

YEOVIL BOWLS & SQUASH CLUB LTD.

RULES, REGULATIONS & BYE-LAWS.

1. INTRODUCTION.

1.1 This document emanates from the Articles of Association - especially Articles 5.1 and 17.1. These Articles together state that the Rules, Regulations and Bye-laws of the Association may be introduced, changed or revoked by Voting Members in a general meeting or by the Board of Directors and should include, but not be limited to, the following:

- 1.1.1 setting out different categories of membership of the Club;
- 1.1.2 setting the criteria for admission to membership of the Club for the different categories of members;
- 1.1.3 creating regulations, bye-laws and standing orders for the better administration of the Club and to regulate the function, role and operation of committees set up to assist the Board in that administration.
- 1.1.4 setting or adopting such other regulations and policies, including for example, disciplinary, child protection and equity policies as the Board thinks fit; and
- 1.1.5 in relation to licensable activities of the Club.

2. OBJECTS.

2.1 These are listed in Articles 2.1 to 2.2. The main object of the Club is to provide the best facilities for the playing of bowls, squash and other sports within the community of Yeovil and its surrounding area(s) – without discrimination and within as reasonable a cost as possible.

2.2 The Club is truly amateur in that all income and property value must be directed towards the betterment of the Club – not to a member or members, to a third party – or as remuneration for playing for the Club, etc.

3. MANAGEMENT.

3.1 The Board of Management is responsible for the management of the Club and its business. Membership and actions of/by the Board are regulated by Articles 5 to 27. The Board may decide that certain matters should be decided by the members in General Meeting or be delegated to committees or sub-committees for recommended confirmation/action by the Board.

3.2 General meetings (one of which being the Annual General Meeting) shall be organised and conducted according to Articles 31 to 42 inclusive.

3.3 Being a Private Company, the Club is subject to the Companies Acts of 1985, 1989 and 2006. One of the more important requirements of this is that a proposition to add, amend or delete an Article of Association must have the support of 75% of the votes cast at a General Meeting – whereas for any other proposition, the requirement is 51%.

3.4 The Club and its members must be affiliated to the National (and County) Governing Bodies of the sports that the Club supports.

4. CLUB POLICIES.

4.1 Various policies shall be made and amended by the Board or by the Club in General Meeting.

4.2 The latest versions of each policy document shall be held by the Company Secretary and be made available to any member upon request. Examples are:-
Child Protection, Health & Safety, Equal Opportunities, No Smoking/Smoking, Complaints & Disciplinary.

5. ADMINISTRATION OF SECTIONS and COMMITTEES.

5.1 There shall be Committees of the Board responsible for the general administration of each Section - i.e Indoor Bowls (to include Short Mat Bowls), Outdoor Bowls and Squash - within the power(s)/authority delegated to each Committee by the Board.

5.2 For each Section Committee there must be a written document (or constitution) setting out the main rules by which it shall operate. These rules may be amended by the Club (at a general meeting) or by the Board. Each

Committee shall arrange an Annual/Special Meeting so that Voting Members of that Section may decide to recommend changes to any of their rules for ratification by the Board or a general meeting of the Club. At such Annual Meetings, the election of officers, committee members, and other matters relating to the administration of that sport, may be discussed and decided.

5.3 All monies relating to key deposits, joining fees, subscriptions and session/green fees shall be passed to the Company Treasurer together with all other accumulated monies exceeding an amount to be set by the Board.

5.4 Section Committees should only arrange bank accounts where these are obviously required – such accounts being administered on behalf of – and in the name of the Club, not the Section.

5.5 Acts and proceedings delegated by the Board (to each of the Sections for the running of their sport) must be reported to the Board by means of Section Committee Minutes being passed to the Club Secretary in a timely fashion.

6. ADMINISTRATION OF BAR & SOCIAL SUB-COMMITTEES.

6.1 Administration of the Club Bar and Social Functions shall be delegated to the Bar Sub-Committee and Social Sub-Committee respectively - both being sub-committees of the Board

6.2 The operating rules of the Bar Sub-Committee and the Social Sub-Committee shall be decided by the Board or by the Club in General Meeting.

6.3 Bar Sub-committee

6.3.1 Membership shall be by election at a General Meeting or by appointment of the Board.

6.3.2 The Sub-Committee shall recommend various actions to the Board for approval, although it would normally have the authority to continue activities along well trodden paths. It would be expected to alert the Board to problems – both actual and perceived.

6.3.3 It should have no bank account and should ensure that all monies are passed to the Company Treasurer at least weekly.

6.4 Social Sub-committee

6.4.1 Membership shall be by election at a General Meeting or by the appointment of the Board.

6.4.2 The Sub-Committee shall have the authority to arrange various social activities and to recommend actions concerning activities or expenditure to the Board.

6.4.3 The Sub-Committee will need a bank account – this being administered on behalf of – and in the name of – the Club.

7. MEMBERSHIP.

7.1 The acceptance of new members and the cessation of membership, is dealt with by Articles 28 to 30 inclusive – paragraphs 28.3 and 28.6 being especially important as they state that membership must be open to all (without discrimination) at subscriptions, etc which would not preclude such open membership.

7.2 The Board may refuse or revoke membership on non-discriminatory grounds where the membership or continued membership of the person concerned would be likely to not be in the best interests of the sport or the good conduct and interests of the Club. Such procedures/decisions must be open to appeal before the members in General Meeting.

7.2.1 The revoking of continued membership would most probably be the result of an act of gross indiscipline. The Club has a Disciplinary Policy/Procedures which must be followed very carefully.

7.3 There are several categories of membership. These are contained in the document known as ‘Categories of Membership’ (see foot of this text) and may be updated from time to time by the Board. They are presently as follows:

7.3.1 Full Members (and Life Members) are adult members of both Indoor and Outdoor Bowls Sections or an adult member of the Squash Section. These are Voting Members.

7.3.2 Seasonal Members are adult members of either the Indoor or Outdoor Bowls Sections or are adult members of the Squash Section who play for only part of the year. These are Voting Members.

7.3.3 Day Members are adult members of the Squash Section who cannot play after 4.40 p.m. These are Voting Members.

7.3.4 Junior Members are either Under 14 years or Under 18 years and may be members of any/either Playing Section. Under 14s are Non-Voting Members. Under 18s are Voting Members.

7.3.5 Student Members are adult Members of either Playing Section but pay only half of the subscription whilst they are in full-time education. These are Voting Members.

7.3.6 Associate Members - i.e Visually Impaired Bowlers who pay a reduced subscription due to their disability. These are Non-Voting Members.

7.3.7 Social Members join only to use the social facilities of the Club. These are Non-Voting Members.

7.3.8 Life Memberships may be bestowed upon those who are considered (by the Board) to have made an outstanding contribution to the Club. They enjoy all the privileges of a Full Member but are not required to pay annual subscriptions.

7.4 Table 1 of Categories of Membership contains several other important rules:

7.4.1 Where a person is a Voting Member of more than one Category he/she is entitled to no more than one vote at Section or Club level

7.4.2 Car parking is allowed only when the pass is clearly displayed in the vehicle and the member is using the Club's facilities

7.4.3 Use of facilities is subject to availability. This may be restricted by Membership Category or because the facilities are deemed unfit for play or because they are pre-booked according to some operational priority booking system

7.4.4 Only one joining fee payable per member, except for lapsed members upon rejoining

7.4.5 Junior joining fee is deferrable until the member is in full-time employment.

8. JOINING FEES, ANNUAL SUBSCRIPTIONS & PLAYING FEES (excl. Match Fees)

8.1 These are shown in detail in Table 2 of the Categories of Membership (see end of this document). Fees, subscriptions and playing charges may be changed from time to time by the Board. Match fees are fixed by the Section Committees.

9. APPLICATION FOR MEMBERSHIP.

9.1 A completed Application Form should be processed as follows:

9.1.1 The form, membership fee and the relevant initial subscription should be passed to the Club's Membership Co-ordinator.

9.1.2 He/she will record the details of the application and pass the fee and subscription to the Club Treasurer after issuing a door entry fob and parking permit. The form should then be posted on the main notice board for a period of at least two days before being relayed to the Club Secretary for acceptance by the Board.

9.1.3 As the Board usually meets on the first Wednesday of each month, there might be a delay of up to four weeks before confirmation. During this period, the applicant should be shown around the club, made aware of fire procedures etc and if necessary, introduced to the basics of the sport he or she wishes to play.

10. VISITORS

10.1 Members may introduce friends to use any facilities of the club provided that such member(s) shall have previously entered the names and addresses of the visitors in the book provided but they shall not be allowed to play (or use those facilities) more than three times in one year without becoming members.

10.2 Visitors, on application to the Secretary, Treasurer, any member of the Board or the appropriate Section Membership Secretary may obtain temporary tickets for using the facilities upon payment of the appropriate (green/court) fees provided that the visitors' names and addresses shall have previously been entered in the visitors book by the officer to whom application was made.

10.3 The Club may hold functions open to the general public or hire out its premises to the general public at which intoxicating liquor may be sold in accordance with rules 12.3 – 12.5 below.

11. HIRE OF FUNCTION ROOM.

11.1 The function room and kitchen are available for hire by members or their families/friends. In the case of the hirer being a non-member, his/her booking must be sponsored by a member who is willing to vouch for the hirer and his/her party. The fees for a full session hire of the room or kitchen shall be set by the Board or by the Club in

General Meeting - although variations relating to the hours required may be made by the Company Secretary.

11.2 Intoxicating liquor may be sold in accordance with clause 10.3 above.

11.3 When hirings are for parties or functions where the age of attendees is likely to be under 18, the bar area (and any of its facilities) must be used by those guests only for access to the function room.

12. LICENSABLE ACTIVITIES.

12.1 The Club has been issued with a Premises Licence by the South Somerset District Council under the Licensing Act 2003. The summary of the licence (or a certified copy of it) is to be displayed at the eastern end of the club bar in a prominent position.

12.2 The current Premises Supervisor is the Company Secretary, Mr D Whitlock. Mr A Gooder is also qualified to hold this position.

12.3 The supply of intoxicating liquor in the Club's premises shall be permitted during such hours as are granted by the Licensing Authority in the Operating Schedule of the Club's Premises Licence (or any Temporary Events Notice).

12.4 Intoxicating liquor may be sold to any 18 years old (or over) member, visitor or invited guest of the Club or other individual or organisation hiring the premises, provided that alcoholic liquor is only supplied to the invited guests of the host of any particular function (including the Club) and not the general public as a whole.

12.5 All requirements of South Somerset District Council as to the Club's continued holding of a Premises Licence must be upheld.

13. CATEGORIES OF MEMBERSHIP (v8. August 2015)

Table 1 – Members Rights and Responsibilities	Membership Category / Open to							
Notes to Tables 1 & 2: A. Where a person is a member of more than one Type or Category of Membership with voting rights, he or she is entitled to no more than one vote per Section and no more than one vote per Club. B. Car parking is allowed only when the pass is clearly displayed in the vehicle and the member is using the Club's facilities. C. Use of facilities is subject to availability. Availability may be restricted by Membership Category or because the facilities are deemed unfit for play or because they are pre-booked according to some operational priority booking system. D. Only one Joining Fee payable per member, except for lapsed members upon rejoining. Fee includes £6.00 deposit for entry fob. E. Junior Joining Fee is deferrable until the member is in full-time employment.	1: Full Member (including Hon. (Life) Member) / Over 18 2: Seasonal Member / Over 18s 3: Day Member / Over 18 4(a) Junior Member / 14s to 18s 4(b)– Junior Member / Under 14s (Under 8s must be accompanied by an adult who will assist with supervision during all participation) 4(c)– Student Members / Over 18 and in full time education 5. Associate Member / Registered Visually Impaired (VI) 6 Social Member / Over 18s							
	1	2	3	4a	4b	4c	5	6
Membership of one (or more) of the Sections shown in Table 2 below. (Note A)	✓	✓	✓	✓	✓	✓	✓	
Key fob and car park pass issued upon payment of joining fee and first annual subscription. (Note B)	✓	✓	✓					✓
Key fob and car park pass may be issued upon payment of £6.00 deposit. (Note B) (Under 14s (key fob only) require the approval of Bowls Junior Committee/Squash Committee)				✓	✓	✓	✓	
May attend and address Section meetings	✓	✓	✓	✓		✓	✓	
May vote at Section meetings and stand for election for Section posts	✓	✓	✓	✓		✓		
May attend and address Club General Meetings	✓	✓	✓	✓		✓		✓
May vote at Club General Meetings	✓	✓	✓	✓		✓		

May stand for election for Club (Council) posts	✓	✓				✓		
Has use of the Section(s) facilities at the session fee payable. (Note C)	✓	✓		✓	✓	✓		
Has use of the Section(s) facilities at the session fee payable, but only during set times. (Note D)			✓				✓	
Use of Section facilities must be under the supervision of authorized Members (in Categories 1 to 4a) (Under 8s must be accompanied by 'their own' adult)					✓		✓	
Eligible for selection for representative matches for the Section (match fee may be payable), when entitled to wear appropriate kit	✓	✓	✓	✓	✓	✓	✓	
May use facilities of other Sections (Note C) at the session fee payable, on up to three occasions per annum	✓	✓	✓	✓	✓	✓	✓	
May rent social facilities (zero fee payable) for private functions for self or family members (Over 18 student members at discretion of Company Sec.)	✓	✓	✓			✓		✓
Generates liability for capitation fees to governing bodies	✓	✓	✓	✓	✓	✓		