



**Potters Bar Bowls Club**  
**Constitution**  
**(Including Club Bye-Laws)**  
**Revised: 2026**

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## **Section 1: Name and Objectives**

- 1.1 The name of the Club shall be 'POTTERS BAR BOWLS CLUB' (hereinafter referred to within this constitution as the 'Club') located at The Walk, Potters Bar, EN6 1QQ.
- 1.2 The Club shall be affiliated to Bowls England, Hertfordshire Bowls and/or other Bowling Associations as required.
- 1.3 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of bowls in Potters Bar.
- 1.4 The Club shall adopt and conform to Bowls England Rules & Regulations and the Laws of the Sport of Bowls (current) Crystal Mark.
- 1.5 The Club shall adhere to the Safeguarding Policy of Bowls England and will ensure that all the contents are communicated to members and clearly displayed within the Club premises for Members and Visitors. The Club will adopt and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulation 9, 9A & 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.

## **Section 2: Officers of the Club**

- 2 The Officers of the Club shall be Full Members and shall consist of the President, Vice-President, Hon Club Secretary, Hon. Treasurer, Men's Captain, Ladies Captain, Men's Vice Captain, Ladies Vice Captain, Hon. Men's Match Secretary, Hon. Ladies Match Secretary, Hon. Men's Comp Secretary, Hon. Ladies Comp Secretary, Hon Membership Secretary, Bar Manager, Safeguarding Officer, Green Rangers, Internet Officer, Maintenance Manager, Press Officer, Social Secretary, Welfare Officer. Officers shall be elected annually as define in Sections 7 and Appendix A.

## **Section 3: Membership**

### **3.1 Categories and voting rights of Membership**

- 3.1.1 The Club may have different classes of Membership and subscription on a non-discriminatory and fair basis.
- 3.1.2 There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder.
  - 3.1.2.a A FULL MEMBER – being a person who, at the date of election, shall have attained the age of eighteen years shall have one vote.
  - 3.1.2.b A JUNIOR MEMBER – being a person who, at the date of election, is under the age of eighteen shall have no vote. Such a member shall be one who at the commencement of the subscription year joins the club other than as a full member.
  - 3.1.2.c A YOUTH MEMBER – being a person who, at the date of election shall have attained the age of eighteen but be under the age of twenty-one and/or in full-time education and shall have one vote.

- 3.1.2.d LIFE MEMBER – who shall have one vote.
- 3.1.2.e A SOCIAL MEMBER – who shall have no vote. The partner of a Full Member of the Club is entitled to free Social Membership.
- 3.1.2.f ASSOCIATE MEMBER – who has been a continuous Full Member for a period of five or more years and who no longer wishes to bowl – who shall have no vote.

### **3.2 Rights and privileges of members**

- 3.2.1 The rights and privileges of each category of membership shall be as follows:-
  - 3.2.1.a A FULL MEMBER shall have the full use of all Club facilities. Affiliation Fees shall be payable to Hertfordshire Bowls and Bowls England.
  - 3.2.1.b A JUNIOR MEMBER shall have the full use of all Club facilities subject only to Appendix B (2) of this constitution. Affiliation fees shall be payable to Hertfordshire Bowls and Bowls England.
  - 3.2.1.c A YOUTH MEMBER shall have full use of all Club facilities. Affiliation fee shall be payable to Hertfordshire Bowls and Bowls England.
  - 3.2.1.d A LIFE MEMBER shall have the full use of the Club facilities.
  - 3.2.1.e A SOCIAL MEMBER shall have the full use of the Club-house facilities with the exception of access to bowling facilities.
  - 3.2.1.f An ASSOCIATE MEMBER shall have full use of the Club facilities with the exception of the outdoor bowling green.
- 3.2.2 Candidates for full membership can only use the Club facilities after they have been signed off by the coaching team, and their name has been displayed on the notice board for a period of 14 days without any objections being received by the Hon. Secretary.

### **3.3 Membership Joining Fee & Subscription Fee**

- 3.3.1 The rate of Joining Fee (if any) and Subscription Fee for each category of Membership shall be proposed by the Management Committee to the members at the Annual General Meeting in each year. Any proposed changes shall be approved by a majority of those present (minimum of 30 members in attendance) and entitled to vote and shall become operative from 1<sup>st</sup> February immediately following the Annual General Meeting. The current rate of Joining Fee (if any) and Subscription Fee shall be prominently displayed in the Club premises.
  - 3.3.1.a Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis.
  - 3.3.1.b Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.
  - 3.3.1.c The Club Management Committee may refuse membership or, subject to ref: 3.6.2 of this constitution, remove it, only for good cause such as conduct likely to bring the Club or sport into

disrepute. Appeal against refusal or removal may be made to the members.

- 3.3.2 All members shall pay their first Annual Subscription Fee (or pro-rata if appropriate) upon election to the Club and thereafter by 1<sup>st</sup> February each year.

### **3.4 Members' duty to provide contact details**

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

### **3.5 Election and retirement of members**

- 3.5.1 An application for membership shall be in the Form prescribed by the Management Committee and shall include the name, address and contact details of the candidate.
- 3.5.2 Election of Members
  - 3.5.2.a The Management Committee will appoint a Coaching Team to consider all applications for membership. The name of the prospective member will be displayed on the Club notice board for a period of 14 days to allow any Club member the opportunity to register (in writing) their objection with the Hon. Secretary. The Coaching Team will work with prospective candidates to ensure a minimum level of ability is achieved.
  - 3.5.2.b The Management Committee may be recommended by the Coaching Team to refuse the application, but only for good cause such as conduct likely to bring the Club into disrepute. The Membership Secretary shall furnish an elected candidate with a copy of the Rules and Bye-Laws of the Club and ensure they have the requisite information required to enable them to fully participate in Club activities.
  - 3.5.2.c All members are required to participate in a duty, in support of the everyday running of the Club, as approved by the Management Committee these include Bar, Catering, Green Maintenance and Building Maintenance unless excused by the Management Committee.
- 3.5.3 Upon election, a candidate shall pay, within one calendar month, fees as shall be requested. In default of such payment, the election shall be void unless sufficient cause for delay is shown.
- 3.5.4 Retirement of a member
  - 3.5.4.a If a member wishes to resign their membership during the year they shall give notice to the Membership Secretary.
  - 3.5.4.b A member who retires in accordance with this Rule shall not be entitled to have any part of the annual membership fee or any other fees refunded.

3.5.4.c A Full Member may elect to become an Associate Member provided that he/she has been a continuous Full Member for a period of at least five years.

3.5.5 Arrears of Subscriptions – The Management Committee may cancel, without notice being given, the membership of any member whose annual subscription and other annual fees are more than one month in arrears provided that the Management Committee may, at its absolute discretion, re-instate such member upon payment of arrears. No member whose annual payment is in arrears may use the Club premises or vote at any meeting.

### **3.6 Conduct of Members**

3.6.1 Undertaking by members to comply with rules. Every member, upon election and thereafter, is deemed to have notice of and undertakes to comply with, the Club Rules and any Bye-Laws and Regulations of the Club.

3.6.2 Disciplinary action against members

3.6.2.a The process for handling all disciplinary matters in the Club is set out in the Clubmark documentation that is available to all members and is in accordance with Bowls England Regulation 9 (R9)(Misconduct).

3.6.2.b Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

3.6.3 Complaints of any nature should be addressed in writing to the President.

3.6.4 Bowls England Regulation

3.6.4.a All categories of Membership, as a qualification of membership to Bowls England, shall adopt the Safeguarding Bowls Policy and Guidelines (or any subsequent policy) as approved by Bowls England.

3.6.4.b All categories of Membership, as a qualification of membership to Bowls England, shall adopt the Bowls England Regulation No.9.

3.6.5 Members of other Bowls England Affiliated Clubs. A member of any Club affiliated to Bowls England (a list whereof is published by Bowls England annually) may be authorised to use the premises of the Club Ref: Appendix C (3).

3.6.6 Affiliation Fees, Subscriptions and Competitions Entry Fees. All playing members of Clubs are required to be affiliated to both Bowls England and Hertfordshire Bowls and/or other Bowling Associations as required.

### **3.7 Limitation of Club Liability**

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

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

*Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk.*

*The Club will not accept any liability for any damage to or loss of property belonging to members or visitors, this to include any damage or loss of vehicles/property left in the Club car park.*

*The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, trustees or Contractors to the Club.*

- 3.7.3 Membership of the Club and acceptance of these Rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.

- 3.8 Equalities. The Club shall adhere to the Equality Policy of Bowls England. (ref.3.3.1.a)

## **Section 4: Election of Officers**

- 4.1 Candidates offering themselves for election shall be Full members of the Club and consent to their names being proposed and seconded by Full members of the Club.
- 4.2 The candidates shall have their names together with their proposer and seconder entered on the Nominations for Election form displayed on the Club notice board from September of each year until 28 days before the A.G.M. as defined in Sections 7.
- 4.3 If the number of candidates for election is greater than the number of vacancies to be filled, then there shall be a (secret) paper ballot of those members present and entitled to vote at the A.G.M.
- 4.4 If there is an equality of votes the successful candidate shall be determined by the (secret) casting vote of the Club President (Chairperson) of the Meeting.
- 4.5 If for any reason a casual vacancy shall occur, the Committee may co-opt another person to fill such a vacancy until the next AGM. Co-opted members will be allowed to vote.

## **Section 5: Committee Structure**

- 5.1 The Management Committee shall consist of the Officers as defined in Section 2.
- 5.2 The Management Committee shall endeavour to meet regularly and will require eight (8) in attendance to constitute a quorum.
- 5.3 Voting shall be by show of hands. In the case of equality of votes the President (Chairperson) shall *only* be entitled to a casting vote.
- 5.4 Any conflict of interest must be declared to the Chairperson prior to the start of the Meeting. The Chairperson will determine if the person may remain in the meeting and/or vote when the item is discussed.
- 5.5 The Management Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objects of the Club.

- 5.6 The Management Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of the Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members, or third parties and all surplus income or profits will be re-invested in the Club.
- 5.7 The Management Committee shall appoint sub-committees as it shall deem necessary and shall delegate such of its powers as it shall think fit upon such terms and conditions as shall be deemed expedient and/or required by the Bye-Laws.
- 5.8 The Operations Committee shall handle the day-to-day matters and shall consist of the President, Hon. Secretary, Treasurer, Men's Captain, Women's Captain, Bar Manager and Green Rangers. Five members will form a quorum.
- 5.9 Disclosure of Interests. A member of the Management Committee, Operations Committee or a sub-committee or any member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting. Any of the above who have a personal interest in any transaction must disclose that interest to the Committee.
- 5.10 Limitations of Committees authority. The Management Committee, Operations Committee or any person or sub-committee delegated by the Management Committee, to act as agent for the Club or its members, shall enter into contracts only as far as expressly authorised, or authorised by implication, by the Management Committee. No one shall, without the express authority of the Management Committee, borrow money or incur debts on behalf of the Club or its membership.
- 5.11 Members' Indemnification of Committees. In pursuance of the authority vested in the Management Committee by members of the Club, members of the Management Committee and Operations Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.
- 5.11.1 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 all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever (reasonably) incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties.
- 5.11.2 The indemnity does not apply where the Member in question has been negligent, or committed any act of negligence, default, breach of duty or breach of trust.
- 5.11.3 The member is required to be specifically authorised by the Management or Operations Committee to carry out work on behalf of the Club and to ensure that a tight control is maintained with regard to the operation of the Indemnity Clause.
- 5.11.4 The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of membership unless the Management Committee has been authorised to exceed such limit by a General Meeting of the Club.
- 5.12 Contractual Liability. The Management Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Management Committee and/or Trustee of the Club, as appropriate.



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

5.13 Life Membership.

5.13.1 The criteria for Life Membership will be that a member is over 80 years of age before the 1<sup>st</sup> of March of the following year, that they have been a full member of the Club for at least twenty-five years, and that they have held a prominent position in the Club (as defined in the Bye-Laws of this Club) or had performed exceptional service for the Club.

5.13.2 Names will be submitted by the Membership Secretary using the above criteria to the Management Committee for formal ratification prior to the AGMs.

5.13.3 Life Members will have full use of the Club facilities, with the only exclusion being that they cannot enter County Competitions.

## **Section 6: Trustees**

6.1 There shall be three Trustees of the Club who shall be appointed from time to time as necessary by the Management Committee of the Club from among Full or Life Members who are willing to be so appointed. Trustees may attend any Committee meeting, as an observer, but shall have no voting rights.

6.2 Trustees shall hold office during their lifetime, or until they resign by notice in writing to the Honorary Secretary and taken to the Management Committee, or until a resolution removing a Trustee from office shall be passed at a General Meeting of the Club by a majority comprising two-thirds of the members present and entitled to vote.

6.3 All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club. In the event of the death, resignation, or removal from office of a Trustee, the Management Committee shall nominate a new Trustee in his/her place and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after such nomination. For the purpose of giving effect to any such nomination, the Honorary Secretary for the time being is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 or the Trustee Act 1925 and they shall by Deed duly appoint the person or persons so nominated by the Management Committee.

6.4 The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Management Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Management Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Management Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

6.5 The Trustees shall be effectually indemnified by the members of the Club out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club.

## Section 7: Annual General Meeting

- 7.1 An Annual General Meeting (AGM) of the Club shall be held each year in the month of January on a date fixed by the Management Committee published in the Club's Fixtures Booklet and displayed on the Club Notice Board: save in special circumstances that shall require a postponement. Members shall advise the Honorary Secretary (in writing) of any business they wish to be moved at the AGM at least 28 days before the published date. The Honorary Secretary shall circulate to each member, at least 7 days before the AGM the Agenda (business to be brought forward) and any supporting papers. This shall be either sent electronically or by post.
- 7.2 The business of the AGM shall be to pass the Report & Accounts, receive Officer Reports and elect the Officers of the Club as defined in Section 2. The appointment of Auditors will be passed. Also, to consider (pre-advised) Any Other Business items that the Management Committee and members (7.1) shall have inserted in the agenda and sent to all members with the Notice convening the AGM.
- 7.3 Special General Meeting (SGM) may be called at any time by the Management Committee or, upon a written request received by the Honorary Secretary and signed by at least six (6) members stating the objective of the Meeting. The Management Committee shall meet within seven (7) days to consider the request. The Honorary Secretary shall be charged to convene a SGM giving fourteen (14) days' notice of the Meeting, to be held as soon as practical, advising all members electronically or by post and to display the date of the Meeting on the Club Notice Board.
- 7.4 The President will preside as Chairperson or in the absence of the President the Vice-President or another member of the Management Committee, elected by a majority of those present, shall take the Chair.
- 7.5 Members entitled to vote at the relevant meeting shall have formed a quorum when a minimum of thirty [30] members are present [no proxy voting is allowed] at any General Meeting of the Club. (Ref: 3.1.2).
- 7.6 Only Full Members, Youth Members, Life Members and Associate Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.
- 7.7 Voting, shall be by show of hands, except where there are more candidates seeking selection than there are positions to be filled, a secret ballot will be held.
- 7.8 In the case of an equality of votes the President [Chairperson] or other nominated person shall have only a casting vote, on any matter.
- 7.9 On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Bye-Law or Regulation of the Club such Rule, Bye-Law or Regulation shall not be created, repealed, or amended except by a majority vote of at least two-thirds of those present and entitled to vote.  
*[Provided that no such change shall jeopardise the Club's status as a Community Amateur Sports Club within the meaning of the Finance Acts, or in any event alter its objects or winding-up provisions].*

## **Section 8: Dissolution of the Club**

- 8.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Honorary Secretary shall immediately convene a Special General Meeting [S.G.M.] to be held not less than one month thereafter to discuss and vote on the resolution.
- 8.2 If, at that S.G.M., the resolution is carried by at least 75% of the Full & Associate Members present [no proxy allowed]; the Management Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 8.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever; the same shall not be paid to or distributed amongst the members of the Club.
- 8.4 Upon dissolution of the Club the Management Committee shall give or transfer the net assets remaining to one or more of the following:
  - Registered charitable organisation(s).
  - Another Club which is a registered Charitable Amateur Sports Club.
  - Bowls England for use by them in related community Flat Green Bowls.

## **Appendix A: Officers & Delegates of the Club**

The roles and responsibilities of the Officers and Delegates shall be as defined in the Clubmark documentation. The current list of members holding the Officer/Delegate posts shall be prominently displayed in the Club House.

### **Officers**

President	
Vice President	
Hon. Club Secretary	Hon. Ladies Competition Secretary
Hon. Club Treasurer	Hon. Membership Secretary
Men's Captain	Bar Manager
Ladies Captain	Safeguarding Officer
Men's Vice Captain	Green Ranger(s)
Ladies Vice Captain	Internet Officer
Hon. Men's Match Secretary	Maintenance Manager
Hon. Ladies Match Secretary	Press Officer
Hon. Men's Competition Secretary	Social Secretary(s)
	Welfare Officer

### **Delegates**

St Albans & District L.B.A. (voting)  
St Albans & District B.A. (voting)

### **Herts Bowls**

Men's delegate (voting)  
Ladies delegate (voting)

### **Herts Bowls (South Division)**

Men's delegate (voting)  
Ladies delegate (voting)

### **Auditors (2)**

### **Trustees (3)**

## **Appendix B: Licensing Act**

Where a club sells intoxicating liquor, the Club Rules must satisfy the requirements of the Licensing Act as highlighted below.

### **Purchase and supply of excisable goods.**

1. The purchase for the Club of excisable goods and the supply of the same upon club premises shall be exclusively and solely under the control of the Bar Manager elected to and responsible to the Management Committee.
2. Intoxicating liquor may only be sold for consumption on the Club premises to persons over the age of eighteen who are entitled to the use of the Club premises in pursuance of the Rules, Bye-Laws and Regulations for the time being in force. No Junior Member under the age of eighteen may purchase or attempt to purchase intoxicating liquor within the Club premises.
3. The Management Committee shall cause the Club bar to be opened (subject to terms of the Club premises certificate) at convenient times (and such times shall be prominently exhibited in the Club premises) for the sale of excisable goods to persons who are entitled to the use of the premises of the Club in pursuance of these Rules (except Junior Members as aforesaid) PROVIDED THAT visitors' names and addresses and the name of their introducer shall have been entered in the Visitor's book upon entry to Club premises.
4. No person shall take a commission, percentage, or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the supply of such goods shall (after deduction of the costs of providing such goods) be applied to the provision of additional amenities or the purchase of property to be held in trust for the benefit of the Club.
5. Proper accounts of all purchases and receipts from excisable goods shall be kept and presented at the Annual General Meeting in each year and such information as the Honorary Treasurer may require shall be furnished to enable any statutory return or statement and the payment of excise or other duty or tax to be made.

## Appendix C: Bye-Laws

1. **Meetings** – All Meetings of Management and Operations Committees, , A.G.M. and Special General Meetings shall be held in the Pavilion, The Walk, Potters Bar, or elsewhere by agreement.
2. **Death of a Member** - In the event of the death of a Member the surviving partner shall be offered (life) honorary Social Membership of the Club.
3. **Guests in the Club** – Members bringing guests to the Club shall enter the names of all guests in the Visitors' Book.
  - a. **Flat Green Outdoor Bowls** – Members wishing to bring a playing guest shall apply for prior approval to the Operations Committee by applying in writing to the Honorary Secretary and will be required to pay a green-fee.
  - b. **Short Mat Bowls** – only Full members, Youth Members, Junior Members, Life Members and Associate Members can use this facility.
  - c. **For regular weekly non-bowling events such as Crib/Bridge sessions** – Guests may attend only three sessions in any calendar year, if they wish to attend more often, they will be required to join as a SOCIAL Member.
4. **Private Functions** - Members requesting the use of the Club House for a Private Function shall make application [in writing] to the Honorary Secretary, who shall seek the agreement of the Operations Committee. The Hiring fee is set by the Operations Committee. The Members making the bookings are advised of their responsibilities for the conditions of the Hire as set-out in the Letter of Confirmation' sent out by the Honorary Secretary.
5. **Signing Cheques** - Cheques may only be signed on behalf of the Club as authorised in the latest Banker's Resolution.
6. **Damage to Club Property** – A member shall not knowingly remove, injure, destroy, or damage any property of the Club and shall make restitution for the same if called upon to do so by the Management Committee.
7. **Exhibiting of notices** - A member shall not cause any communication in whatever form to be exhibited on Club notice boards or premises without prior permission of the Honorary Secretary.
8. **Bar Opening Times** – The permitted hours for the supply of intoxicating liquor will be posted on the Club notice board and the Bar will be open between these hours or as decided by the Management Committee subject to any restrictions imposed from time to time by the Licensing Authority.
9. **Settlement of Accounts** - A member shall settle any indebtedness for refreshment or otherwise before leaving the Club premises, or in accordance with any Bye-Law relating to the settlement of such indebtedness.
10. **Children visiting the Club** – Children under the age of eighteen shall always be with and be the responsibility of a parent or guardian whilst on the Club premises. Rules/practices are available from the Club's Safeguarding Officer.
11. **Grievances** – Any member wishing to make a complaint or air a grievance shall submit this in writing to the Hon. Secretary, for consideration by the appropriate Management or Operation Committee.
12. **Payment of Services** - Members performing services in support of the Club shall not receive payment for such services as this is a requirement of their Club membership ref: 3.5.2 (c). Work commissioned from an external contractor will be approved by the Management Committee and payment supervised by the Hon. Treasurer.
13. **Green Etiquette** - If there is a surplus of members present and wishing to play, no full rink roll-up shall exceed eleven ends at which time a fresh rink or rinks of players shall be entitled to play. Roll-ups of less than a full rink shall invite any member, waiting to play, to join-in. Roll-up rinks will be made available as shown on the Rink Allocation

'black-board'. Club friendly matches and Competitions shall have priority over other games.

#### **14. Dress Code**

- a. Members when playing on the green must wear smooth soled heel-less bowls footwear in any colour.
- b. For Club matches, midweek the dress code is 'greys' and for weekends 'whites' unless otherwise stated by the Captain on the Team Selection sheets.
- c. When the code is 'greys' the men may wear grey trousers or bowls shorts, the women may wear grey trousers, crop trousers or bowls shorts. When the dress code is 'whites' the men may wear white trousers or bowls shorts, and the women may wear white trousers, crop trousers or bowls shorts. The dress code will be stated by the Captain on the Team Selection Sheets.
- d. Grey or white shorts must be tailored, have no turn-up and be knee length or a maximum of 2" above the knee. If socks are worn with shorts, crops, or skirts they must be white.
- e. Players may wear the club green trousers, shorts or cropped trousers for matches providing all members of the same team/side wear the same colour or design below the waist.
- f. The Club shirt is the standard Club dress for men and women representing the Club in matches. The dress code requires that all members of a team must wear the Club shirt when on the green.
- g. Members playing B.E., H.B., St. A. & D.B.A., St. A. & D.L.B.A., E.H.L, and F. & D.B.A. and other Association matches or competitions are required to comply with the match or competition rules as defined by these Associations for the wearing of trousers, shorts and Club shirts.
- h. All Club members participating in MALC, Catchpole, spoon drives, roll-ups or practice may wear smart casual wear. Tee or collared shirts may be worn, trousers, or shorts (which must be knee length), non-stressed denim (i.e. no holes/splashed paint etc.) Footwear will continue to be smooth soled heel-less bowls footwear in any colour.
- i. For internal Club competitions up to and including the semi-finals, members can wear either a white polo sports style shirt, or white shirt or blouse or Club shirt with greys. but for the Finals the dress code will be 'whites' for women and men with the Club shirt, 'greys' and 'whites' are as defined in rule 14.c.

#### **15. Club Car Parking**

- a. The Club Car Park is strictly for the use of the Members, their guests and visiting teams when attending matches or social events or whilst on Club business. All other use must be authorised by the Operations Committee.
- b. Social Members are allowed to use the Car Park when visiting the Club e.g. a 'social' event.
- c. The Private Road leading to the Club House, shall be kept clear of parked cars to comply with health and safety requirements to allow immediate access of emergency services (fire & ambulance) and service deliveries.

**The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the Members with each other and the Club.**