-being of The Club over a period of years. Following nomination by the Management Committee, the appointment of President, will be for a term at the discretion of the Management Committee

The President, where it is at all possible, will be expected :-

1. To be present at prestige games.
2. To be present at Club Finals Day
3. To present trophies to the winners of Club Competitions.
4. To attend the Club AGM and Pre-Season meeting.
5. To attend social functions and give thanks to the organisers on behalf of the Club.
6. To represent the Club at Members funerals.
7. To arrange with Past President or another Club Official to stand in when the President is not able to fulfill any of the above duties.

(b) The position of Vice-President is an honorary appointment made by the Management Committee and is similarly seen as a way of acknowledging Club members who have made a significant contribution to the success and well-being of The Club over a period of years. Following nomination by the Management Committee, Vice-Presidents will be appointed by the Management Committee from the date of the Club AGM. Subject to Management Committee agreement, there is no restriction on the period of time a member may serve as Vice-President.

(c) For all other Officer positions and Management Committee membership, the Secretary shall, prior to the Annual General Meeting, and at least 3 weeks before the end of the outdoor bowling season, display a nomination form on the display board to receive nominations. Each nomination must be properly proposed by a playing member and seconded by another, provided that the nominee has consented to stand for election. Members so elected shall hold office for a period of 1 year and may thereafter stand for re-election.

((d) All fully paid-up playing members are eligible to serve on the Management Committee.

8. Annual General Meeting

(a) The Annual General Meeting of The Club shall be held no later than 31st October in any year.

(b) The Treasurer shall present a financial report at that meeting.

9. Finance

(a) The financial year of The Club shall end on 30th September.

(b) As soon as practicable after the end of the financial year the Treasurer shall prepare a statement of income and expenditure on a balance sheet, and the club's accounts shall then be audited by the duly elected Auditor.

(c) Copies of the audited statement of accounts shall be published at the Annual General Meeting.

(d) The funds of The Club shall be kept at a bank or building society, or with other security approved by the committee.

(e) Withdrawals from any of The Club's accounts shall require the signature of either the Chairman, Secretary or Treasurer.

(f) All monies received or held on behalf of The Club by any member shall be passed to the Treasurer without undue delay, and he in turn shall pay such monies into one of The Club's accounts as soon as reasonably practicable.

10. Obligations

It is the duty of all members to ensure the clubhouse and surrounding areas are left in a clean and presentable state before leaving.

11. Playing Rules

All rules set by the English Bowling Association, or by the county or district governing bodies relating to competitions, or to any other general matter relative to the playing of bowls shall be observed by club members.

12. Club Competitions

(a) All club competitions shall be arranged and managed by the Competition Secretary.

(b) They shall be subject to the following rules.

(i) Entry is open to playing members only.

(ii) A candidate is required to play in a minimum of 5 inter-club league or friendly bowls matches during a relevant season. A player who fails to comply with this rule shall be barred from entering club competitions in the following outdoor season, except that the Management Committee may declare that this rule shall not apply to a member who has been unable to play owing to sickness or other good reason.

(iii) The name which appears first in the list showing a round to be played is that of the challenger

(iv) The challenger is responsible for contacting the opponent to arrange a date and time to play within the period allotted to that round.

(v) Any dispute whatsoever relative to a club competition shall be decided by the Competition's Secretary. He/she may also introduce additional rules to deal with any matter not covered by these rules.

Handicaps will be assessed by a sub-committee consisting of the Competition Secretary, the "A" and "B" League Team Managers, if applicable, the Club Captain or Vice-Captain and a Ladies Representative.

13. Misdemeaners

(a) Any club member who behaves, or who is alleged to have behaved, in a disorderly, threatening, abusive or insulting manner or in a any manner likely to bring The Club into disrepute, shall be reported to the Management Committee and Safeguarding Officer.

(b) If the Management Committee finds a member to be in breach of paragraph (a) of this rule above, they may deal with the matter as they feel appropriate; and their decision may include censure, suspension for any period, or revocation of membership.

14. Alterations to Club Rules

No addition, deletion or other amendment to these rules may be made otherwise than at an Annual General Meeting, or at an Extraordinary General Meeting and, in either case, subject to not less than 28 days notice of the proposed change being given in writing to the members.

15. Voting by Proxy

(a) For the purpose only of the election of club officers by ballot, a member who is unable to be present when a ballot is held may cast his vote by proxy.

(b) The Secretary shall issue a proxy voting form to such a member requesting it, and the said member shall enter his selection on the form and then return it so that the Secretary receives it a least one day prior to the relevant meeting.

16. Life Members

(a) In recognition of outstanding service to the club, the Management Committee may honour a member by appointing him/her to become a 'life member'.

(b) Such an honour will be granted in perpetuity, and free of any further fees for membership.

17. Life Vice-Presidents

The management committee may nominate a member to become a life vice-president of the club. The name of a member so nominated shall be proposed to the next annual general meeting for approval.

18. Reinstatement of Defeated Motion

No motion which has previously been defeated in a vote by the management committee may be put forward again until an interval of not less than 12 months has elapsed since that vote was taken.

19. Dissolution

(a) If the number of playing members of the club shall at any time fall below 25, or if the club shall pass in general meeting by a majority comprising two-thirds or more of the members present, and entitled to vote, a resolution (in this rule called 'the first resolution') of its intention to dissolve, the Management Committee shall take immediate steps to realize the assets of The Club.

(b) Out of the proceeds of such realization The Club shall discharge all debts and liabilities to The Club including expenses of conversion, and any balance remaining shall be disposed of as The Club in general meeting shall resolve, and thereupon The Club for all purposed shall be dissolved. Provided that if The Club has not disposed of any such balance within 6 months of the first resolution, the same shall be divided equally between all persons who were full playing members of The Club at the date of the first resolution.

(c) A copy of the notice convening any general meeting under this rule shall be sent by the Secretary by Royal Mail to every playing member at his/her address last notified to the Secretary not less than 14 days before the date appointed for the meeting, but any accidental omission to send such copy, or the non-receipt of the same, shall not invalidate any proceedings or resolution.

20. General Saving

Any matter not covered by these rules shall be decided by a two-thirds majority of the management committee.

21. Interpretation

In these rules, unless expressly stated otherwise, The Interpretation Act 1885 shall apply to any term which indicates either the singular or plural, and any reference to a male or female shall be construed accordingly.

22. Visitors

(a) A book shall be provided for the proper recording of details of visitors to the premises, and the book shall be kept and maintained at the premises of the club house at all times. A visitor is anyone not being a bona fide playing Member or fully paid-up Social Members.

(b) A person who is not a member of the Association (i.e. Southwick Park or Southwick Bowling Club) may be admitted to the premises by a member providing that he/she is a bona fide guest of that member.

(c) Before admitting a person as a guest under sub-paragraph (b) above, the member admitting him/her shall enter the current date, and the full name and address of such person in the book referred to in sub-paragraph (a) above. The visitor to be handed his copy of the registration.

23. Indemnity Clause

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 any and all funds available to The Club, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person, in the proper execution and discharge of duties undertaken on behalf of The Club or arising there from or incurred in good faith in the purported discharge of such duties.

September 2022



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BOWLING CLUB**