

Heene-Woodside Short Mat Bowls Club

Constitution & Rules

Version 4 – October 2025

1. Title

1.1. The club is known as Heene-Woodside Short Mat Bowls Club

2. Aim

2.1. To create a safe, friendly and sociable environment where members can enjoy the sport of Short Mat Bowls

3. Membership

3.1. Membership of the Club is open to all

3.2. The total number of members to be determined by the Management Committee, when the maximum number is reached a waiting list shall be operated

3.3. Applications for membership are to be submitted for the approval of the Management Committee. A prospective member may attend two Club sessions prior to joining free of charge

3.4. Members are expected to maintain regular attendance throughout the year. An absence from 8 or more consecutive sessions may be construed as a lapse of membership but this is at the discretion of the Management Committee, as is the re-instatement of a member to the Club

3.5. Applicants must complete the appropriate forms, agreeing to abide by the Constitution and GDPR regulations

3.6. In the event of a member not adhering to the terms of the Constitution, the Management Committee has the right to suspend membership

4. Subscriptions

4.1. Membership subscriptions to Heene-Woodside Short Mat Bowls Club are fixed annually for active members and will be paid by each active member monthly in advance, the amount to be fixed annually by the Management Committee. This amount will be determined by, and follow, the room charges made by Heene Community from Jan to Dec

4.2. Membership subscriptions for Social members is fixed at £10 per year, and to be paid in January each year

4.3. For those members who join mid-year, the subscriptions will be set pro-rata

5. Management Committee

5.1. The affairs of the Club are controlled by a Management Committee comprising a Chair, Secretary, Treasurer, Social Secretary, Club Captain / Match Secretary and Vice Club Captain. The members of the Management Committee will be elected at the Annual General Meeting and hold office until the next AGM.

5.2. They can be eligible for re-election.

5.3. Roles within the Management Committee can be changed between members during the year

5.4. The Management Committee shall meet at least twice a year, with a minimum of five members required to make a quorum

5.5. Functions and roles of the Management Committee are attached

6. Annual General Meetings

- 6.1. The Annual General Meeting is held in January each year when the Management Committee will be elected. A nomination list shall be displayed on the Club Notice Board for a minimum of 14 days prior to the AGM.
- 6.2. Nominees will be proposed and seconded with the proposer obtaining the nominee's consent
- 6.3. An Extraordinary General Meeting may be requested, in writing, by a minimum of six members, and held within 21 days of this request

7. Finances

- 7.1. The financial year of the Club runs from January 1st to December 31st
- 7.2. Cheques drawn from the Club's account must be signed by two out of the four designated members of the Management Committee
- 7.3. Subscriptions can be paid either by cheque or by bank transfer, the details of which will be given by request

8. Safeguarding

- 8.1. The club is committed to safeguarding all those who participate in our sport, ensuring they can do so in a safe, positive, and enjoyable environment
- 8.2. We believe that everyone has a duty of care towards other people, with whom they have contact, and to safeguard and protect them from abuse.
- 8.3. In the event of any such incident, members must report this to West Sussex Adult Social Care department on 01243 642121

9. Insurance

- 9.1. The Club has insurance for public liability but not for personal accidents or personal effects.
- 9.2. Members participating in Club and bowling activities do so entirely at their own risk and accept full responsibility for their own welfare and property

10. Amendments to constitution

- 10.1. Amendments to the Constitution to be made only at an AGM Any such amendments must be proposed and seconded and handed, in writing, to the Secretary no later than 21 days before the said meeting

11. Dissolution

- 11.1. In the event of the necessity to dissolve the Club an EGM shall be called for the purpose of dissolution and to determine how to dispose of the assets

Chair Roles and Responsibilities

- Chair AGM and committee meetings
- Provide a casting vote in case of equality of votes
- Uphold the club's constitution
- Be actively involved in developing and implementing the club's action plan
- Work with other committee members and help them with their duties

Secretary Roles and Responsibilities

- Being the first point of contact for club enquiries
- Organizing and attending key meetings (including the Annual General Meeting)
- Taking and distributing minutes.
- Delegating tasks to club members.
- Dealing with all correspondence.
- Ensuring insurance is up to date and relevant.
- Maintaining up to date records and reference files
- Arranging handover of succession, planning for the position

Treasurer Roles and Responsibilities

- Managing the club's income and expenditure in accordance with club rules
- Producing an end-of-year financial report
- Regularly reporting back to the club committee on all financial matters
- Efficient payment of invoices and bills
- Proposing amendments to annual and weekly subscriptions as appropriate
- Depositing cash and cheques that the club receives
- Keeping up to date with financial records
- Arranging handover or succession planning for the position

Social Secretary Roles and Responsibilities

- Planning and organizing social events
- Communicate with members and keep them informed of upcoming events
- Work closely with other committee members to coordinate events and activities
- Assist with booking venues, coordinating food and drink, and managing any necessary arrangements for events

Club Captain / Match Secretary Roles and Responsibilities

- Act as a link between the club's administration and its members
- Provide leadership and direction to the club's playing organization
- Encourage members to act in a professional and sporting manner, representing the club with pride
- Manage team selection
- Communicate with host clubs regarding match arrangements and other requirements
- Organize the team on match day, handle player check-in, and issue stickers or scorecards
- Be knowledgeable about the laws and etiquette of the game
- Coordinate reserves if needed to ensure a full team is available

Vice Club Captain Roles and Responsibilities

- Assisting the club captain
- Deputizing when the captain is absent
- Supporting team members with advice and support