

Steeton with Eastburn Crown Green Bowling Club
Constitution – Reviewed and Agreed 24th Nov AGM 2025

1) Name

The full name of the club shall be “Steeton with Eastburn Crown Green Bowling Club” (hereinafter referred within this constitution as the club) It is also colloquially referred to as “Steeton Bowling Club.”

2) Aims and Objectives

- 2.1 The objectives of the club are to provide facilities for, and to promote participation in, the amateur sport of outdoor crown green bowls in Steeton with Eastburn.
- 2.2 To welcome both experienced bowlers and beginners to the sport.
- 2.3 To encourage a fun, diverse, inclusive, social activity accessible to everyone.
- 2.4 To improve physical and mental wellbeing and make new friends.
- 2.5 To participate in competitive bowling within the Worth Valley League and Skipton League.
- 2.6 The club is affiliated to the British Crown Green Bowls Association and the Yorkshire Crown Green Bowls Association. We adhere to their rules and standards.

3) Membership

3.1 The classes of membership shall be as follows:

Full Membership

Junior Membership (under 18 years)

- 3.2 Subscription amounts payable shall be determined by the committee, circulated and become payable annually in February. Any member whose subscription is unpaid by 28th February, shall be deemed no longer a member. This is in- line with the League Matches and Rules.
- 3.3 New members will be asked to complete an application form and sign to say that they will abide by the Club Rules and Code of Conduct displayed on the club’s Website.
- 3.4 Members who wish to play competitive bowling in the leagues, must have a British Crown Green Bowling Registration Number. A one-off fee at the prevailing rate is payable to the BCGBA to register.
- 3.5 All junior members should be supervised on the green by an accompanying adult.

4) Sport Equity

The club recognizes and embraces diversity. Everyone has the right to enjoy the sport in an environment free from threat of intimidation, harassment, victimization and abuse. The club will ensure that no member is unlawfully discriminated against because of a protected characteristic as identified in the Equality Act 2010. Those being: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or sex. The club is committed to equity in sport. It will provide what is needed for everyone to develop and succeed. Making reasonable adjustments for a disabled person to fulfil their potential in the sport of bowls.

5) Committee

5.1 The management of the club shall be entrusted to the elected officers and committee, all of whom shall be members of the club.

5.2 The Elected Officers:

President – The figurehead for the club

Chair – To chair all meetings and have a casting vote.

Secretary – Responsible for the administration of the club.

The first point of contact for information and to submit a complaint.

Help to coordinate events, meetings and club activities.

Treasurer – Responsible for all the club’s finances.

Safe Guarding Officers – First point of contact for any welfare concerns and to submit a complaint.

Maximum of a further 7 committee members bringing the total to a maximum of 12.

5.3 The committee shall assemble as often as is deemed necessary to conduct club business. Minutes of the meetings will be taken and retained by the secretary to be approved and signed at the next meeting.

5.4 50% + 1 committee members, shall be a quorum at committee meetings and the decision of a majority vote at any committee meeting shall be binding.

5.5 The elected committee / officers shall all step down annually at the AGM and be eligible for re-election.

5.6 The committee shall authorise the income and expenditure of the bowling club and make any decisions regarding repairs, buying equipment, making improvements and investing in the future of the club.

5.7 The committee may appoint a sub-committee of three from their own body for special purpose, including with the option to co-opt not more than two other members.

5.8 The committee shall authorize the president, chairperson, secretary or treasurer to sign a document on behalf of the bowling club providing that a majority of the committee agree such a document be signed.

5.9 The committee has the absolute right to appoint, suspend or remove a committee or club member.

6) Finances

The treasurer is responsible for:

Sending out subscription invoices to all club members.

Collecting all subscriptions from club members with a deadline of 28th February.

To make all relevant payments on behalf of the club.

To prepare accounts for approval at the AGM. The club's financial year is 1st November to 31st October.

To arrange and pay for the club's insurance.

A bank account is held in the club's name, with two signatures required to authorise payments.

Team captains are responsible for collecting match fees and refreshment money, to be forwarded to the treasurer.

7) Annual General Meeting and Extraordinary General Meetings

7.1 There shall be an AGM annually to which all members will be invited. Members will be given at least 14 days' notice.

7.2 The purpose of the AGM will be to review the previous year's activities, present trophies, approve the financial accounts prepared by the treasurer, elect the new team captains, elect the new committee, vote on any submitted changes to the constitution or rules and plan for the forthcoming year.

7.3 Nominations for the positions of officer or committee member will be invited from the membership a month prior to the AGM. All nominations to be communicated in writing to the secretary who will then contact the nominated members to gain their consent. All members who are willing to stand, will need to be proposed and seconded at the AGM. If there is more than one member standing for a position, then it will go to a vote.

7.4 A quorum at an AGM shall be 25% of the membership and any vote shall be binding.

7.5 An extraordinary general meeting shall be called by application in writing to the secretary supported by 25% of the membership. The committee can call an extraordinary meeting by a simple majority of its members. 14 days' notice to be given for such a meeting.

8) Amendments to the Constitution

All requests for amendments to be made to the constitution, should be submitted to the secretary 1 month prior to the AGM. Any amendments will be discussed and voted upon by the membership at the AGM.

9) Code of Conduct and Disciplinary Procedure

9.1 A copy of our Code of Conduct is attached and displayed on our club's noticeboard.

9.2 Any breach in the code of conduct shall be taken seriously and may lead to sanctions.

9.3 Disciplinary Procedure

i) If you witness a breach in the code of conduct, which cannot be resolved informally and immediately by yourself or a Team Captain. The first point of contact is the Clubs' Safe Guarding Officer or Club Secretary, who will determine the correct course of action.

ii) Any complaint should be put to the safe guarding officer or secretary in writing within 14 days of any breach of the code.

iii) All complaints will be treated in confidence and investigated within 14 days of the complaint being made. A written response will be supplied within a further 14 days.

iii) In the event of a serious misconduct, multiple breaches in the code or following a verbal and written warning. The complaint shall be heard by a disciplinary committee. The Club Secretary shall convene a meeting of an Ad Hoc committee to be known as The Disciplinary Committee. Consisting of not less than 3 or more than 5 plus a designated person to record the meeting. No person involved in the complaint / alleged offence or with connection or witness, shall sit on this body. Where it is not possible for the appropriate body to assemble. An independent Ad Hoc committee shall be sort within the League or County.

In the case of an appeal. An Appeal is made to the league or association the club is affiliated to.

9.4 Possible Sanctions

i) A verbal warning, where those involved are spoken to about their future conduct, or

ii) A written warning may be given following a previous verbal warning or where it is considered a more serious breach of the code of conduct, or

iii) The membership of the person involved is cancelled where there is serious misconduct or multiple breaches of the code have taken place.

9.5 All final decisions made by the Safeguarding Officer, Secretary or Disciplinary Committee shall be reported to the club committee at the earliest opportunity. All actions will be recorded and retained for future reference.

9.6 At all stages, a person has the right to appeal.

9.7 In the event of a safe guarding issue or crime, then the appropriate authorities will be informed.

10) Policies

The Club will abide by the following policies:

The Equality Act 2010

Safeguarding Policy

Social Media Code of Conduct

The General Data Protection Regulation

We hold contact details data in respect of our membership which has been retained with their consent.

Such consent is requested annually as part of our membership renewal process. We ensure departing members details are removed promptly from our database.

10) Dissolution

10.1 If the club is to be dissolved an extraordinary general meeting must be called by the secretary to determine the disposal of the clubs' assets after paying all its debts and liabilities.

10.2 The remaining assets shall not be paid or redistributed amongst any member of the club, but will be transferred to an organisation with similar aims and objectives.

10.3 At least 14 days' notice to be given and a minimum of 51% of the membership must attend for there to be a quorum.

11) Declaration

Steeton with Eastburn Crown Green Bowling Club hereby adopts and accepts this constitution as a current operating guide.

The above constitution was approved by a majority of members at the AGM held 24th November 2025.

Signed:

Chairman

Signed:

Secretary

The Code of Conduct in Bowls

The Bowling Development Alliance have, in conjunction with the National Governing Bodies of Bowls, set these standards that apply to everyone involved in the sport including club officials, coaches, volunteers, players and spectators. This Code of Conduct has been produced to protect everyone in the sport and to ensure that everyone can enjoy the sport of bowls in a safe and inclusive environment.



R.E.S.P.E.C.T.

Key Principles of Respectful Behaviour

Respect all participants and decisions

Encourage everyone

Sportsmanship

Play for enjoyment

Educate and be knowledgeable

Conduct yourself courteously

Treat everyone fairly

Do	Don't
Respect all players, coaches, officials, measurers, volunteers and spectators	Participate under the influence of drugs or alcohol. Or smoke/vape on the green
Participate in the right spirit – the sport should be fun at all levels. Be gracious in defeat and humble in success.	Use foul, abusive, threatening or discriminatory language or gestures
Take reasonable measures to keep yourself & others safe	Show dissent towards officials & measurers and their decisions.
Promote the sport and the club in the best possible light through your actions and behaviour	Discriminate on the grounds of any of the protected characteristics identified in the Equality Act 2010
Abide by the rules/regulations of the club, of the sport, and any additional competition rules	Publicly criticise or engage in demeaning descriptions of others, including online
Abide by the policies of the sport and its National Governing Bodies	Engage in any behaviour that constitutes abuse as identified in the Safeguarding in Bowls Policies
Speak to someone if you are concerned that any of this code is being broken	Keep your concerns about abuse or poor practice secret

