

# HESKETH PARK BOWLS CLUB

Founded 1904

## CLUB CONSTITUTION

Revised 2025

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1. The club shall be known as Hesketh Park Bowls Club. It shall be affiliated to Bowls England, Kent County Bowling Association and Dartford & District Bowling Association and any other association as decided by the committee.
  - a. Our aim is to promote, develop and foster the game of lawn bowls to all members of the wider community.
  - b. Hesketh Park Bowls Club is a fully inclusive mixed club. with adherence to Safeguarding guidelines and includes a strict anti-bullying policy.
  - c. Hesketh Park Bowls Club and its members and directors will abide by (Bowls England Regulation 2.5.2) and the following statement. 'We 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 and 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.

## **2 Club Directors**

- a. All directors to have equal shares in the company.
- b. All fees associated with being a director will be paid from the club's funds.
- c. The director role is a non-salaried role.

- d. The directors to be appointed by the Committee. There should be a minimum of 2 and a maximum of 6 directors.
  
3. Hesketh Park Bowls Club will not accept responsibility for any loss, damage or personal injury whilst on the premises or travelling to and from any matches.
  
4. All players shall adhere to the rules and guidance of Bowls England and the current edition of the Crystal Mark Laws for bowling.
  
5. The Management Committee shall consist of the following positions, all elected at the AGM each year, by nomination of the members of Hesketh Park Bowling Club.

Chairperson, Captain, Vice-Captain, Secretary, Treasurer, Competition Secretary, Safeguarding Officer, Fixture Secretary, (KCBA Representative, Dartford and District Representative. Combined roll). Social Committee chair. & President.

- a. Each committee member has one vote. A maximum of two posts can be held by any one committee member but only has one vote.
  
- b. The elected management committee shall transact the general business of the club and shall appoint sub committees, delegates and co-opt members for any purposes that shall be deemed required.
  
- c. The committee have the power to dismiss/and or suspend any member if deemed necessary by following the relevant disciplinary procedures of Bowls England.,

- d) Two years full membership is required for a member to join the committee unless all the committee are in agreement.
6. A copy of the club constitution, the club rules, discipline policy and guidelines, safeguarding policy will be posted on the club website and made available within the club house notice boards or in the blue 'Useful Information folder' Any member can request a copy of any documentation.
  7. The clubs Honorary President to be elected by the club members.
  8. The Annual General Meeting (AGM) shall be held each year for the purpose of the following:
    - a. Receive reports from Club Officers
    - b. Receive a statement of Accounts
    - c. The election of all Officers and Committee for the ensuing year by ballot by full paying members having been proposed and seconded by bona-fide members on the official nomination sheet. The sheet will be posted on the club notice board six weeks before the AGM.
    - d. Items for the AGM agenda to be sent to Secretary no later than three weeks before AGM date.
  9. Other Extraordinary and General Meetings shall be convened by the elected Committee giving fourteen days' notice and or at the request of 20% of the full membership.
  10. Full Adult Membership is open to applicants aged 18 years and above.
    - a. Application for membership to be on the discretion of the committee following a short interview.
    - b. A reduced subscription of 50% is offered to new members for the first year's membership.

- c. All members including new members given a reduced Membership fee concession, have full voting rights at Meetings.
- d. The Calendar year should be from January to December, however, membership fees to be paid by the end of February.
- e. Social Membership excludes
  - 1. Any bowling on the green.
  - 2. Election to the management committee
  - 3. Voting rights at meetings
- f. If a full member does not partake in any bowling in a year, having paid full membership, the said member can request a refund of that year's club fees with agreement of the committee, minus any affiliation fees paid by Hesketh Park Bowl Club.
- g. Club competitions must have a minimum of 8 applicants to proceed.

## **11. Conduct of members**

- a. Hesketh Park bowling club has a Safeguarding policy in compliance with Bowls England guidelines.
- b. The Safeguarding policy, disciplinary policy, and Constitution are held in the Club 'Useful Information Blue Folder'. All members need to familiarize themselves with these documents.
- c. Members must conduct themselves in a considerate, professional manner at all times.

- d. If applicable Regulation 9a of Bowls England disciplinary guidelines may be followed. Club Membership can be terminated at any time by the appointed committee.

## **12. Discipline procedures**

- a. All members and directors are subject to and will following the stated disciplinary procedures.
- b. Any member can raise an official complaint. This in the first instance should be made to the club Chairperson or President in writing, for the committee to decide,
- c. If further action is required a discipline committee made up of three people following Bowls England guidelines under Regulation 9 section 3 will take place.
- d. All members must understand and follow item 12b if they have/want to make allegations/complaints regarding any potential discipline issues and must be made in strictest confidence in the correct way.
- g. Members may be suspended from the club with immediate effect if a breach of 12b occurs.
- h. If anything is posted on social media the complaint will be closed.

## **13. Dissolution**

If at any general meeting of the club, a resolution was passed for the dissolution of the club the club secretary would convene a Special General Meeting, not less than one month thereafter to discuss and vote on the resolution.

- a. If the resolution is carried by two thirds of those present at the Special Meeting the Directors shall upon an agreed date proceed to discharge all liabilities and debts and realize all assets with any monies raised to a good cause.

### **Club Debt**

Any legitimate debt incurred by Hesketh Park Bowls Club will become a shared debt to all members.

### **Expenses**

Any legitimate expenses incurred by a member carrying out duties in an official capacity can claim the expense back.

- a. A receipt for said expenses must be provided.
- b. The Expenses claim form to be completed and receipt attached.
- c. Milage allowance for petrol claims is set at 15p per mile for Committee members only.
- d. If a member is unsure if an expense can be claimed advice must be sought from the treasurer who may seek advice from the club committee.

## **14. Main Committee Roles**

**Chair** - Leads the club and ensures the club is run in a professional manner, ensuring compliance with all official guidelines. Official representative of the club

**Secretary** - Responsible for the communication of information to club members, act as liaison officer between other counties and bowls governing bodies and other associated administrative duties.

**Treasurer** - Ensuring all financial transactions and monies are fully accounted and annual accounts kept.

**Fixture Sec** - Responsible for arranging all external club fixtures

**Club Captain** - Responsible for selecting players for weekend matches and assisting midweek Captain.

**Vice-Captain** - Responsible for midweek team selections.

**Competition Secretary** – Responsible for all internal competitions,

**Reps** - Act as liaison officers for differing organizations & various competitions etc

**Safeguarding Officer** - Ensuring compliance with all safeguarding policies from National Governing bodies.

**Social Committee chair** - To Chair the social committee and help run events to generate income for the club. The social committee members should be appointed by the discretion of the main committee.

## **CLUB RULES & COMPETITION REGULATIONS**

1. The season start date shall be 1st May each year, unless determined otherwise by the committee members.
2. A pre-season meeting shall be held with three weeks' notice given to all member.

**3. Club dress code.**

- a. Weekend club matches - Club shirt, whites below waist, flat soled shoes.
  - b. Midweek club matches - club shirt, greys below waist, flat soled shoes.
  - c. Club competitions - club shirt and greys below waist, flat soled shoes.
  - d. Roll ups/practice. White top and greys below waist.
  - e. Shorts must be tailored.
- 4.** All team selections will be made by the Club Captain or Midweek Captain or designated member as requested in their absence.
- 5.** Club fixtures to be arranged by Fixture Secretary excluding external competitions.
- 6.** Players including reserves, must arrive at the appropriate club at least 30 minutes prior to scheduled start time.
- a. Unless the Captain is notified prior to game of late arrival, reserve players may be selected in place of defaulted selected player. Reserve players may be selected if not arrived 15 minutes before the start.



7. The order of priority for matches played on the green is as follows.
  - a. National and County Competitions
  - b. Dartford & District Association Competitions
  - c. All other competitions
  - d. Roll ups and practice
  
8. All club competitions shall be booked on the rink booking system located in the club house to include start time and name of person booking the rink.
  - a. Rink selection to play a game shall be done by drawing of a disc and with a minimum of three rinks being available subject to green keepers' approval.
  - b. If due to poor weather a game is curtailed early a new date shall be arranged by both players. Scores/ends will be carried forward and game to continue to completion.
  - c. Club competitions. The challenger is the named player at top of the draw. The challenger must give at least three dates to the opposition to play with a suitable date, and arrange a marker.
  - d. All games to be played by the date stated. Only Under exceptional circumstances will a date be extended if agreed by Competition Secretary who may seek advice from other committee members.
  - e. Competition finals week/day to be decided by committee and placed in fixture book and on website.