

SALTASH BOWLING CLUB



Founded 1923

**Affiliated to BE, BC,
ESMBA, CCSMBA, ECBL and the P&D League**

CONSTITUTION AND RULES

The Club shall be known as Saltash Bowling Club and the Club headquarters shall be Saltash Bowling Club, Longstone Park, Saltash, Cornwall PL12 6DX. The Club colours shall be navy blue and white.

Saltash Bowling Club operates a policy of non-discrimination in terms of disability, colour, race, religion and gender.

The club shall be affiliated to *Bowls England* (BE), *English Short Mat Bowling Association* (ESMBA), *Bowls Cornwall* (BC), *Cornwall County Short Mat Bowling Association* (CCSM-BA), *Plymouth and District Bowling League* (P&DBL), *Plymouth and District Ladies Bowling League* (P&DLBL) and *East Cornwall Bowling League* (ECBL).

All flat green matches shall be played in accordance with the Laws of the Sport as approved by Bowls England.

All short mat matches shall be played in accordance with the Laws of the Sport as approved by the ESMBA.

AIMS and OBJECTIVES

The aims and objectives of the Club :

- To offer coaching and competitive opportunities in flat green bowling and short mat bowling.
- To promote the name of the club within the local community and the sport of bowling.
- To ensure a duty of care to all of the members of the Club.
- To manage the Saltash Bowling Club Pavilion, green playing surface and its surroundings.
- Provide all its services in a way that is fair to everyone.

MEMBERSHIP

Membership should consist of officers and members of the Club.

All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted. The Club generates a "No Smoking" Policy within the Club Pavilion and the Club external boundary.

Members will be enrolled in one of the following categories

- Full Member
- Short Mat Only Member
- Social Member
- Junior Member (under 18 years of age on 1st May)
- Life Member

DRESS CODE

The Dress Code for League, County and Friendly games is Club Shirts along with Regulation Grey or White Trousers; Tailored Regulation (Bowls England) Grey or White Shorts may be worn by men and ladies., For women, Tailored Grey or White Skirts as determined by the game in question. Specific dress codes will be shown on Team Selection Sheets. Certain County games may require Shirts, Ties and Blazers to be worn. Further details will be found within the County Handbook. For all Internal Club Competitions, Greys and Club Shirts should be worn at all times including the markers for single games. Club Finals should be played in whites. For Club Nights, general casual play and roll-ups, smart informal casual wear is permitted to be worn.

MEMBERSHIP FEES

Membership fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting.

Junior Members are exempt from paying Club fees with Bowls Cornwall paying affiliation fees for each Junior member.

AVAILABILITY OF FACILITIES

- The club shall be open seven days a week.
- The Green shall be available for bowling at all times between the official Opening and Closing dates each year, except when maintenance is being carried out or when climatic conditions are such that the use of the Green would cause damage. In such circumstances a member of the Green Committee may close all or a part of the Green. If such a decision is required and a member of the Green Committee cannot be contacted, the Captain or Management Committee member present shall make the decision.
- If the Green or a part of it does have to be closed the member making that decision shall check the booking diary in which bookings are recorded and inform, as soon as is possible, other members who may have made bookings for that day to inform them that play is not possible.

OFFICERS OF THE CLUB

Men's President & Ladies President (To act as Club President in alternate years).

Club Secretary

Hon. Treasurer

Men's Secretary & Ladies Secretary

Men's Captain & Ladies Captain

Men's Match Secretary & Ladies Match Secretary

Tournament Secretary & Competition Secretary

Welfare Officer

Catering Manager

THE SHORT MAT SECTION shall consist of :-

Secretary/Area Rep.

Captain

Competition Organiser

Treasurer (Short Mat)

EXECUTIVE COMMITTEE

The Executive Committee will meet as required but no less than three times per annum.
A minimum of 75% of all Committees shall form a quorum.

The Club will be managed by the Executive Committee who are listed above.

If the performance of any member of the Management Committee be considered unsatisfactory, the Executive Committee may call an Extra-ordinary General Meeting for the purpose of electing a replacement.

TRUSTEE'S OF THE CLUB		
<u>MENS PRESIDENT</u>		<u>LADIES PRESIDENT</u>
<u>TREASURER</u>	<u>SECRETARY</u>	<u>LADIES/MENS SECRETARY</u>

EXECUTIVE		
<u>MENS PRESIDENT</u> <u>MENS CAPTAIN</u> <u>MENS SECRETARY</u> <u>MENS MATCH SECRETARY</u>	<u>LADIES PRESIDENT</u> <u>LADIES CAPTAIN</u> <u>LADIES SECRETARY</u> <u>LADIES MATCH SECRETARY</u>	<u>SHORT MAT CAPTAIN</u> <u>SHORT MAT SECRETARY</u> <u>SHORT MAT TREASURER</u> <u>SHORT MAT COMP.</u>
<small>⊕</small>		
ALL EXECUTIVE COMMITTEE MEMBERS ARE SHOWN IN BOLD & UNDERLINED		

SUB COMMITTEE'S				
<u>MENS SELECTION</u> <u>CAPTAIN</u> <i>V. CAPTAIN</i> + 2	<u>LADIES SELECTION</u> <u>CAPTAIN</u> <i>V. CAPTAIN</i> + 2	<u>TOURNAMENT</u> <u>CHAIRMAN</u>	<u>CATERING</u> <u>CATERING MANAGER</u> + ASSISTANTS SOCIAL SEC.	<u>WELFARE</u> <u>WELFARE OFFICER</u> SICK VISITORS
<small>⊕</small>				
<u>SHORT MAT SELECTION</u> <u>CAPTAIN</u> <i>V. CAPTAIN</i> + 2	<u>GREEN</u> <u>CHAIRMAN</u>	<u>COMPETITIONS</u> <u>MENS COMP. SEC.</u> <i>LADIES COMP. SEC.</i> <i>S.M. COMP. SEC.</i>		

SUB - COMMITTEES

- *Men's Selection Committee*

shall be responsible for all games relevant to that section

- *Ladies Selection Committee*

shall be responsible for all games relevant to that section

- *Tournament Committee*

shall be responsible for organising the annual Tournament(s) on behalf of the Club

- *Catering Committee*

shall be responsible for all Club social events (together with the Social Secretary), catering, fund raising and shopping.

- *Welfare Committee* shall be responsible for *Sick visiting, Child Welfare and Vulnerable Adult duties.*

- *Short Mat Selection Committee*

shall be responsible for all games relevant to that section

- *Green Committee*

shall maintain the Green and surrounding areas

- *Competition Committee*

shall be responsible for all Club Competitions

DUTIES OF OFFICERS (EXECUTIVE COMMITTEE)

- *President* of both Men's and Ladies sections will also act as President/Chair and Vice-President/Chair persons of this Committee with these positions alternating on an annual basis. The President will preside at all official functions and Chair all joint meetings. In the absence of the President the aforementioned duties will be carried out by the Vice-President. The *Mens' President* shall chair all Meetings of the Men's Section. Should the Men's President be unavailable the Men's Secretary should take the Chair. Likewise, the *Ladies President* shall Chair all Meetings of the Ladies Section. Should the Ladies President be unavailable the Ladies Secretary should take the Chair.
- *The Club Secretary* shall prepare Minutes of all General Meetings and Meetings of the Management Committee. He/she shall provide a copy of the Minutes of the last Management Committee Meeting to its members at least seven days before the subsequent meeting of the Committee, and publish the Minutes of an Annual General Meeting within 1 month from the date of the AGM. He/she shall also prepare an annual report of Club activities for the Annual General Meeting and, wherever possible, give at least seven days notice of Meetings. He/she shall be responsible for all correspondence relating to the Club.
- *The Hon. Treasurer* shall keep the Accounts of the Club and inform the Management Committee and the Executive Committee at each meeting of the financial situation (Income, Expenditure and Current Balance).
- He/she shall prepare an Annual Statement of Accounts for Audit by the appointed Auditors and shall make a copy of the Statement available to all Members before the Annual General Meeting. He/she shall notify any Member whose subscription is overdue and report the same to the Management Committee.
- *Secretary (Men's Section)* shall be responsible for keeping a record of all business transacted at General & Executive Meetings and carry out all other administrative and secretarial duties in accordance with the decision of the Saltash Bowling Club (Men's

Section) at its Committee Meetings and shall submit to the AGM a report of the proceedings of the Men's Section since the previous AGM.

- *Secretary (Ladies Section)* shall be responsible for keeping a record of all business transacted at General & Executive Meetings and carry out all other administrative and secretarial duties in accordance with the decision of the Saltash Bowling Club (Ladies Section) at its Committee Meetings and shall submit to the AGM a report of the proceedings of the Ladies Section since the previous AGM.
- *Captain (Men's Section)* shall call and Chair all Selection Meetings. He shall liaise with the Ladies Captain for the selection of Mixed Games and any Mixed Club competitions. the Vice - Captain will assist as necessary and deputise in the absence of the Captain.
- *Captain (Ladies Section)* shall call and Chair all Selection Meetings - display selected games and she shall liaise with the Men's Captain for the selection of Mixed Games and any Mixed Club competitions. The Vice - Captain will assist as necessary and deputise in the absence of the Captain.
- *Match Secretary (Men's Section)* shall arrange all mixed friendly games and advise the Ladies Match Secretary accordingly. He shall arrange any Men's fixtures not already fixed by the Division or County. He shall, in conjunction with the ladies Match Secretary, compile a fixture book. He shall display availability sheets for mixed and mens' games
- *Match Secretary (Ladies Section)* shall also arrange any Ladies fixtures not already fixed by the Division or County. She shall, in conjunction with the Mens Match Secretary, compile a fixture book.
- *Secretary (Short Mat)* shall deal with all correspondence - prepare and minute all Meetings, complete Competition Forms & affiliations and attend all area Meetings.
- *Captain (Short Mat)* shall call and Chair an annual meeting- display selection sheets and arrange selection with the Vice Captain and two Selectors. He shall liaise with the Social Secretary to select teams for Friendly matches. The Vice - Captain will assist as necessary and deputise in the absence of the Captain.
- *Competition Organiser (Short Mat)* He/she will organise and run the Internal Competitions.
- *Short Mat Treasurer.* He/she shall keep true and accurate records of allocated funds to the Short Mat Section. Shall manage the funds and carry out the banking on behalf of the S.M.Section. He/she shall receive, record and pay all sums due to the Club and County for subscriptions, competition fees, raffles etc., and regularly report to the relevant Committee.
- *Green Committee* will appoint a Chairman from within who will call regular meetings. The Committee will be responsible for the Maintenance of the Green and surrounding areas. They will liaise with any Green Specialist to organise the summer & winter programme. They shall report directly to the Management Committee for any major expenditure.
- *Tournament Secretary* shall call & Chair all Tournament Committee Meetings. He/she shall acquire a licence from the EBA and provide feedback to that body. He/she shall endeavour to obtain financial sponsorship. He/she shall invite all past playing teams and invite teams from all Clubs in Cornwall & Devon. Advertise the event in all ways possible and seek support from local businesses. Delegate tasks to members of the Tournament Committee. Produce all relevant paperwork and run the Tournament on the day and provide relevant reports.
- *Competition Secretary* shall call & Chair all Competition Committee Meetings. He/she shall display entry forms for all Club Competitions and collect entry fees. He/she shall liaise with the Competition Committee to arrange draw and dates for all competitions, details of which will be displayed on the Club Notice Board. He/she may delegate duties as necessary.

- *Club Social Secretary* shall liaise with the Catering Chairman to arrange social activities e.g. Social evenings - dinners - raffles etc. He/she may delegate certain tasks if so desired. The undermentioned will serve on the Catering Committee
- *Sick Visitors* for both genders shall make regular contact with all members unfortunate to suffer any new, long term illness either physical or mental and to offer any support that the Club can offer. Sick Visitors will sympathetically report back to the Club at the AGM.
- *Welfare Officer* will carry out his/her duties to see that the Club is promoting a safe environment in which children and vulnerable adults may enjoy the game of bowls by following the Club *Safeguarding and Child Protection Policy*. The Welfare Officer has responsibility along with The Secretary for receiving any initial allegations of misconduct, concerning vulnerable adults or child protection incidents. The Welfare Officer shall also be responsible for seeing that the relevant Safeguarding certificates are current and upto date.

FINANCE

All Club monies will be banked in an account held in the name of Saltash Bowling Club / Saltash Short Mat Bowling Club.

The Club Treasurer will be responsible for the finances of the Club.

An audited statement of annual accounts will be presented by the Treasurer at the AGM.

Any cheques drawn against Club funds shall be presented with the signature of the treasurer and up to two other officers.

ANNUAL GENERAL MEETINGS

Notice of the Club AGM will be given by the Club Secretary to all members which will be held in October.

The AGM will receive a report from officers of the Executive Committee and a statement of the audited accounts.

All Officers of the Club shall be up for re-election annually at the AGM.

All members apart from Social Members and Junior Members have the right to speak and vote at the AGM.

The quorum for an AGM will be 25% of the membership.

The Management Committee has the right to call an Extra-ordinary General Meeting (EGM) outside the AGM. A request for an EGM may also be requested in writing to the Club Secretary provided the request is signed by at least 15 paid up members; such a meeting will require at least 28 days notice.

MISCONDUCT, DISCIPLINE & APPEALS

As a Club our affiliation with Bowls England states that we are duty bound to follow the procedures for Misconduct, Discipline and Appeals as laid out by Bowls England Regulation 9.

Safeguarding Policy

Safeguarding and Child Protection Policy

Saltash Bowling Club has considered its responsibilities to the young people participating in bowls at our premises and within our club very carefully, and has produced this Safeguarding and Child Protection Policy setting out the standards we wish to uphold in providing activities for children and safeguarding them accordingly. Saltash Bowling Club is affiliated to Bowls England, its National Governing Body and the Club recognises the policies of its Governing Body, as set in out in its "Safeguarding Bowls Guidelines".

1. **Policy Statement** Saltash Bowling Club acknowledges its duty of care to safeguard the welfare of all young people (defined as those under 18) involved in bowls within the club. All young people have a right to protection, and have their particular needs taken into account Saltash Bowling Club will endeavour to ensure the safety and protection of all young people involved with the club through the Safeguarding and Child Protection Procedures adopted by the Committee of the club.

2. Policy Aims

- To provide young people with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of the sport.
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club.
- To provide support to club members and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

3. Principles

- The welfare of young people is paramount.
- All young people and adults, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All members have a responsibility to report concerns to the Club Welfare Officer.
- Club members, coaches and umpires will be supported to understand their role and responsibility with regard to the duty of care and protection of young people.

- Individuals will, as necessary, receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.
- Saltash Bowling Club will work in partnership with young people and parents to review and implement child protection and safeguarding procedures.
- Saltash Bowling Club's policy and procedures are based on the above principles and UK and international legislation and government guidance, including:
 - The Children Act 1989 and 2004.
 - Working Together to Safeguard Children 2013.
 - The UN Convention on the Rights of the Child.
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

4. Responsibilities, Communication, Monitoring and Review

- The Saltash Bowling Club Safeguarding and Child Protection Policy will be available to all members and parents.
- The Policy will be reviewed by the Committee every three years or in response to significant legislation and amended as appropriate. Guidance from Bowls England will be sought as part of the review.
- The Committee has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the national governing body as appropriate.
- *The Club Welfare Officer* has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the Bowls England Safeguarding Officer and informing club officers where appropriate.
- Parents have a responsibility to work with the club in implementing procedures and providing their children with the necessary information to keep themselves safe.
- The policy will be monitored in partnership with Bowls England and Bowls Development Alliance Procedures.

Safeguarding Adults at Risk Policy

Saltash Bowling Club is affiliated to Bowls England, it's National Governing Body and the Club recognises the policies of the Governing Body, as set in out in the "Safeguarding Bowls Guidelines".

Policy Aims

- The purpose of this policy is to outline the duty and responsibility of members working on behalf of the Club in relation to Safeguarding Adults at risk.
- All adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

Objectives

- Everyone who participates in bowls is entitled to do so in a safe and enjoyable environment.
- The Club is committed to helping everyone in bowls and accepts the responsibility to safeguard adults at risk, from harm and abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

- Members working with adults at risk in bowls have a responsibility to report concerns to the Club Welfare Officer.

Definition of an Adult at Risk?

- An Adult (a person aged 18 or over) who 'is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. (Definition from the Department of Health 2002)
- This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. It may also include victims of domestic abuse, hate crime and anti-social behaviour. The persons' need for additional support to protect themselves may be increased when complicated by additional factors, such as, physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

Types of Abuse

- The Department of Health in its 'No Secrets' 2000 report suggests the following as the main types of abuse:
- **Physical abuse** - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse** - including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.
- **Psychological abuse** - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse** - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission** - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse** - including race, sex, culture, religion, politics, that is based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment, hate crime.
- **Institutional abuse** - Institutional abuse although not a separate category of abuse in itself, requires specific mention simply to highlight that adults placed in any kind of care home or day care establishment are potentially vulnerable to abuse and exploitation. This can be especially so when care standards and practices fall below an acceptable level as detailed in the contract specification.
- **Multiple forms of abuse** - Multiple forms of abuse may occur in an ongoing relationship or an abusive service setting to one person, or to more than one person at a time, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of abuse may be perpetrated as the result of deliberate intent and targeting of adults at risk, negligence or ignorance.

Responsibilities and Communication

- Saltash Bowling Club's Safeguarding Policy will be available to all members and participants. It is important that adults at risk are protected from abuse. All complaints, allegations or suspicions must be taken seriously with the Welfare Officer passing information to the appropriate NGB Safeguarding Officer and informing the appropriate club officers where relevant.

- The Club has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the national governing body as appropriate.

The Role of Key Individual Agencies

- *Adult Social Services* - The Department of Health's recent 'No secrets' guidance document requires that authorities develop a local framework within which all responsible agencies work together to ensure a coherent policy for the protection of vulnerable adults at risk of abuse. All local authorities have a Safeguarding Adults Board, which oversees multi-agency work aimed at protecting and safeguarding vulnerable adults. It is normal practice for the board to comprise of people from partner organisations who have the ability to influence decision making and resource allocation within their organisation.
- *The Police* - The Police play a vital role in Safeguarding Adults with cases involving alleged criminal acts. It becomes the responsibility of the police to investigate allegations of crime by preserving and gathering evidence. Where a crime is identified, the police will be the lead agency and they will direct investigations in line with legal and other procedural protocols.

Legal Framework

- *The Government guidance 'No Secrets'*, published in 2000, sets out a code of practice for the protection of adults at risk: <http://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care> The Care Act (2014), which came into force from April 2015, sets out for the first time a legal framework for safeguarding adults. Each Local Authority must have a Safeguarding Adults Board (SAB) that includes the local authority, NHS and police. SABs must meet regularly, develop shared safeguarding plans and publish an annual review of progress. SABs will carry out Safeguarding Adults Reviews in some circumstances relating to safeguarding failures. The Act also introduces a responsibility for Local Authorities to make enquiries and take any necessary action if an adult with care and support needs could be at risk, even if that adult isn't receiving local authority care and support.
- *Human Rights Act 1998*, the *Mental Capacity Act 2005* and *Public Interest Disclosure Act 1998*
- *Data Protection Act 1998*, *Freedom of Information Act 2000*, *Safeguarding Vulnerable Groups Act 2006*, *Deprivation of Liberty Safeguards*, *Code of Practice 2008*
- *The Mental Capacity Act 2005*, covering England and Wales, provides a statutory framework for people who lack capacity to make decisions for themselves, or who have capacity and want to make preparations for a time when they may lack capacity in the future. It sets out who can take decisions, in which situations, and how they must go about this.

Monitoring and Review

- This policy will be reviewed one year after being introduced and then every three years or in response to significant new legislation, by the Committee, and amended as appropriate. Guidance from Bowls England will be sought as part of the review process. The policy will be monitored in partnership with the Bowls England and Bowls Development Alliance Procedures.

AMENDMENTS AND ADDITIONS TO THE CONSTITUTION

- Amendments and additions to the Constitution shall only be made at an Annual General Meeting or at an Extra-Ordinary General Meeting convened for that purpose.
- Written notice of the proposed amendments and/or additions shall be provided by the Club Secretary at least 28 days before such a meeting.
- Resolutions can be passed by not less than 2/3rd majority of the members present.

SALE AND CONSUMPTION OF INTOXICATING LIQUOR

- The Club shall, having obtained the necessary authority, sell liquor for consumption within the Club boundaries.
- All revenues from such sale shall be passed to the Honorary Treasurer to be added to Club funds.
- No person under the age of 18 shall be permitted to purchase or consume liquor.
- Members of visiting teams may purchase and consume liquor on the Club premises.
- Guests of Club members may purchase and consume liquor on the Club premises.
- Members of the public, unless they are visitors to the club or guests of Club members, may not purchase or consume liquor on the Club premises.

CLOSURE OF THE CLUB

The Club may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened specifically for that purpose. Twenty-one days written notice shall have been given to all members. Such resolution to give the instructions for the disposal of any assets held by or in the name of the Club, provided that any property remaining after the satisfaction of any/all debts and liabilities shall be given or transferred to another registered Community Amateur Sports Club with similar sports purposes.