

TILSTOCK BOWLING AND TENNIS CLUB

(ESTABLISHED 25TH April 1944)

CONSTITUTION AND RULES

1. **Name of Club** : the Club shall be known as the Tilstock Bowling and Tennis Club (hereafter TBTC).
2. **Object***: The purpose of the TBTC is to promote and provide facilities for members to play the amateur sports of Crown Green Bowls, Tennis, Table Tennis and Petanque, and to encourage members of the local community (namely the village of Tilstock and surrounding town of Whitchurch, villages and hamlets) to participate in these outdoor and indoor sports by membership of the TBTC. Also available to members will be Darts, Dominoes and Pool.
3. **Club opening and playing hours and permitted drinking time/restrictions**: The Bowling Green, Tennis and Petanque Courts shall be open during on or about the months of March to October inclusive at the discretion of the majority of the Committee present. Drinking time will be as per licensing Hours permitted by law and limited by the terms of the Club Licence. Drinking is only allowed when full members are present to serve. No members under the age of 18 are permitted to serve or purchase alcoholic drinks or allowed behind the bar. Only drinks purchased at the bar are to be consumed on the Club premises except in circumstances agreed by the Committee.
4. **Official and Members**: The TBTC shall consist of a President, Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Playing members (Senior and Junior) and Social (non-playing) Members. The President shall be elected annually, together with the Chairman, Vice-Chairman and other Officials of the Club, at the Annual General Meeting.
 - a. The Honorary Secretary and Honorary Treasurer shall be responsible for the TBTC Books etc. they shall attend all meetings of the Committee in connection with the running of the Club or delegate a substitute with the agreement of the meeting. The Secretary shall enter all meeting minutes in the Club records plus keep a register of all Club Members and conduct the Club correspondence. The Treasurer shall take charge and be responsible for all monies received by him or her and ensure that the accounts are balanced each year in conjunction with the Club's appointed Accountant.
 - b. All Officials, with the exception of the Honorary Secretary and Honorary Treasurer, shall hold office for a maximum of two years and be "fit and proper persons" as judged by HMRC for charitable purposes.
 - c. Any Honorary official not seeking re-election shall give notice in writing to the Chairman at least 14 days before the Annual General Meeting.
5. **Management**: The Club shall be governed by a Committee of at least six members of the Club, elected at the Annual General Meeting, together with the ex-officio members namely the President, Captains and vice Captains of Bowls and Tennis, the Honorary Secretary and Honorary Treasurer. The Chairman, Secretary and Treasurer are to be ex-officio members of all sub-committees.
6. **Powers and duties of Committee**:
 - a. The committee shall annually appoint an Accountant for the purpose of finalising the Club accounts.
 - b. All exceptional orders shall be sanctioned by the Committee and initialled by the Chairman. This excludes all urgent or usual accounts (such as bar purchases etc) which may be paid by the Honorary Treasurer, the Honorary Secretary or other responsible Official who shall pass on the receipts to the Honorary Treasurer.

- c. The Committee shall have the power to form a sub-Committee to make by-laws and review regulations from time to time on such matters as may seem expedient, provided such by-laws and regulations are not inconsistent with this constitution and rules. The decision of such sub-Committee in all cases, except where there is a major constitutional change, to be final. In the event of a major constitutional change the findings of the sub-committee should be voted on at either the Annual General Meeting or a specific Extraordinary Meeting called for that purpose, this change, where applicable, to be in accordance with Community Amateur Sports Clubs rules.
 - d. The Committee shall have the power to manage and superintend all the effects and property of the Club, and make such arrangements as they think fit for altering, repairing and otherwise maintaining the Club Property and Grounds, appointing a Grounds person and other paid servants of the Club and fix their remuneration.
 - e. *The Committee should ensure that Insurances as required by law are renewed annually.
 - f. *The Committee shall have due regard to the law on disability discrimination and child protection.
- 7. Membership*:**

- a. Membership of the TBTC shall be open to anyone interested in participating in any of the sports offered by the Club on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. (However, limitation of membership according to available facilities is allowable on a non-discriminatory basis).
- b. The club will offer several different classes of membership-namely Full Playing, Junior Playing (up to the age of 18) and Social Membership (all ages) and also Life Membership and charge subscriptions based on a non discriminatory and fair basis (Junior and Social membership subscriptions generally 50% of full membership). These subscriptions are to be reviewed annually and voted on at the Annual General Meeting. The Club will keep such subscriptions at a level which will both help to facilitate the running of TBTC and will, at the same time, not pose a significant obstacle to people participating in the various sports offered.
- c. Any person wishing to join the Club shall submit a completed membership application form for consideration by the Club Committee. The applicant will then be accepted as in 7a above and become a member on payment of the relevant annual subscription. However, the Club Committee may refuse membership for good cause such as known conduct or character likely to bring the Club or Sport(s) offered into disrepute. The applicant may appeal against refusal for membership to Club members and after hearing the applicants' defence the Committee must decide by a majority of not less than 75% of its members present to either accept or refuse membership.

Likewise. membership may be removed for similar reasons and any allegation of misconduct on the part of a member shall be fully and impartially investigated by the Committee which shall consist of at least 16 members. If after hearing the members' defence the Committee decide by a majority of not less than 12 of its members present that the allegation has been proved they shall have the power to request such member to resign.

8. Finance and Funds:

- a. The annual subscriptions shall be reviewed and voted on at the Annual General Meeting as in 7b above. Junior members shall be under 18 on the date of that meeting.
- b. The Membership year is to run from 1st April until 31st March. All Membership fees are to be paid by 30th April (except for those who opt to pay over 3 months) and notify the Membership Secretary of that fact.(dates namely the 1st April, 1st May and 1st June). Where New Members join the Club their subscription shall be paid on acceptance of their Application. Any new Full Member joining in September onwards in any year will pay a part membership to be agreed at the AGM each year.

- c. No Membership subscription payment as required means that there is no insurance cover for that person.**
- d. Visitors shall pay a minimum of £1.00 per day for the use of Club facilities (an amount which may be altered at the Annual General Meeting) and shall be subject to the Rules and By-laws of the Club.
- e. *The property and funds of the Club cannot be used for the direct or indirect private benefit of members or third party, and all surplus income or profits shall be reinvested in the Club to further the sporting activities.
- f. *The Club may provide sporting and related social activities, sporting equipment, coaching, courses, medical treatment, away match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- g. *The Club may also in connection with the sports purposes of the Club:
- (i) Sell and supply food, drink and related sports clothing and equipment;
 - (ii) Employ members(though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person being present;
 - (iii) Pay for reasonable hospitality for visiting teams and their guests;
 - (iv) Indemnify the Committee and Members acting properly in the course of running of the Club against any liability incurred in the proper running of the Club (but only to the extent of Club assets)
- 9. AGM,EGM and voting:** The Committee shall call an Annual General Meeting each year, generally in January, notifying all members of the due date at least 7 days in advance, to receive reports from the Committee of their proceedings and the Treasurers report, qualified by the Club Auditors, made up to November 30th the previous year. Also the meeting is to elect Officers and conduct all such business as may be required as per the minutes. An Extraordinary General Meeting shall be called by the Secretary at the request of the Committee or at the signed request of at least 10 of the members (or such numbers as the Committee shall decide) specifying the object of the meeting and with 7 days notice given. Voting at these meetings shall be confined to all fully paid up members excluding those under the age of 18.

10. Club Property and Trustees*:

The property of the Club is vested in three trustees who must deal with the property in accordance with the Trust Deed. The trustees shall hold office until death or resignation. In the event of any Trustees leaving office the Club shall vote in enough new Trustees to take the complement back to three at an Annual General Meeting.

In the event of the Club becoming insolvent or not less than 75% of the Members at an Annual or Extraordinary General Meeting voting to wind-up the TBTC all remaining assets of the Club, after any loans and outstanding finance is repaid where possible, shall be passed on to a similar CASC, local Charity involved with similar Sports or to the British Crown Green Bowling Association and/or English Lawn Tennis Association for the benefit of other such Clubs in the local area. The disposal of the net assets is to be handled by the 3 Trustees of TBTC, after instruction by the Committee, in the manner above, with priority being given to maintaining the sports and recreation facility within the village of Tilstock. On completion of this the Club will be dissolved.

11. Priority of Rules

Where there is any conflict between any of the above Key Rules (marked*) and any other rule or rules the Key Rules will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for Community Amateur Sports Clubs (CASCs) as first provided for by the Finance Act 2002.

12. General Club Rules and By-laws

- a. The Bowls Team Captains, Vice-Captains and/or Match Secretaries shall make all arrangements for Bowling Matches and Tournaments except as in 'b'
- b. Club Trophy tournament dates/arrangements to be decided by Donors of said Trophies or at the Annual General Meeting.
- c. The Laws of the British Crown Green Bowling Association are to be adopted as the Laws of the Bowling Section of the Club.
- d. The Tennis and Petanque Team Captains shall have the same powers as the Bowling details above and the Laws of their respective Associations shall be adapted as their laws.
- e. All Members shall provide their own equipment to play the sports relevant to themselves. Bowlers must wear Flat Shoes on the Bowling Green and provide their own Bowls. Tennis players must wear regulation Tennis Shoes on the courts and supply their own racquets and balls. Petanque players must bring their own boules. Where potential new players of any of the sports offered at TBTC wish to try the sports on offer the Club will endeavour to provide on loan such equipment as deemed necessary to play these sports while the potential new player or member is visiting the club to trial these sports. A small charge or deposit may be levied for this loan, the amount to be decided by the Committee.
- f. Bowls : a Member coming on to the Green shall, if they express a desire to play, be entitled to throw in with the players who first finish a game (unless such players are competing in a Match or Tournament).
- g. Tennis: at the end of each set, if there are any members waiting to play, the Members who have just played must give way to those who are waiting (unless such players are competing in a Match or Tournament). No singles to be played if four Members are waiting to play a Doubles game.
- h. Petanque: players on the Petanque pitch will give way to others waiting to play on completion of their game by agreement, unless they are playing in a match or tournament.
- i. A notice will be displayed by the Match Secretaries or Greens Committee should the grounds be unfit for play or when the grounds are closed for the season.
- j. Visitors must be introduced by a Club Member, both the Member and the Visitor signing the Visitors' book before play. The visitor's fee to be paid to a Club Official.
- k. Children under the age of 10 will not be allowed onto the Club Grounds unless accompanied by an Adult Club Member who will be responsible for such children. This is predominantly for Health and Safety reasons.
- l. The Club premises and immediate area outside the Clubhouse is deemed to be a No Smoking and No Vaping area.
- m. Dogs are not allowed on Club Grounds and in the Clubhouse unless on a lead and any fouling by such animals are the responsibility of the Dog Owner to clean up.
- n. Play must cease during the time a Funeral is being conducted in the Cemetery.
- o. The Club will not be held responsible for any accident, damage or injuries which any person or their property sustain while on the Club Grounds or premises, whether permanent or otherwise.
- p. Any member found to have removed any items from behind the bar and/or the Club without payment will have their membership revoked and may be subject to Prosecution.
- q. Every Member or Visitor must make themselves acquainted with the foregoing Club Rules.
- r. Any Members knowing that the above rules and by-laws have been infringed shall give notice of same to the Committee.