

ST.SAVIOUR'S BOWLS CLUB

CONSTITUTION

(April 2026)

1. NAME:

The name of the Club is the "St.Saviour's Bowls Club"

The Club shall be incorporated under the "Loi (1862) sur le tenures en fideicommiss et l'incorporation d'association", as amended.

The Club is a registered Charity, number 424 under the Charities (Jersey) Law 2014.

2. COLOURS:

The colours of the Club shall be burgundy, gold and white or such other colours as the Club in General Meeting may from time to time decide.

3. OBJECTS:

The objects of the Club are to promote and encourage bowls and other sports in the Island of Jersey, and, in furtherance of these objects:-

- 3.1 to provide facilities for the playing of bowls and other sports;
- 3.2 to organise and promote bowls matches and competitions and to do and encourage all things intended to promote interest in the playing of bowls and other sports;
- 3.3 to present or assist in presenting exhibition matches whether open to the public generally or otherwise;
- 3.4 to co-operate with similar institutions and governing bodies wherever situated in establishing bowls clubs, or promoting bowls matches, competitions, exhibition matches and generally furthering the interest of bowls and other sports;
- 3.5 to acquire either by purchase or on a lease or in any manner any property or properties which may be necessary to further the objects of the Club;
- 3.6 to do all such other things as may be necessary or desirable in furthering or attaining the foregoing objects.

4a. MEMBERSHIP:

- 4a.1 Membership of the Club shall be classified as Full Membership, Summer Membership, Winter Membership, Junior Membership or Associate Membership;.
- 4a.2 An application for membership of the Club shall be made on the prescribed form with no requirement for a proposer and seconder;

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- 4a.3 The Management Committee shall consider each application acting reasonably and properly without prejudice. The Management Committee shall have the absolute discretion as to whether such application is accepted or refused taking into account the relevant legislation and any anti-discrimination or equality policies which are in place. The Management Committee shall have the power to refuse such application providing reasons for such a decision and advising of the right of appeal.
- 4a.4 The Committee may lay down from time to time such qualification for membership (including junior membership) as it thinks fit.
- 4a.5 It shall be a condition of membership that a new member shall pay such Entrance Fee (if any) as shall be determined at the Annual General Meeting.
- 4a.6 The Committee may appoint such persons as Patrons or Honorary Life Members as it thinks proper from time to time, being persons who have contributed to the benefit or welfare of the Club or for such other reason as the Committee may decide.

5. OFFICERS:

- 5.1 The Officers of the Club shall be:
- a) The President;
 - b) The Senior Vice-President;
 - c) The Junior Vice-President;
 - d) The Honorary Treasurer;
 - e) The Honorary Secretary;
 - f) The Honorary Assistant Treasurer
 - g) The Honorary Assistant Secretary.
 - h) The Men's Captain;
 - i) The Ladies' Captain;
- 5.2 The Club in General Meeting may appoint such other officers as it thinks fit which shall include the Chairpersons and members of such Sub-Committees and Selection Committees as the Club in general meeting shall decide provided that the Club in general meeting may delegate the appointment of Chairpersons and members of Sub-Committees (including Selection Committees) to the Management Committee;
- 5.3 The Officers shall hold office for one year and shall retire at the Annual General Meeting following their election but shall be eligible for re-election.

6. MANAGEMENT COMMITTEE:

- 6.1 The Club shall be managed by a Committee whose duty it shall be to carry out the general policy of the Club and, subject to any conditions imposed from time to time by the Club in General Meeting, to provide for the administration, management and control of the affairs and property of the Club, including the keeping of proper records of all meetings and accurate records of all monies received and expended by the Club;

- 6.2 The Committee shall be composed of the following:-
- 6.2.1 the Officers listed in Rule 5.1 above; and
 - 6.2.2 the Chairpersons of the Sub-Committees elected at the Annual General Meeting under the provisions of Rule 7 below; provided that the Club may in General Meeting vary the number of members and the composition thereof which will compose the Committee.
 - 6.2.3 Nominations for all positions on the Management Committee must be made on the prescribed nomination form, duly signed by the member consenting to be nominated, the proposer and seconder. The completed form must be forwarded to the Honorary Secretary during the month of September prior to the Annual General Meeting. In the event of a position not being filled, nominations for the vacancy may be accepted from the floor at the Annual General Meeting. The Honorary Secretary shall be responsible for placing nominations on the Club Notice Board.

No member shall be proposed for more than one position on the Management Committee.

- 6.3 The President shall act as Chairman or failing him the Senior Vice-President or failing both, the Junior Vice-President. If neither the President nor either of the Vice-Presidents is present at a meeting, the Committee shall elect a chairman from among the members present. The Chairman will have a casting vote only in the event of an equality of votes;
- 6.4 The Committee shall meet once in every month or at such times as it may decide and on a date and time to be determined by it; the Honorary Secretary shall give seven days written notice of all such meetings;
- 6.5 The President, or in his absence the Senior Vice-President, or in absence of both the Junior Vice-President, may at his discretion, convene special meetings of the Committee, and shall do so on the requisition of at least six members of the Committee; in any case, the reason for calling the meeting shall be notified to the members of the Committee when calling such special meeting;
- 6.6 The Committee may co-opt such members as it may from time to time deem necessary and such co-opted members shall have a vote. The membership of the co-opted member shall cease at the next following Annual General Meeting or on a decision to that effect by those members of the Committee who are members by virtue of Rule 6.2;
- 6.7 The Management Committee are responsible for ensuring that the circumstances of any incident, grievance or complaint against a member is thoroughly investigated within a suitable time period. A report on the matter will be submitted to the Management Committee for their consideration;

- 6.8 The Committee shall appoint delegates and sub-delegates to committees of the governing bodies of any sporting organisation to which the Club is affiliated or in which the Club from time to time may compete;
- 6.9 The Committee may delegate any of its powers to any Sub-Committees appointed by virtue of Rule 7; but may not delegate any power or function relating to the 5th Category licence held by the Club for which the Honorary Secretary is responsible in accordance with Article 20 of the Licensing (Jersey) Law 1974.
- 6.10 The quorum at meetings of the Management Committee shall be in excess of 50% of the elected members of the Management Committee serving at the time;
- 6.11 The decision of the Committee shall be final in any complaint or other representation made to it by any member. A complaint or representation shall be made in writing to the Honorary Secretary.

RESIGNATION, SUSPENSION AND DISMISSAL

7. (a) Resignation

A member shall cease to be a member of the Club if, and from the date on which, the member gives written notice to the Management Committee of their resignation or indicates on their membership renewal form, that they do not wish to renew their membership.

(b) Suspension

(b1)(i) The Management Committee may suspend a member's membership following an internal investigation or an investigation by an external agency on any incident, grievance or complaint against a member, such suspension being no longer than 12 months in duration.

(ii) Where the Management Committee suspends a member's membership in accordance with Clause 7(b1)(i) the Club Secretary must write and notify the member within three days of the decision being made, outlining the reason(s) for the suspension and advising of the right of appeal.

(b2) (i) The Management Committee may suspend a member's membership pending an internal investigation or an investigation by an external agency on any incident, grievance or complaint against a member, should the Management Committee consider that it is of such a nature that it warrants immediate suspension, and on such condition(s) as the Management Committee thinks appropriate.

(ii) Where the Management Committee suspends a member's membership in accordance with Clause 7(b2)(i) the Club Secretary must write and

notify the member within three days of the decision being made, outlining the reason(s) for the suspension.

- (c) Dismissal
 - (i) As a result of any internal investigation or any external agency or as a result of a safeguarding incident, the Management Committee may dismiss from the Club any member for any improper conduct or behaviour.
 - (ii) Where the Management Committee dismisses a member from the Club, the Club Secretary must write and notify the member of this decision, within three days of the decision being made, outlining the reason(s) for the dismissal and advising of the right of appeal.

RIGHT OF APPEAL

- 8. Any Member or applicant aggrieved by the decision of the Management Committee to refuse under Clause 4a.3, suspend them under Clause 7(b1)(i) or dismiss them under Clause 7(c)(i) from the Club shall have the right of appeal.
 - (a) Such appeal must be in writing, signed and lodged with the Club Secretary within 14 days of the notification of the Management Committee decision.
 - (b) The appeal must state the ground on which it is made.
 - (c) The appeal must be put before the Management Committee by the Club Secretary without delay.

9. SUB-COMMITTEES:

- 9.1 Subject to Paragraph 5 (b) of this Constitution the Club shall at its Annual General Meeting elect Chairpersons of Sub-Committees to be responsible for the following activities:
 - (i) Fixtures and competitions.
 - (ii) Stewards and housekeeping.
 - (iii) Clubhouse and maintenance.
 - (iv) Catering.
 - (v) Social.
 - (vi) Membership Development and Training.

(vii) Green maintenance

(viii) Bar

and such other or alternative Sub-Committees and Selection Committees as it shall consider necessary from time to time.

- 9.2 The Chairpersons, following their election or appointment, shall appoint members of their Sub-Committees. Including the Chairperson, a Sub-Committee shall consist of not less than three nor more than five persons whose appointment shall be ratified by the Committee before taking office.
- 9.3 The Men's Captain and the Ladies' Captain shall be ex-officio members of the Fixtures and Competitions Sub-Committee.
- 9.4 Sub-Committees shall report to the Committee and no decisions or activities shall be taken or pursued without their prior knowledge and consent of the Committee. At meetings of the Committee, in the absence of the Chairperson of a Sub-Committee, the Sub-Committee shall be represented by a deputy appointed by the Chairperson.

10. GENERAL MEETINGS OF THE CLUB:

- 10.1 The Annual General Meeting of the Club shall be held in each year on such day in the months of October or November and at such place as the Committee shall determine. At least fourteen clear days' notice of the Annual General Meeting shall be given in writing to each member of the Club;
- 10.2 A Special General Meeting of the Club may be called by the President, or in his absence, the Senior Vice-President, or in the absence of both, the Junior Vice-President or the Committee. Such meetings shall also be called at the written request of fifteen members of the Club, and upon receipt of such request a meeting shall be called within twenty-one days. At least fourteen clear days' notice of a Special General Meeting shall be given in writing to each member of the Club;
- 10.3 The President shall act as Chairman or, failing him, the Senior Vice-President or failing both, the Junior Vice-President. If neither the President nor either of the Vice-Presidents is present at a General Meeting, the Meeting shall elect a Chairman from among the members present. The Chairman will have a casting vote only in the event of an equality of votes;
- 10.4 At the Annual General Meeting the business shall include:-
- (i) The approval of the Minutes of the previous Annual General Meeting and of any Special General Meetings.
 - (ii) Matters arising from the previous Annual General Meeting and of any Special General Meetings.

- (iii) Receive the Honorary Secretary's Annual Report.
 - (iv) Receive the Honorary Treasurer's Financial Statements which should have been duly audited by two members so appointed.
 - (v) Receive from the Management Committee and/or members any proposed amendments to the Constitution or Rules.
 - (vi) Election of Officers of the Club.
 - (vii) Election of Chairpersons of the Sub-Committees.
 - (viii) Appointment of two members as Honorary Auditors for the ensuing year. An Honorary Auditor cannot be a member of the Management Committee.
 - (ix) Appointment of a Press Officer.
 - (x) Fixing of the Annual Subscriptions for the ensuing year.
 - (xi) Decide the Charity/Charities to benefit from fundraising events during the ensuing year.
 - (xii) The Management Committee are entitled to add any item on the Annual General Meeting agenda.
 - (xiii) Any full or summer member of the club wishing to propose an item for the Annual General Meeting agenda must make such proposal in writing to the Honorary Secretary and it must be signed by no less than twelve full members of the Club. Such proposal must be received on or before the 30th September so that it may be placed on the Annual General Meeting agenda.
- 10.5 The proceedings of the Annual General Meeting or General Meetings and of the Committee or Sub-Committees shall not be invalidated by any failure to appoint, or by any defect in the appointment, election or qualification, of any member.
- 10.6 The quorum at any General Meeting of the Club shall be thirty percent of Full and Summer Members. This may be changed by amending the constitution.

LIQUOR LICENCE

11. So long as a liquor licence remains in force;
- (a) No person or persons other than Members of the Club, as defined in Clause 4 (a) (b) and (c), shall make use of any of the premises of the Club except upon introduction by a member. Such person or persons, if under the age of eighteen years, shall not be permitted to purchase or consume intoxicating liquor on any of the premises of the Club.

- (b) The member introducing such person or persons shall enter his or her own name and the person or persons' name or names being introduced, in the visitors' book which shall be provided for that purpose.
- (c) The member introducing such person or persons shall be responsible for his or her conduct.
- (d) No member shall introduce more than three persons on any day, except that a member of the Management Committee may sign the visitors' book for the whole of a visiting team at the Club on the occasion of a league, knockout, friendly or social match.
- (e) Private Social Events
 - (i) Members may, by prior arrangement with the Club management, hold private social events in the designated areas, with the provision that a guest list is in place and no entrance fee is levied for such an event.
 - (ii) No more than twelve private social events shall be held under this Rule in any one year.
- (f) No member shall introduce any person or persons who has been refused membership of or has been expelled from the Club.
- (g) No member shall introduce the same person on more than twelve occasions in a calendar year.
- (h) Any one or more of the Officers, as defined in Clause 5 (1), may require any person or persons so introduced by a member to leave the Club premises for any reason.
- (i) The Club bar shall not be opened and no member or guest of any member shall consume intoxicating liquor on club premises outside licensing hours.

APPLICATION OF INCOME AND CAPITAL

- 12. The Club is a non-profit making organisation.
 - (1) The Management Committee must apply the income and the capital of the club in furthering the objects of the Club.
 - (a) An Officer of the Club is entitled to be reimbursed from the income or capital of the Club or may pay out of such income or capital reasonable

expenses properly incurred by him or her when acting on behalf of the Club.

- (b) The Management Committee may benefit from charitable indemnity insurance cover purchased at the Club's expense.
- (2) None of the income or capital of the Club may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Club. This does not prevent a member who is not also an Officer of the Club from receiving:
 - (a) A benefit from the Club in the capacity of a beneficiary of the Club;
 - (b) Reasonable and proper remuneration for any goods or services supplied to the Club

FINANCIAL YEAR AND ADMINISTRATION OF CLUB FUNDS:

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- 13.1 The financial year of the Club shall end on the 30th September of each year. The funds of the Club shall be paid into a bank account in the name of the Club.
- 13.2 The Management Committee shall determine how the bank account(s) are operated and shall do so in compliance with the Club Rules and local banking regulations and/or terms and conditions in force at the time.
- 13.3 The Honorary Treasurer shall present audited accounts and a financial report to the Annual General Meeting..

14. LAWS OF THE GAME:

The Club shall adopt the Rules of the World Bowls Board for the conduct of all games, matches and competitions, which shall be binding on the players.

15. REPRESENTATION:

The President or the Honorary Secretary duly authorised by a resolution of the Committee shall represent the Club before the Royal Court of Jersey and elsewhere in all matters both real and personal.

16. ALTERATIONS TO THE CONSTITUTION:

Alterations to this Constitution shall require the assent of a simple majority of those members present and voting at a general meeting of the Club. A resolution proposing any alteration to this Constitution shall be submitted to the Honorary Secretary not less than twenty-one clear days before the meeting at which the

resolution is to be put forward but in the case of the Annual General Meeting prior to the 30th September. Not less than fourteen clear days notice in writing of any meeting at which such resolution is to be considered shall be given to the members of the Club and such notice shall set out the resolution or resolutions which are to be put before the meeting. Provided always that no alterations to this Constitution shall become effective until the same shall have been approved by the Royal Court of Jersey under the provisions of Article 4 of the 'Loi (1862) sur les tenures en fidéicommiss et l'incorporation d'associations', as amended.

17. CLUB RULES, COMPETITION RULES AND BYE-LAWS:

- 17.1 The Committee shall have power to make, vary and revoke Rules, Competition Rules and Bye-Laws not inconsistent with the Constitution for the regulation of the internal affairs of the Club and the rights and privileges of the Club members.
- 17.2 Competition Rules and Bye-Laws and any changes thereto will come into effect immediately following the publication of those Competition Rules and Bye-Laws, or changes thereto, by Notice in the Club Pavilion. The Rules of the Club and any changes to those Rules shall come into effect only with the consent of a majority of members present and voting at the Annual General Meeting, or at a Special General Meeting, called under the provisions of Paragraph 10(2).
- 17.3 A resolution proposing any changes to the Rules shall be submitted to the Honorary Secretary not less than twenty-one days before the Meeting at which the resolution is to be put forward but in the case of the Annual General Meeting prior to the 30th September.

INDEMNITY

18. The Club shall indemnify and keep indemnified, the Members of the Management Committee against all losses or liabilities (including, without limitation any direct or indirect consequential losses or loss of capital or income and loss or reputation, damages, claims, demands, proceedings, costs, expenses, penalties, legal and other professional fees and cost) which may be suffered or incurred by any of them and which arise directly or indirectly as a result of the Management Committees acting in a fiduciary capacity on behalf of the Club unless such is caused by
- (a) Fraud, wilful misconduct or gross negligence by an individual Member of the Management Committee or
 - (b) A criminal act or omission.

CODES, POLICIES AND PROCEDURES

19. The Management Committee shall be entitled to create Codes, Policies and Procedures to ensure that the Club is managed efficiently and effectively whilst complying with all current relevant legislation.

20. DISSOLUTION:

- 20.1 The Club may at any time be dissolved by a resolution passed by not less than three-quarters of the members of the Club present and voting at a General Meeting of the Club called for this purpose and of which at least twenty-one clear days written notice shall have been given to all members. If upon the dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property or assets whatsoever, whether immovable or movable, the same shall not be paid or distributed among the members of the Club but shall be donated or transferred to such other Club or Association having objects similar to the objects of the Club. Provided always that no donation or transfer of any property or assets shall be made until the same shall have been approved by the Royal Court of Jersey in accordance with Article 10 of the “Loi (1862) sur les tenures en fideicommiss et l’incorporation d’associations”, as amended, and this upon application of the Management Committee, which shall continue in office until and only until such dissolution and transfer of property and assets shall have been completed.

ST. SAVIOUR'S BOWLS CLUB

RULES

1. CONSTITUTION AND RULES:

- 1.1 These Rules are to be read in conjunction with the Constitution so that together they provide the government of the Club.

2. ALTERATIONS TO THE CONSTITUTION & RULES:

- 2.1 No alteration of, or addition to, the Constitution and Rules shall be made except at a General Meeting called in accordance with the Constitution. Any amendment to the Constitution will have to be sanctioned by The Royal Court.

3. OFFICERS:

- 3.1 In addition to the Officers stated in the Constitution, the Club in general meeting may also elect a Men's Vice-Captain and a Ladies' Vice-Captain.

4. NOMINATIONS: Constitution Rule 5

- 4.1 Nominations for members to be elected shall be made on the prescribed nomination form, signed by the member consenting to be nominated and by the proposer and the seconder. The form shall be submitted to the Secretary by 30th September; a list of nominations shall be published on the Notice Board during September. Further nominations may be made at any time before the Notice of the Annual General Meeting and they will be shown on the Notice. In the event of a position not being filled then nominations may be accepted from the floor at the Meeting.

5. NOMINATIONS AND ELECTION OF CAPTAINS:

- 5.1 Persons of the same gender only may propose, second and be eligible to vote for the Men's Captain and the Ladies' Captain.

6. MAIN DUTIES OF THE OFFICERS:

- 6.1 The President.
The President shall attend official functions, welcome visiting teams and dignitaries, and when invited, represent the club as required. The President must remain impartial at all times and must avoid either proposing or seconding any nomination form, proposing or seconding any motion at Annual General Meetings, Special General Meetings and Management Committee meetings.

- 6.2 The Vice-Presidents.
The Vice-Presidents will assist the President in the execution of the President's duties and deputise for the President when necessary.
- 6.3 The Honorary Treasurer.
The Honorary Treasurer will be responsible for the administration of the finances in accordance with the Rules of the Club. The Honorary Treasurer will also maintain a record of Members.
- 6.4 The Honorary Secretary.
The Secretary will be responsible for convening and minuting all meetings except ad-hoc and sub-committees; undertake all correspondence and other secretarial duties and will submit to the Annual General Meeting a Report of the proceedings of the past year.
- 6.5 The Honorary Assistant Secretary & Treasurer.
The Honorary Assistant Secretary & Treasurer will assist the Honorary Secretary and the Honorary Treasurer respectively in the execution of their duties and will deputise for them when necessary.
- 6.6 The Men's and Ladies' Captains.
The Captains will be responsible for all aspects of play and players. They will make themselves aware of the ability of as many members as possible to enable team selection and handicap review. They will liaise with the captains of opposing teams and determine match arrangements. They will chair the Selection Sub-Committees and be ex-officio members of the Fixtures and Competitions Sub-Committee. The Captains will liaise with the Green Maintenance Sub-Committee to see that the Bowls Green is well maintained. They will ensure that the Green Maintenance Sub-Committee is kept informed about the match programme.

7. DUTIES OF THE SUB-COMMITTEES:

- 7.1 **Fixtures and Competitions Sub-Committee.**
This committee will be responsible for arranging the Club's fixture list; attend on behalf of the Club any fixtures meetings arranged by the local associations; organise competitions as required, including drawing of teams; ensure that appropriate entry forms are sent to members; ensure that players abide by the competition rules. Any queries concerning the application of competition rules shall be addressed to this committee, who will have authority to settle ordinary disputes within the existing rules. Any dispute outside the agreed competition rules will be referred to the Management Committee.

- 7.2 **Stewards and Housekeeping Sub-Committee.**
This sub-committee will organise members to act as stewards for every session of play throughout the season. The List of Stewards will be published on the Notice Board. Stewards will organise play in accordance with the Guide to Stewards. They will allocate lockers among members and publish a list of users; they will organise members to clean the Clubhouse and publish a weekly roster.
- 7.3 **Clubhouse and Maintenance Sub-Committee.**
This committee will carry out minor repairs and maintenance to the clubhouse and surrounding areas; inform the Management Committee of any other repairs and maintenance which is required.
- 7.4 **Catering Sub-Committee.**
This sub-committee will be responsible for supplying and preparing refreshments and food as necessary according to the needs of members and the match fixtures. The sub-committee will fix prices of goods and account regularly to the Treasurer for receipts and expenditure.
- 7.5 **Social Sub-Committee.**
This sub-committee will be responsible for arranging all social affairs of members including gatherings both inside and outside the Clubhouse. The sub-committee will ensure that all members are made aware of social activities by publishing notices or arranging with the Secretary for notices to be circulated.
- 7.6 **Training Sub-Committee.**
This committee is responsible for the introduction of new members to the Club; for the development and training of all new and existing members and to liaise with experienced members of the Club to provide tuition in the marking of matches and explanation of the laws of the game.
- 7.7 **Green maintenance**
Ensure that the carpet and surrounding areas are properly cleaned and maintained (including flower beds and artificial turf).
- 7.8 **Bar**
This sub-committee is responsible for running the bar in accordance with the club licence and ensuring that the bar is stocked.
- 7.9 **Selection Sub-Committees.**
The Men's and Ladies' sub-committees will be chaired by the Men's Captain and the Ladies' Captain respectively who will each appoint a maximum of two other members each to their committees. These sub-committees will select teams to represent the Club and review handicaps. The handicap list to be updated between the closing day and prior to the Opening Day of the summer season. The handicaps will also be reviewed, during the first week of June and if found necessary updated accordingly.

8 CLUB FINANCES

- (1) The Management Committee shall control the finances of the Club and shall cause proper accounts to be kept in respect of all funds received and expended by the Club. The Management Committee shall make adequate arrangements for the security and safe custody of all funds and books of the Club.
- (2) All funds received shall as soon as possible after receipt be paid into a bank account(s) maintained in the name of the Club. All decisions regarding the placing of funds shall be at the discretion of the Management Committee.
- (3) The Honorary Treasurer will be responsible for the banking of funds received and payment of accounts.
- (4) The Management Committee may authorise the Honorary Treasurer to receive funds and make payments via on-line banking.
- (5) All cheques and other payments drawn on the account shall be signed by any two of the President, Honorary Secretary and Honorary Treasurer, unless local banking regulations and/or terms and conditions stipulate otherwise.
- (6) The Honorary Treasurer shall produce a monthly report to the Management Committee summarising receipts and payments, along with movement on bank account(s).

9. MEMBERSHIP

(i) **Full and Summer Only** – The Management Committee shall decide the number of members on the Record of Members. Membership of St Saviour's Bowls Club shall be confined to those persons who do not belong to any other local bowls club, with the exception of a club or association as decided by the Management Committee or the SOCIAL section ONLY (i.e. NON-PLAYING section) of another local outdoor bowling club. Failure to comply with this Rule will mean termination of membership, the appropriate percentage of the annual subscription to be refunded.

(ii) **Junior** - Juniors must not be more than 18 years of age on 31st January of the current year.

Applicants who are without playing experience will be requested to take a training course provided by the Club or to seek and undergo training under the direction or authority of the Development and Training Committee. All applicants not offered immediate membership shall be placed on the waiting list.

(iii) **Associate** -- An Associate Member will not be permitted to vote at general meetings of the Club or serve on the Management Committee.

An Associate Member who is a bona fide lawn green bowler is permitted to play in social sessions ONLY but will be required to pay the appropriate green fee.

- (iv) **Winter** - A Winter Member will not be permitted to vote at general meetings of the Club or serve on the Management Committee. Nor will they be permitted to participate in any change to the Constitution or Rules of the Club nor any rules relating to their membership. They will however be allowed to vote at any meeting of Members called to discuss winter-only issues, opening times, competitions and leagues.

10. SUBSCRIPTIONS:

The amount of the Subscriptions will be recommended by the Management Committee for decision at the Annual General Meeting. Subscriptions must be paid by 31st January each year. Any persons not having paid by this date will be considered to have ceased membership and their names deleted from the Record of Members, subject to the discretion of the Management Committee.

Any new member accepted on or after 1st July each year will only pay 50% of the subscription decided at the Annual General Meeting. Any new member accepted on or after 1st September each year will only pay a nominal subscription decided by the Management Committee.

11. COMPETITIONS AND MEMBERS:

- 11.1 Members who wish to enter Club competitions should subscribe their name on the appropriate Entry Form or List and pay any fee by the set date.

12. CONDUCT OF MEMBERS:

- 12.1 All members will be bound by the Constitution and Rules of the Club and Laws of the World Bowls Board. Anyone on breach of these Regulations will be disciplined by the Management Committee.

13. COMPLAINTS

Complaints with regard to Club matters must, where possible, be related to the Chairperson of the appropriate committee. In the event of the matter not being satisfactorily resolved, the complainant should forward the complaint in writing to the Hon. Secretary. The Management Committee will consider the complaint and in all such matters their decision will be final. (Clause 6(7) of the Constitution refers.)

14. COMPETITION RULES AND BYE-LAWS:

- 14.1 The Competition Rules and Bye-Laws will be decided by the Committee.

CLUB UNIFORM

15. DRESS:

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15.1 Below the waist ladies shall wear skirts, trousers or tailored shorts and men shall wear trousers or tailored shorts. Above the waist shirts or blouses or sports tops should be worn.

15.2 For finals, inter club matches and any events where the Notice of Competition or Match so indicates, the Dress Code shall be 3 star.

15.3 For club competitions up to semi-finals and any event where the Notice of Competition or Match so indicates, the Dress Code shall be 2 star or higher.

15.4 For roll ups and any events where the Notice of Competition so indicates, the Dress Code shall be 1 star or higher.

15.5 The star rating is as follows:-

(a) 3 star

White or burgundy below the waist, and any approved Club top, blouson or jacket carrying Club colours.

(b) 2 star

White, burgundy or grey below the waist and any approved Club top, blouson or jacket carrying club colours or white top.

(c) 1 star

Any of the above or smart casual (mufty) appropriate for bowls.

15.6 **Travelling**

The Management Committee will decide on attire to be worn in regard to all travelling outside the Island.

15.7 **Markers**

Members who are performing the duty of marker should comply with the same dress code as required to be worn by the players unless as otherwise directed by the Management Committee.

Players and markers are expected to comply with the aforementioned dress codes. Any members, who wish to raise a concern with regard to members or markers bowling attire, should do so in writing to the Management Committee outlining their concerns. Such concerns will be considered by the Management Committee whose decision will be final.

16. **MOBILE TELEPHONES.**

Mobile telephones must be switched off when on or in the proximity of the green when play is in progress.

17. **EQUIPMENT AND POSSESSIONS**

The Management Committee will be responsible for all club equipment and possessions. No item will be taken on loan without prior permission of any officer of the club, and must be returned after use. The borrower will be held responsible for any damage incurred during the period of the loan.

18. **GUESTS AND VISITING BOWLERS**

If rinks are available after all members have been accommodated, 'bona fide' bowlers, being visitors to the Island, guests of members, Associate members or players from other clubs will be welcome to join in sessions of social bowling. All such non-members must sign the Visitors book and pay the appropriate green fee to the Duty Steward.

19. **SOCIAL BOWLING**

The latest times at which members and visitors must arrive at the green for sessions of social bowling will be stated on the Notice Board. Play will commence as soon as possible AFTER these times, following the selection of teams and allocation of rinks by the Duty Steward, whose authority and decisions for the session are final.

20. **USE OF THE GREEN**

Subject to the overall jurisdiction of the appropriate Government Department, the Club Management Committee shall be the 'Controlling Body' in respect of the green and clubhouse and applications for their use and/or hire from other bodies must be made in writing to the Hon Secretary. In consultation and agreement with local bowling associations, the green and necessary clubhouse facilities will, at certain times and dates, be made available for the playing of tournaments, competitions and representative matches under the control of the organising body.

21. **SMOKING POLICY**

No smoking permitted on the bowling green or any areas within the Clubhouse or when directing a head or marking a game. Cigarettes, e-Cigarettes, pipe and other smoking materials relate to smoking under this clause.

22. **CLOSURE OF GREEN**

Decisions relating to the closure of the green or the limiting of available rinks, due to weather or other circumstances will be made by the Duty Steward or his/her deputy and are final. In their absence, such decisions will be made by another Management Committee Member.

23. **COMPETITION RULES**

Rules governing Club Championships will be provided to each club member by the Fixtures and Competitions Committee annually and displayed in the Clubhouse. Rules governing any other competition will be displayed in the Clubhouse.

24. **LEASE**

All members of the Club must comply with the terms of any lease in force with regard to the clubhouse and surrounding areas.

25. **APPEALS PROCESS**

On receipt of a notice of appeal the Management Committee must appoint an Independent Panel to hear and decide upon the Appeal. The Independent Panel

will be made up of three people appointed by the Management Committee by a majority decision.

The decision of the Independent Panel shall be final

26. **CODES, POLICIES AND PROCEDURES**

Any proposed Code, Policy or Procedure decided on by the Management Committee must be displayed in a prominent position within the club for a period of twenty eight days. Club members are entitled to raise any comments on the new Code, Policy or Procedure and must do so within the twenty eight day period. Such comments are to be taken into account by the Management Committee prior to finalising any Code, Policy or Procedure. The twenty eight day period shall commence on the date the Code, Policy or Procedure is displayed and such date shall be shown on the relevant Code, Policy or Procedure when displayed.

A Code, Policy or Procedure will come into effect upon the final decision of the Management Committee.

27. **CHILD PROTECTION AND VULNERABLE ADULTS**

Any Member of the Club directly involved in the training or working with children and vulnerable adults will be required to undertake a Disclosure and Barring Service (DBS) check or any check which may supersede the DBS check. Only those Members with up to date certification will be allowed to train or work with children and vulnerable adults.

The Club shall consider appointing a Safeguarding Officer and their responsibilities are set out within the Safeguarding Policy.

28. **EQUALITY POLICY**

The Club is responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief. The Club will ensure that everyone who wishes has an equal opportunity to participate in the sport at all levels and in all roles.

It is the aim of the Club to ensure that all members, volunteers and employees, at present or in the future, are treated fairly and without discrimination or harassment, whether intentional or unintentional, direct or indirect. The club will keep fully apprised of Bowls England guidance in respect of this.

The Law requires the Club not to discriminate against its members, volunteers and employees and it recognises its legal obligation under the Royal Court of Jersey.
