



## CANFORD BOWLING CLUB

### CLUB CONSTITUTION AND RULES

December 2025

#### 1) Title

- 1) The Club shall be called Canford Bowling Club and shall be affiliated to Bowls England, the Gloucestershire Bowls Association (Men's and Women's Sections) and the City and County of Bristol Bowling Association.
- 2) The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of Bowling.
- 3) The club is registered as a Community Amateur Sports Club (CASC) under Part 13 Chapter 9 of Corporation Tax Act 2010. With reference number **CH 12793**.

#### 2) Officers and Committee

- 1) The general affairs of the Club shall be managed by a **Management Committee** comprising:

President	Competition Secretary
Hon. Secretary	Fixtures Secretary
Hon. Treasurer	Mens League Captain
Club Captain	Ladies League Captain
Ladies Captain	A playing member
Midweek Captain	
To be elected at the A.G.M.	

##### **Sub Committee**

Building/Facilities Manager  
Marketing/Fund Raising  
Website Manager  
Entertainment Manager

A Selection Committee to manage the playing affairs of the Club shall be chaired by the Club Captain. A Handicapping Committee to be chaired by the Competitions Secretary shall be comprised of the Captains.

- 2) Any contested office shall be decided by ballot. Postal votes shall be eligible up to 7 days before the A.G.M. and must be submitted in writing or by email to the Hon. Secretary. Members may hold more than one office provided that it is compatible with the effective running of the Club.

- 3) The Management Committee shall have the responsibility for reviewing the running of the Club on a day to day basis and planning future amendments to the rules and structure of the Club. They shall rectify any errors or difficulties that arise and consider any suggestions that are submitted in writing by any member.
- 4) The Club shall appoint a SAFEGUARDING OFFICER(s) to look after the interests of young players and vulnerable adults.

Canford Bowling Club is fully committed to safeguarding and promoting the well-being of its members, ensuring a positive and enjoyable experience for all. The club believes that it is important that all members show respect and understanding for the safety and welfare of others.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with Club Safeguarding Officer(s)

Canford Bowling Club has adopted the BDA/BOWLS ENGLAND SAFE GUARDING POLICY and as a member of Canford Bowling Club you are expected to abide by that policy to ensure that the club creates an environment that is safe for young people and adults at risk.

A copy of the BDA/Bowls England Club Safeguarding Adults at Risk Policy (May 2019) shall be available within the club information folder held within the clubhouse and the name/contact details of the appointed Safeguarding Officer(s) displayed on the notice board.

### **3) Meetings**

- 1) An Annual General Meeting shall be held in November each year. Notice of the meeting shall be sent to each playing and non-playing member and displayed on the notice board at least a fortnight before the date set for the meeting. This notice shall invite nominations for all Management Committee positions to be received in writing at least 7 days prior to the meeting.
- 2) Any changes to Club Rules shall be proposed and seconded by Club members and submitted in writing to the Hon. Secretary and approved at a General Meeting of the Club. A General Meeting can be called at any time by the Hon. Secretary on receipt of a formal request signed by twelve Club members. A notice of such a meeting shall be posted on the notice board at least ten days in advance.
- 3) The Management Committee shall hold a meeting early in the year (not later than Mid February) and shall then hold further meetings as frequently as necessary to conduct the efficient management of Club affairs. Minutes of Management Committee meetings shall be available on request from the Hon. Secretary.
- 4) The Management Committee shall be chaired by the President or in their absence by another committee member elected from those present. A quorum shall be a minimum of six members.

### **4) Finances**

- 1) The Hon. Treasurer shall be responsible for keeping proper accounts of the Club's finances.

- 2) The monies of the Club shall be kept in such deposit and current accounts as the Management Committee may direct. All cheques and similar documents shall be signed by the Hon. Treasurer and authorised by one of the following:
  - President
  - Hon. Secretary

No other member shall sign any given document in more than one capacity.

- 5) All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.
- 4) Capital expenditure in excess of £3,000 to be referred to the members and agreed by a fifty one percent majority.
- 5) The financial year end of the Club shall be the 31<sup>st</sup> October and the Hon. Treasurer will be responsible for submitting a set of audited annual accounts to the AGM in November.

## **5) Fees and Subscriptions**

- 1) All members shall pay annual subscriptions and match fees as set by the Management Committee at the first meeting each year to come into effect on 1st April of that year. The amounts shall be notified to each member prior to that date.
- 2) Annual subscriptions for existing members shall become due on 1st April. If not paid by 1st June the member concerned shall not be eligible to play in any match or competition including League matches Gloucestershire and Bristol City and County matches. If still not paid by 1st July his/her membership shall be terminated.
- 3) In the case of new members subscriptions shall become due when membership is confirmed. Any member joining after 31<sup>st</sup> May in any year shall pay as follows:
  - 80% -June
  - 60% – July
  - 40% – Aug
  - 20% - September
- 4) A junior member shall pay a proportion of the annual subscription in accordance with the following scale:-15 to 17 years one half, under 15 one third. Age shall be reckoned on 1st April.
- 5) A non playing member shall pay a subscription as determined by the Management Committee.
- 6) Life Members shall not pay a subscription.

## **6) Membership**

- 1) Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of bowling.
- 2) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

- 3) The Club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. In any Misconduct / Disciplinary matters  
Canford Bowling Club will adopt the current policy and guidelines of Bowls England under Regulation Number 9.
- 4) Every member is expected to devote himself/herself to the development of the Club.
- 5) Election to Life Membership shall be at the A.G.M. only.

## **7) Club dress**

- 1) The official Club dress for play is – white or cream trousers or skirt, Club colours.
- 2) Dress for all Club competitions including Club Nights is – plain grey trousers or skirt, white or club shirt above the waist.
- 3) Dress for President's Day and Captains' Day shall be as decided by the President or Captains.
- 4) Bowls shoes of any colour shall be worn at all times on the green. (FLAT SOLES)
- 5) Dress for League or other external competitions shall be as directed by the rules of the organising bodies.

## **8) Matches**

### **RESERVES DUTIES**

Reserves are encouraged to attend matches both HOME and AWAY this helps to ensure that there is a full team to play if a member of the team is ill or fails to arrive.

## **9) General**

- 1) Any suggestions and complaints must be made in writing to the Hon. Secretary who shall bring the matter before the Management Committee at the next meeting.
- 2) Any matter not provided for in these rules or in the rules of the World Bowls shall be decided by the Management Committee.
- 3) Whenever there is a revision to the Club Rules two members of the Management Committee shall scrutinise the new edition before circulation to the members.
- 4) A copy of the Club Rules shall be given to each new member on joining the Club and to each existing member whenever a new issue is printed. Amendments as agreed at the A.G.M. that do not require a reprint shall be issued by the Hon. Secretary to all members to keep with their existing copy.

## **10) Dissolution**

- 1) A resolution to dissolve the Club can only be passed at an AGM or EGM through a two thirds majority vote of the membership. Postal votes submitted to the Secretary up to seven days prior to the meeting, will be included in this calculation.
- 2) Upon dissolution of the Club, any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

## **11) Management of the lease from Bristol City Council to Canford Bowling Club. Trustees**

**11.1. Background.** The Committee has been in negotiations with Bristol City Council for the grant of a Lease of the Club Premises to the Club. This will enable Canford Bowling Club to have access to the club house all year round, allow us to make improving alterations to the club house, allow us to appoint our own green maintenance team and host a range of events that our present License does not allow. As the Club is not an incorporated body it is not able to sign a lease in its own name. The lease will be entered into by at least 2 but no more than 4 individual members of the Club who will hold the Property under the Lease as Trustees for the Club. To provide for the mechanics of this and to protect those individuals the following amendment to the Constitution is proposed

**11.2. This Clause shall apply to any leasehold interest in property (“The Property”) that is acquired under this Clause for the purposes of the Club .**

11.2.1 The Committee may from time to time appoint at least 2 and no more than 4 Members of the Management Committee, or other club members, to take a Lease of The Property (or an assignment of the Lease after the same has been granted) and such Members shall hold The Property on trust as Trustees for the Club (The Trustees)

11.2.2 The Members shall fully indemnify The Trustees jointly and severally against all liabilities, damages, losses, fines, expenses and costs arising from or in connection with holding such interest.

11.2.3 A Trustee shall immediately become an “**Outgoing Trustee**” in the following circumstances:

- death;
- mental incapacity;
- becoming subject to an insolvency event;
- providing written notice to the Committee that they wish to cease being a Trustee; or
- the Committee resolving to remove them as a Trustee.

11.2.4 The Committee shall use reasonable endeavours to secure the agreement of the landlord of any leasehold property of the Club to release an Outgoing Trustee who is a trustee for the Club of such property from their obligations as a trustee of such property.

11.2.5 If a Trustee becomes an Outgoing Trustee they shall do or procure to be done all such acts and things, as the Committee may from time to time require for the purpose of transferring any leasehold interest in property they hold pursuant to 11.2.1 above to a new trustee or trustees for the Club;

11.2.6 Upon a Trustee becoming an Outgoing Trustee the remaining Trustees shall have power to Appoint another Committee Member to be a Replacement Trustee

11.3 The following members to be Trustees for the management of the Lease with Bristol City Council from the date the Lease is signed:

David McGregor,  
David Shaw,  
Christopher Somers,  
Amy Wood

## **12) Amendments to the Constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

**CANFORD BOWLING CLUB** hereby adopts and accepts this constitution as a current operating guide regulating the actions of members

**1<sup>st</sup> Signed :**

**Name: David Robert McGregor**

**Position: President**

**Date: 1<sup>st</sup> December 2025**

**2<sup>nd</sup> Signed :**

**Name: Tim Schwarz**

**Position: Secretary**

**Date: 1<sup>st</sup> December 2025**