

Bolton Flat Green Bowling Club

BOWLS ENGLAND CLUB OF THE YEAR 2014



Affiliated to Bowls England and Bowls Lancashire

Leverhulme Park, Gorses Road, Bolton, BL2 1PG Tel 01204 362712

Governance

Part 1: Constitution & Rules

Constitution and Rules

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Club Constitution

Section 1: Name and Objectives

- 1.1 The name of the Club shall be Bolton Flat Green Bowling Club (hereinafter referred to within this constitution as the 'Club').
- 1.2 The Club shall be affiliated to Bowls England and Bowls Lancashire
- 1.3 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls.
- 1.4 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.

▪ Section 2: Officers of the Club

2.1 The Officers of the Club shall form the Management Committee, consisting of:

- Honorary President
- President
- Vice President
- Immediate Past President
- Honorary Secretary
- Honorary Treasurer
- Green and Surrounds Team Leader
- Buildings Manager
- Competitions Secretary
- Social and Funding Secretary
- Club Captain
- Membership Secretary
- Membership Development Officer

Only Full Members, Honorary or Life Members, may be Officers.

They shall be elected at the Annual General Meeting and shall hold office for the year, retiring at the end of the year. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election.

Section 3: Membership

3.1 There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder.

- (a) A FULL MEMBER – being a person who, at the commencement of the subscription year, shall have attained the age of eighteen years shall have one vote.
- (b) A JUNIOR MEMBER – being a person who, at the commencement of the subscription year, is under the age of twenty five shall have no vote.
- (c) AN HONORARY/ LIFE MEMBER – who shall have one vote.
- (d) A COMPLIMENTARY MEMBER - who shall have one vote
- (e) A SOCIAL MEMBER – who shall have no vote.
- (f) A WINTER MEMBER - 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:-

- (a) A FULL MEMBER shall have the full use of all Club facilities. Affiliation Fees shall be payable to Bowls Lancashire and Bowls England.
- (b) A JUNIOR MEMBER shall have the full use of all Club facilities subject only to 8.4 of this Constitution. Affiliation Fees shall be payable to Bowls Lancashire] and Bowls England.

- (c) AN HONORARY / LIFE MEMBER shall have the full use of all the Club facilities. Affiliation Fees shall be payable to Bowls Lancashire and Bowls England for playing members.
- (d) A COMPLIMENTARY Member shall have the full use of all the Club facilities.
- (e) A SOCIAL MEMBER shall have the full use of the Club-house facilities.
- (f) A WINTER MEMBER shall have the full use of all the Club facilities from 1st October – 31st March and the rights of a Social Member throughout the year.

3.2.2 Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises until they have become a member. They may however use the facilities as a visitor pending processing of their application.

3.3 Membership Subscription Fee

3.3.1 The Subscription Fee for each category of Membership shall be proposed by the Committee to the members at the Annual General Meeting in each year. Any proposed changes shall be approved by a majority of those present and entitled to vote and shall become operative from the 1st April following the AGM. The current Subscription Fee shall be prominently displayed in the Club premises.

(a) Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may however be limited according to available facilities on a non-discriminatory basis.

(b) Membership subscriptions will be kept at levels necessary for the financial stability of the Club but that will not pose a significant obstacle to people participating.

(c) The Club Committee may refuse membership or 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. If consideration of removal of membership is a result of a disciplinary issue, the procedure to be adopted shall be that as set out at point 3.6.2 of this Constitution.

3.3.2 All members shall pay the first annual subscription fee upon election to the Club and thereafter by 31st March. Except that Honorary/Life Members shall pay 33% rounded up to the nearest £5.00 **if** they are playing members.

3.4 Members' duty to provide contact details

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

3.5 Election and retirement of members

3.5.1 Application for membership

An application for membership shall be in the form prescribed by the Committee and shall include the name, address and contact details of the candidate.

3.5.2 Election of Members

Upon receipt of an application for membership, there shall be an interval of at least two days before the meeting of the Committee at which such application for membership shall be considered. The election of all classes of members is vested in the Committee and shall be a simple majority vote of those of the Committee. The Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute. The Membership Secretary shall inform each candidate in writing of the candidate's election or non-election. The Membership Secretary shall furnish an elected candidate with a copy of the Rules and Bye Laws of the Club and make request for such payments as are necessary.

3.5.3 Payment of Fees upon Election

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 be shown.

3.5.4 Retirement of a member

(a) A member wishing to resign their membership shall give notice in writing to the Membership Secretary before 1st March and shall not then be liable to pay the subscription for the following year

(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.

3.5.5 Arrears of Subscription

The 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 Committee may, at its absolute discretion, reinstate 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 Under-taking 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

(a) All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct)

(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

Complaints of any nature shall be addressed in writing to the Honorary Secretary.

3.6.4 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.

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 within the Club premises:

“Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:

(a) The Club will not accept any liability for any damage to or loss of property belonging to members.

(b) 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 Servants of 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 General Data Protection Regulations.

Section 4: Management Committee

4.1 Composition of Management Committee

4.1.1 The Committee shall consist of the Officers listed in Section 2, elected at the Annual General Meeting to hold office for the term of one year.

4.1.2 Candidates for election to the Committee shall be those members of the retiring Committee eligible to offer themselves for re-election and such other eligible members whose nominations (duly proposed and seconded in writing by Full members of the Club) with their consent shall have been received by the Honorary-Secretary at least twenty-one days before the date of the Annual General Meeting in each year. Such nominations, together with the names of the Proposer and Secunder shall be posted to the Club premises at least fourteen days prior to the date of the Annual General Meeting.

4.1.3 If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot of those members present and entitled to vote at the Annual General Meeting.

4.1.4 If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if majority of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.

4.1.5 In the event of the ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot or previously nominated person.

4.1.6 If, for any reason, a casual vacancy shall occur, the Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Co-opted Members will be entitled to vote.

4.2 Management Committee Meetings

4.2.1 The Committee shall endeavour to meet between 5 and 8 times per year making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish.

4.2.2 Voting shall be by show of hands. In the case of equality of votes the Chairman (or other nominated person) shall be entitled to a second and casting vote.

4.2.3 60% (rounded up) of members entitled to Vote and personally present shall form a quorum at a meeting of the Committee.

4.2.4 Any conflict of interest must be declared to the Chairman (or other nominated person) prior to the start of the meeting. The Chairman (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.

4.3 Powers of the Committee

4.3.1 The 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.

4.3.2 In particular the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of 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.

4.4 Appointment of Sub-Committees

The Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law.

4.5 Disclosure of Interest to Third Parties

A member of the Committee, of 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.

4.6 Limitation of Committee's authority

The Committee, or any person or sub-committee delegated by the 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 Committee. No one shall, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its membership.

4.7 Members' indemnification of Committee

4.7.1 In pursuance of the authority vested in the Committee by members of the Club, members of the 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.

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.

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.

Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the General Committee.

4.7.2 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 Committee has been authorised to exceed such limit by a General Meeting of the Club.

4.8 Contractual Liability

The Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Committee and/or Trustees of the Club, as appropriate.

"The liability of the 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."

4.9 Nomination of Honorary Members/Life Members by Committee

4.9.1 The Committee may nominate for election at an Annual General Meeting such Honorary/Life Members as the Committee may think fit. Subject to the condition that electing new Honorary/Life Members would not cause the number of such Members to exceed 10% of the number of voting members at the time.

4.9.2 The election of Honorary/Life Members shall be placed before the Annual General Meeting each year and such Honorary Members shall be duly elected if two thirds of those present, and entitled to vote, vote in favour of election.

Section 5: Trustees

5.1 There shall be at least two (and at most 4) Trustees of the Club who shall be appointed from time to time as necessary by the Committee of the Club from among Full or Honorary Members who are willing to be so appointed.

5.2 A Trustee shall hold office until they resign by notice in writing given to the Committee or until a resolution removing them from office be passed at a meeting of the Committee by a majority comprising two-thirds of the members present and entitled to vote.

5.3 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 Committee shall nominate a new Trustee in his 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 of the Trustee Act 1925 and they shall by Deed duly appoint the person or persons so nominated by the Committee.

5.4 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 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 Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

5.5 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 in 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 6: Annual General Meeting

6.1 An Annual General Meeting of the Club shall be held each year in the month of October on a date to be fixed by the Committee. The Honorary Secretary shall at least fourteen days before the date of such meeting circulate to each member notice hereof and of the business to be brought forward thereat. This may be either by post or electronically.

6.2 No business, except the passing of the Accounts and the election of the Officers, Committee, Trustees and Honorary Auditors, and any business that the Committee may order to be inserted in the notice convening the meeting shall be discussed at such meeting unless notice thereof be given in writing by a member entitled to vote to the Honorary Secretary at least 28 days before the date of the Annual General Meeting.

6.3 The Committee may at any time, upon giving fourteen days notice in writing, call a Special General Meeting of the Club for any special business, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice sent to members.

6.4 The Committee shall call a Special General Meeting upon a written request addressed to the Honorary Secretary signed by at least 20 members. The Committee shall meet within 14 days of the request in order to call a SGM. The Committee shall give fourteen days notice in writing of any such Special General Meeting. The discussion at such meeting shall be confined to the business stated in the notice sent to members.

6.5 At every meeting of the Club the President will preside, or in their absence, a Chair elected by a majority of those present shall preside.

6.6 20 % of members entitled to vote at the relevant meeting and personally present shall form a quorum at any General Meeting of the Club.

6.7 Only Full Members, and Honorary/Life Members and Complimentary Members shall vote at any General Meeting of the Club. Other members may attend and speak but are not entitled to vote.

6.8 Voting, except upon the election of members of the Committee, shall be by show of hands.

6.9 In the case of an equality of votes the Chairman (or other nominated person) shall have a second or casting vote, on any matter.

6.10 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.

Section 7: Dissolution of the Club

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

7.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the 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.

7.3 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.

7.4 Upon dissolution of the Club the Committee shall give or transfer the net assets remaining to one or more of the following:

- (a) to another Club with similar sports purposes which is not for profit or a charity and/or
- (b) to another Club with similar sports purposes which is a registered CASC and/or
- (c) to Bowls England for use by them in related community sports.

Section 8: Miscellaneous

8.1 Opening of Club Premises

All adult Club Members, having completed 3 months membership may be provided with Keys to the Club and a password for the Club Alarm System.

Members opening and closing the Club must follow the published guidance regarding security.

8.2 Safeguarding

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.

8.3 Equalities

The club shall adhere to the Equality Policy of Bowls England.

8.4 Licensing

The club shall adhere to the requirements of the Licensing Act (or any subsequent Act) with regard to the purchase and supply of excisable goods.

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

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Appendix A: Officers of the Club

Voting Members of the Management Committee: (Elected by the Members)

Honorary President

President

- To represent the Club on match days and other special events;
- To Chair all relevant meetings of the Club;
- To have the casting vote at all relevant meetings of the Club in the event of equality;

Vice President

- To support and as necessary, deputise for the President

Immediate Past President

Secretary

- To conduct the correspondence of the Club;
- To keep custody of all Club documents;
- To keep full minutes of all meetings of the Club, the Committee and Sub-Committees;
- To administer such insurance policy or policies as may be needed to fully protect the interests of the Club, its Officers and its members;

Membership Secretary

- To keep a register of Club members' contact details
- To manage communications with members

Membership Development Officer

- To develop and manage the Club Recruitment and retention programme as adopted by the Management Committee

Treasurer

- To collect all relevant fees from Club members;
- To make all relevant payments on behalf of the Club;
- To prepare Annual Balance Sheet for examination;
- To present Accounts for approval at the Annual General Meeting

Club Captain

- To select relevant representative teams for Social Events
- To provide leadership to the Ladies and Men's Captains who will select the appropriate single gender teams.

Competitions Secretary

- To arrange internal competitions for Club members to participate in

Buildings Manager

- To maintain the Club-house

Social and Funding Secretary

- To manage the Catering and Bar Officers
- To organise social events and fundraising activities

Greens and Surrounds Team Leader

- To maintain the green and surrounds

Non-Voting Members of the Management Committee (Appointed by Elected Officers)

County Delegates

- To act as a liaison between the Club and other relevant associations

Press Officer

- To publicise the Club in local media, website and social media as relevant

Other Officers (Elected by the Members) but not having a seat on the Management Committee

Accounts Examiner (reports to the AGM)

- To examine the Accounts and Balance Sheet

Ladies Captain (reports to Club Captain)

- To select relevant representative teams

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Men's Captain (reports to Club Captain)

- To select relevant representative teams

Safeguarding Officer (reports to Honorary Secretary)

- To advise on and monitor compliance with Safeguarding Matters

Other Officers (Appointed by Elected Officers)

Catering Officer (reports to Social and Funding Secretary)

- To manage catering services

Bar Officer (reports to Social and Funding Secretary)

- To manage bar services

Health and Safety Officer (reports to the Club Secretary)

- To advise on and monitor compliance with Health & Safety matters.

Appendix B Club Rules

1. Application for Membership

- 1.1. Prospective members and guests may make 2 free visits. Thereafter they may:
 - 1.1.1. Apply for full membership. If their application for Full/Junior Membership is approved, then any monies paid previously in that season will count towards their annual membership fee for that season.
 - 1.1.2. Pay a Social Membership Fee as agreed annually at the AGM and continue to pay the-green fee each time they play
 - 1.1.3. Pay the green fee whenever they play.
 - 1.1.4. Apply for Winter Membership for the period 1 October - 31 March.
- 1.2. Anyone wishing to join the Club must complete an Application Form and return it, along with the current Annual Subscription fee to the Membership Secretary.

Upon receipt the applicant's name will be posted on the Club Notice Board with an invitation to members to provide the Membership Secretary with any information they feel appropriate to their application to join Bolton Flat Green Bowling Club.

Applicants are welcome to use the Club facilities whilst their application is being processed but will not be given the option to obtain keys or play in Club Competition during this period.

Their application will be placed before the next Club Management Committee Meeting and determined by a simple majority decision under Clause-3.5.2 of the Constitution

If their application is accepted, he or she will receive a Club Handbook, which will act as proof of membership.

If their application is not accepted their membership fee will be returned.

2. **Current Members:**

Current Members MUST complete a Membership Application form each year. Acceptance will be automatic unless correspondence has been received by the Membership Secretary questioning a member's continued membership of the Club. In such a case the matter will be determined by the Management Committee by a simple majority decision under Clause 3.5.2 of the Constitution.

3. **Information for Members**

3.1 The following documents will be available at all times in the Club-house:-

- 3.1.1. Club Constitution and Rules
 - 3.1.2. The Roles and responsibilities of Club officers
 - 3.1.3. Club Competition Rules
 - 3.1.4. Club Dress Code
 - 3.1.5. Club Security Instructions
 - 3.1.6. Fire Procedure
 - 3.1.7. Procedure in the event of electrical failure
- 3.2. At least once per year each member shall be furnished with an updated list of Members' contact details.
- 3.3. Social Members and those who simply "pay and play" will be permitted to play on a casual basis on payment of the prevailing Green Fees, however, they will not be allowed to play in any Competitions.
- 3.4. Full, Junior and Honorary/Life Members will be entitled to rent a locker.

4. **Dress and Deportment**

- 4.1. Dress will conform to Bowls England rulings where appropriate.

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- 4.2. The dress code for all events run by the Club or entered nationally by the members is shown on the Bolton Flat Green Bowling website under Information/Club Rules & Dress Code.
- 4.3. Bowlers Umpires and Markers should wear shoes manufactured for Flat Green Bowling when on the green. When playing in competitions run by Bowls Lancashire or Bowls England, Laws of the Sport of Bowls will apply.

All competitors reaching the final stages of National Competitions and National Championships will be required to comply with the appropriate National Competition or National Championship regulations. Bowlers must not arrive at the Club wearing the shoes they intend using while bowling. Sandals will not be permitted on the green.

- 4.4. If for personal reasons a Member is unable to wear shoes manufactured for flat green bowling, then they must seek *written* permission from the Club Secretary to wear other Flat PU or EVA soled shoes *prior* to them taking part in any play on the green
- 4.5. Smoking, including E cigarettes, is only allowed in an area in the south-west corner of the flagged area around the green.
- 4.6. The use of mobile phones on the green is prohibited during matches.

5. Club-house

- 5.1. The first Member entering the facility must open the Club-house.
Keys to the Club-house re available for payment on deposit by any eligible Member from the Building Manager.
 - 5.2. The names of all 'Key holders' must be registered - for the information of the Club, Police and the Insurance Company.
 - 5.3. It will be the responsibility of all 'Key holders' to make themselves familiar with the procedure for entering and leaving Club-house correctly. (see-3 Information for Members 3.1.5 above)
 - 5.4. The Diary must be signed by the person who opens the Club-house, with appropriate comments as to the state of the equipment/premises.
 - 5.5. The person who is responsible for closing the Club-house must check that all equipment, which was used that day, is returned. Any losses/breakages must be noted in the Diary, which must be signed with the time of exit.
 - 5.6. The main and Fire Exit doors must be kept unlocked at all times that anyone is in the Club-house.
- ### 6. Competitions/Equipment
- 6.1. The format of play, shown in the Rink Book, must be followed with regard to the use of rinks and the direction of play.
 - 6.2. The Club will pay the Entry Fees for those teams which are entered in the National Two Fours, Champion of Champions, Over 60's Mixed Double Fours, Top Ten Events & Wigton Top Nine event.
 - 6.3. Members/Visitors wishing to make use of the Club's bowls, whilst bowling at Bolton, must have the express permission of a committee member. Both parties must sign and date the Bowls Register on receipt and on return of the bowls.
 - 6.4. Paid-up members, who wish to borrow bowls or equipment for use at another venue, must have the express permission of a committee member. A Deposit of £50.00 is payable at the time that the bowls or equipment is borrowed.

7. Honours Board

7.1 Recognition of Members achievements will be appended to the International, National and Regional Honours Board if such Members have entered the "National Championships" (Singles, Pairs, Triples and Fours) from Bolton Flat Green Bowling Club in the year in question.

7.2 However, in the case of Competitions, which allow the composition of Team Entries with players, who have entered the "National Championships" from more than one Club, exceptions will be made to allow all the names to be appended. The names of the Clubs, from which such players did enter the National Championship in the relevant years, will be displayed.

8. Accidents

- 8.1. All accidents/incidents involving both members and visitors must be fully recorded on the Accident/Incident Report Form. (Copies are kept next to the First Aid Box). The completed form must be passed to the Club Secretary, who will provide a copy for the Health and Safety Officer.
- 8.2. In the event of a member taking seriously ill at the Club, all play, under the jurisdiction of the Club, shall be

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suspended until that person has been taken from the Club to receive medical attention.

- 8.3. In the event of a member dying at the Club, all play, under the jurisdiction of the Club, shall be suspended for the remainder of the day.

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