

Season April 2025

NEW MILTON BOWLING CLUB

CLUB CONSTITUTION

1 TITLE

The Club is entitled the 'NEW MILTON BOWLING CLUB

It is affiliated to Bowls England, Bowls Hampshire, Bournemouth and District and New Forest Bowling Associations of both men and women.

The Club and its members shall, as a condition of affiliation to these bodies, at all times and in all respects conform to and be bound by their Rules and Regulations. All matches shall be played in accordance with the current Laws of the Sport of Bowls.

2 HEADQUARTERS

The Bowling Green, Whitefield Road, New Milton Hants BH25 6DE

3 OBJECT

- a To provide for the members' interest in Bowling and Social events.
To provide facilities for, promote and encourage participation in Bowling.
- b The Club is non-profit making: any surplus income or gain shall be reinvested in the Club. The distribution of any Club assets, in cash or in kind, to members or third parties (excluding donations by the Club to charities or to other clubs that are registered as a Community Amateur Sports Club (CASC)) shall not be permitted.

4 MEMBERSHIP

- a Any person wishing to join the Club must be approved by at least two members authorised by the Club Management Committee (CMC) after making written application for membership. Membership shall be open to all without discrimination and consists of Full and Associate Members of various classes (with voting rights) and Social Members (without voting rights) all as defined in Standing Orders.
- b The annual subscription for all members and the date payment is due shall be decided by the CMC.

5 CONDUCT OF MEMBERS

- a Members shall observe the requirements of New Milton Town Council and

authorised club officials regarding the bowling greens.

- b The CMC has the right to take disciplinary action against any member who is in breach of the Club Rules or Standing Orders, or whose conduct, whether on the Club premises or elsewhere, is or has been, in the opinion of the Committee, prejudicial to the interests of the Club or injurious to its reputation.
- c Disciplinary matters will be dealt with in accordance with Bowls England Regulations in force at the time of the offence.

6 MANAGEMENT COMMITTEE

a The Club Management Committee

The overall management of the club shall be in the hands of the CMC who will ensure that the Club operates efficiently and that the necessary records are kept.

- 1 The CMC shall consist of the Club President, Club Vice President, Club Secretary, the Club Treasurer, a representative from each of the Men's and Women's sections, the Facilities Manager, the Bar manager and the Social Secretary.
- 2 The CMC will meet at least 4 times a year and be chaired by the President or in their absence by the Vice President.
- 3 At all CMC meetings, five shall form a quorum. Matters of urgency may be dealt with by the President or Secretary and any two members, the matter being reported at the next CMC meeting.

b The Section Bowls Committees

The management of the bowling activities of the Club shall be in the hands of the Men's Bowling Committee and the Women's Bowling Committee who will meet as and when required.

- 1 The Men's Committee shall comprise the Men's Secretary, Captain, Competition Secretary and up to three elected members.
- 2 The Women's committee shall comprise the Women's Secretary, Captain, Competition Secretary, League Secretary and up to three elected members.
- 3 At all meetings of the Section Committees four shall form a quorum. Matters of urgency may be dealt with by the Captain or Secretary, the matter being reported at the next Committee meeting.

The CMC and the Section Committees may appoint representatives to outside bodies as well as co-opt a member to fill a vacancy in their respective committees (with voting rights) or to perform a specific role.

7 SELECTION SUB-COMMITTEES

The Men's and Women's Selection sub-committees will be responsible for all selections for league and representative matches other than Friendlies.

- a The men's sub-committee shall comprise the Captain and the appropriate team captains, elected at the section annual meeting.
Any complaints regarding selection shall be made to the Captain.
- b The Women's sub-committee shall comprise the League Secretary and two members elected annually at the section annual meeting. Any complaints regarding selection shall be made to the League Secretary and then, if necessary, to the Captain.

8 LICENSED BAR

The Licensed Bar shall be operated as approved by the Licence Holder in accordance with the Licensed Bar Standing Order issued by the CMC.

9 BETTING AND GAMING

No betting shall be allowed in the Club. No lottery shall be promoted by any member or officer on behalf of or in any way connected with the Club, or with any entertainment or event held by or in connection with the Club, without previous written authority of the CMC. Gaming shall only be permitted in the Club so as not to contravene any of the provisions of any current statute. Raffles held for the benefit of the Club or the Club nominated charity shall not be excluded by this clause.

10 GUESTS

Members may introduce and entertain guests at the Club and both the member and the guest shall sign the Visitors Book. By so doing guests are classed as temporary members of the club until they leave the premises. The guest is limited to two visits per guest each month unless otherwise authorised by a member of the CMC. The member shall be responsible for the guest and must not leave the premises before the guest. No person whose membership of the Club has been suspended or revoked by disciplinary procedures or whose application for membership has at any time been refused can be introduced as a guest.

11 STANDING ORDERS

Standing Orders may be amended by the CMC. An up to date copy will be displayed in the Club Pavilion. All members are required to conform to the published Standing Orders.

12 CLUB CLOSURE

On dissolution of the Club, after discharging all debts and liabilities, the net assets shall be applied to either the purposes of the sports governing bodies for the use of community related sport, the purposes of another CASC within the scheme and/or the purposes of a charity.

The CMC will decide the minimum number of playing members that constitutes a viable Club. Should the membership fall below this number a Club Special General Meeting shall be called to close the Club and to decide in what manner the Club's assets will be disposed of in accordance with the preceding paragraph.

13 ALTERATION TO CONSTITUTION

No amendments to the Constitution in any way shall be made except at a Club Annual General Meeting or a Club Special Meeting called for that specific purpose. Any changes to the Rules require a two-thirds majority of those members attending and entitled to vote. The Chairman will announce the number eligible to vote and the number of votes required for this majority.

14 EXCLUSION OF LIABILITY

Neither the Club nor any Officer shall be liable to any member or guest of a member or visitor for any loss of or damage to any property, occurring from whatever cause, in or about the Club premises, nor for any injury sustained by any member, guest or visitor whilst on, entering or leaving the Club premises. This clause does not exclude any statutory entitlement.

Apr-25

NEW MILTON BOWLING CLUB

STANDING ORDERS

1 ALTERATION TO STANDING ORDERS

Any proposal, other than by the CMC, to suspend delete or change any Standing Order, must be in the form of a proposed and seconded motion at a Club Annual General Meeting or a Club Special General Meeting. A two-thirds majority of those attending and entitled to vote is required. The Chairman will announce the number eligible to vote and the number of votes required for this majority.

2 MEMBERSHIP CATEGORIES

a Full Members (with voting rights)

Playing members

Members who have paid the full fee and may participate in all activities.

Members under the age of 18, or 18 or over still in full-time education or similar may pay a reduced fee and have the rights of full members.

Associate Members

Temporary non-playing members

A full member of 3 consecutive years standing, who, for medical or personal reasons is temporarily unable bowl, may pay a reduced fee.

Life vice presidents

In recognition of exceptional service to the club, a member nominated by the CMC and approved by a club general meeting, may be elected a Life Vice President, paying no fee.

Retired members

A member of 3 or more consecutive years full membership who has ceased playing bowls due to age or infirmity, may become a Retired Member paying a reduced fee.

b Social members (without voting rights)

Partners of all full members or deceased full members may become social members on payment of the fee. They may only participate in the club's social activities.

Either Section Bowls Committee may, on written application, duly proposed and seconded by a Full member, grant Social membership to a person over the age of eighteen years, for the greater benefit of the Club.

Such membership can be revoked at any time by the CMC or the section committee which granted the membership.

3 GENERAL MEETING

a At all Club General Meetings the following procedures will apply.

- 1 Each voting member present will be entitled to one vote
- 2 The proposer and seconder of a motion must be present at any meeting when the motion is on the agenda
- 3 Any amendment to a motion must be proposed and seconded and can only be:
 - a) to omit certain words
 - b) to omit certain words and insert others.
 - c) to insert certain wordsOtherwise it is a new motion and cannot be accepted
- 4 If necessary the Chairman will have a casting vote
- 5 No General meeting can be held if fewer than 25 voting members are present

b Club Annual General Meeting

- 1 The Club AGM will be held each year after the Section General Meetings and before the end of February. The meeting will be conducted by the CMC and the Club President will preside. In his/her absence the Management Committee will appoint a Chairman
- 2 Motions for the Club AGM must originate either from the CMC or from a signed petition from at least 25 full members received 21 days in advance of the Meeting.
- 3 The Club Treasurer's examined financial statements, together with reports from other principal officers, shall be circulated in advance to all members.

c Club Special General Meeting

A Club Special General Meeting shall be summoned by the Club Secretary on the instruction of the CMC or on receipt by him/her of a requisition signed by not fewer than 25 members and such requisition to state the reason or reasons for the meeting. Details of any proposal or motions will be fully quoted, circulated to members and placed on the notice board in the Pavilion at least 14 days before the date of the Special General Meeting. At the meeting no other matters shall be discussed.

d Section General Meeting

Each section will hold a General Meeting in October each year. The Section's Captain, or in his/her absence a Chairman elected by the members present, will preside. Any motion for the meeting must be submitted to the Section Secretary in writing, properly proposed and seconded, by 31st August, after which such motions will be on display on the notice board in the Pavilion until the end of the season. Proceedings at the Meetings will be determined by the Chairman.

4 ELECTION OF OFFICERS

- a The Officers to serve on the CMC will be elected at the Club AGM. The Officers to serve on the Section Committees will be elected at the respective General meetings.
- b Nominations for each Club Officer and for Section Officers, signed by the proposers, seconders and the nominee, will be made on a form which will be exhibited in the Club Pavilion from 1st August until the close of the season. If more than one nomination is received for any position, election will be by secret ballot, decided by a simple majority at the appropriate meeting.
- c The Club Vice-President shall be elected at the AGM and shall serve 2 years the second as President. Should the Vice-President be unable or unwilling to serve as President, there will be an election for President.
- d No person shall be eligible to serve in any position in the Club unless he/she is a member and has paid the appropriate fee.
- e An Examiner, not a member of the CMC or Section Committee, will be appointed at the Club AGM to examine the club accounts.
- f A Safeguarding Officer will be appointed at the Club AGM to ensure compliance with existing legislation.

5 FINANCE

The Club Treasurer will be responsible for all the financial affairs of the Club and for the beneficial management of funds surplus to the current requirements of the Club.

The finances will be deposited with a Building Society and/or Bank as approved by the Club treasurer. All cheques must be signed by two persons who are duly authorised by the CMC.

6 LICENSED BAR

- a The supply of intoxicating liquor in the Club shall be permitted at times stipulated by the CMC, subject to the Club's Licence. No intoxicating liquor shall be supplied to members or any other person on the club premises other than by or on behalf of the Club. No intoxicating liquor shall be supplied for payment or otherwise to a person under 18 years old. No intoxicating liquor shall be supplied for payment or otherwise to any person on the premises other than a member or a member of another bowling club.
- b No person shall be paid, at the expense of the Club, or commission, percentage or similar payment on, or with reference to, purchases of intoxicating liquor by the Club. No person shall, directly or indirectly, derive any pecuniary benefit from the supply of intoxicating liquor, by or on behalf of the Club, to members or guests,

apart from benefit accruing to the Club as a whole.

c Bar Committee

- 1 The Bar Manager will be elected annually at the Club AGM.
- 2 The Bar Manager will be responsible for
 - a) Purchase of stock and supply of intoxicating liquor
 - b) General supervision of all matters required to be satisfied by law
 - c) The keeping of proper Bar records
 - d) Purchase, maintenance and replacement of Bar equipment
 - e) Supervision of general cleanliness of the bar, surroundings and store
 - f) The recruitment of staff and the day to day manning of the Bar and supervision of Bar Stewards.

7 PAVILION AND CLUB PROPERTY

A Facilities Manager will be elected annually at the Club AGM. He/she will be responsible for all the Club's assets. An inventory will be prepared, a copy of which will be supplied to the Club Secretary for record purposes. He/she and the Club Secretary will carry out a full inventory of the Club property once every 3 years. Items will be added or removed as and when necessary. A full list of all breakages and discrepancies will be supplied to and recorded by the Club Secretary. The Facilities Manager, assisted by the Club Secretary and the Club Treasurer, will place a valuation on all the Club's property for insurance purposes at the end of the playing season.

8 CARE AND MAINTENANCE OF THE GREENS

The Facilities Manager will select members of a Greens Committee and will be responsible for overseeing the care and maintenance of the greens. The Greens Committee will be solely responsible for the management of the greens.

On the instruction of any member of the Greens Committee, Section Bowls Committees, League or Team Captains or Member of the CMC, protection groundsheet will be placed in position to ensure that the greens will not be subject to damage or excessive wear. Any member of the Greens Committee, CMC, Section Bowls Committee, League or Team Captains shall have the right to suspend from play any person seen to be causing damage to the green. The offender must be reported to the appropriate Section Bowls Committee.

If a visitor to the Club is found to be damaging the green, the visiting team Captain should be asked to take preventative action as above, and if he fails to do so the game will be suspended until the matter is resolved.

A member applying for renewal of membership who is known to have a bad delivery which causes damage to the green will be required to have a session with a Club Coach before renewal of membership is considered by the Section Bowls Committee.

9 PLAY, RINK RESERVATION AND RULES OF PLAY

- a The Club will be open for play from 10.30 am to 8 pm, subject to weather conditions and approval of the Greens Committee, seven days a week. League matches and competitions may continue past 8 pm. The decision that any or all rinks are unfit for play due to weather or ground conditions may be made by a Member of the Greens Committee.
- b All League teams will have priority use of the greens at their scheduled or rearranged match times.
- c Subject to League and Club match fixtures, members of the Club may reserve rinks for games in the National, County, Bournemouth and District, or New Forest Bowling Associations and Club competitions at any time the Club is open for play. The Competitions Secretaries must approve all reservations, which they can amend as necessary. However the Captains of League Teams have the right to change from the allocated rinks on which to play the match and these games have total priority. Rinks not in use for such matches will be available for general use by members, subject to the terms of the lease.

10 COMPETITIONS

- a Annual competitions will be promoted by the Club. Rules will be displayed on the Competition Notice Board in the Club Pavilion
- b Section Bowls Competitions will be arranged and handicaps decided by Sub-Committees appointed by the appropriate Section committee
- c No player who is a member of more than one Club will be permitted to take part in more than one Club's championship competition

11 SOCIAL COMMITTEE

The Committee shall consist of the Social Secretary, Bar Manager and the Catering Manager. This Committee will be responsible, at all times, to the CMC.

12 WELFARE OFFICERS

A Welfare Officer for each of the Women's and Men's Sections will be elected annually at their General Meeting. Their duties will be to liaise with incapacitated members or their families and, within the ability of the Club, to arrange transport for visits as required.

13 NOTICES

Notices for display on the Club's Notice Boards must be approved by the Club, or a Section Secretary. No unauthorised notices will be permitted on the Notice Boards. No alterations or additions may be made to any notices displayed on the Club notice boards except as required by the notice.

14 VISITORS

Members should not invite visitors or friends to play on the top green without prior sanction of the Duty Steward or a member of the Section Bowls Committee. They

may then play on the top green provided that the normal dress code is observed and the green fees have been paid. This must be subject to any current restrictions of play and must not be to the exclusion of a member.

15 CASUAL PLAY

The lower green should be used for all casual play by members and fee-paying guests, unless prior permission has been obtained from the Duty Steward. Dress code must be observed.

16 DRESS CODE

All play

Bowling shoes must always be worn

For all games players must abide by the requirements of the relevant governing body and the club.

Casual Play

There is no requirement for clothing as above to be worn for casual play (roll ups), but smart casual clothes will be worn. Jeans will not be worn.

17 AUTHORISED KEYHOLDERS

- a The Facilities Manager is responsible for the security of the building and as such for the distribution of Club keys. He will keep a record book of key-holders. Each person should sign for the keys when they collect them, and return them directly to the Facilities Manager at the end of their term of office.
Club keys should only be allocated on a 'Need to have' basis rather than to a person holding a position on any committee.
Each Section Secretary should hold a key which can be loaned temporarily to any committee member should they need to enter the Club when it is closed.
- b Officers and other members authorised by the Club and Section Committees who are issued with keys to the Club premises and/or storage units shall be responsible for their safe custody and any loss reported to the Facilities Manager.

18 STEWARDS ROTA

In order to meet the New Milton Town Council's lease requirements, it is necessary to make stewarding of the Club's greens and Pavilion at all times a condition of membership.

A Stewards duty rota will be prepared at the beginning of the season and displayed in the Club Pavilion. In addition, Members will be advised individually of their duty dates with their Membership Handbook.

All Full Members will be included in the rota for steward duties. Only in exceptional circumstances, approved by the Men's or Women's Bowls Committee, will this duty be excused.

The named member is responsible for seeing the duties are carried out. If unable to do so themselves, they must find their own substitute.

The Steward on Duty is not permitted to take part in any bowling activity during

his/her duty period unless authorised by a Team Captain or a member of the CMC.
The Steward's Duties are laid out in an instruction document in the Steward's Office in the Pavilion

19 DATA PROTECTION

New Milton Bowling Club is committed to safeguarding the personal data of its members in line with Data Protection Act legislation currently in force.
In order to operate the Club needs to hold and use personal information about its members including name, address, telephone numbers and email addresses, all of which is supplied by members on joining the Club or when renewing their membership annually. This information is held on the PCs of those Club Officers who have need to access it. It is also made available to other members on BowlR. With the exception of email addresses, it is also made available to other members in the Club's Handbook/fixture list as well as to other bowling clubs, associations and governing bodies, but only where necessary as a condition of membership or competition entry.
Under no circumstances is this information sold or passed to any other third party.

20 COMPREHENSIVE CAR INSURANCE

It is a requirement that all drivers who use their cars to take other Club Members to match fixtures, and receive a mileage payment from the Club or from their passengers in recognition for this service, must have Comprehensive Car Insurance Cover which includes a provision in the following terms (or in words having the same effect): 'Use of your vehicle for social, domestic and pleasure purposes may also be taken to include voluntary use by any person permitted to drive on the effective Certificate of Motor Insurance.
Voluntary use is defined as use for which no payment and/or income is received other than reasonable expenses paid to cover the running costs of your vehicle (including fuel allowance)'.

21 SMOKING

Smoking, including vaping, is only permitted in designated areas.