

# CANTERBURY BOWLING CLUB

## RULES

### 1. Name

The club shall be called "Canterbury Bowling Club".

### 2. Objects

The purposes of the club are to:

- (i) Promote the amateur sport of lawn bowls in Canterbury and community participation in the same.
- (ii) Provide social activities amongst the members of the club and other participants.

### 3. Management

3.1. The management of the club (except as otherwise provided by these rules) shall be deputed to a General Management Committee (hereinafter called GMC) consisting of:

**\*President, \*Vice-President, \*Immediate Past President, \*Club Secretary, \*Assistant Club Secretary, \*Club Treasurer, \*Assistant Club Treasurer (these seven persons hereinafter referred to as the Officers of the Club), \*Catering Officer, \*Greens Manager \*Building Manager \*Development Officer  
Three representatives from the Men's Section Committee +,  
Three representatives from the Ladies' Section Committee #.**

- 3.1.1. The positions marked \* shall be equally open to both men and lady bowling members and shall be elected at the Annual General Meeting of the club (hereinafter called Club AGM).
- 3.1.2. The President shall be elected annually but shall serve for a maximum period of three consecutive years. Nothing in this rule precludes a former president being re-elected after a period out of office.
- 3.1.3. The positions marked + shall be selected by the Men's Section Committee at a meeting that shall be held after the Men's Section AGM but before the Club AGM.
- 3.1.4. The positions marked # shall be selected by the Ladies' Section Committee at a meeting that shall be held after the Ladies Section AGM but before the Club AGM.
- 3.2. The GMC shall appoint such sub-committees as they deem necessary or expedient, and may depute to them such powers and duties of the GMC as that committee may determine. Such sub-committees shall regularly report their proceedings to, and shall conduct their business in accordance with, the directions of the GMC.
- 3.3. Five members of the GMC, of whom at least two shall be Officers of the Club as defined in Rule 3.1, shall form the Emergency Committee and shall have responsibility for making decisions that need to be taken as a matter of urgency i.e. in less time than it takes to arrange a meeting of the GMC. All proceedings of the Emergency Committee shall be reported to the next meeting of the GMC.
- 3.4. The GMC shall meet at least once a month (with the possible exception of November) to examine the accounts and arrange the affairs of the Club. A quorum shall consist of five members. A special meeting of the GMC shall be arranged by the Secretary on the instructions of the President or upon request to him/her in writing signed by three or more members of the GMC. Whenever any special business may arise the GMC may co-opt any member(s) of the club whose services are likely to be of assistance to them, but such co-opted members shall not have power to vote.
- 3.5. If, during the year, the President or any other member of the GMC shall resign his/her appointment or cease to be a member of the GMC that committee may fill the vacancy until the next Club AGM.
- 3.6. Minutes shall be taken of all proceedings of the GMC and shall be open to the inspection of any member of the club on request.

- 3.7. The GMC shall have the power to form other Sections, e.g. Junior, Short Mat etc as the need arises.
- 3.8. Except in those cases where by law the signatures of the trustees are required, for example in the conveyance or charging of land, all documents of whatever nature may be signed on behalf of the club by any two of the President, Club Secretary and Club Treasurer.

#### **4. Men's and Ladies' Sections**

- 4.1. The Club Secretary shall maintain a register of club members that shall differentiate between men members and lady members entitled to use the club greens, such members belonging as appropriate to the "Canterbury Bowling Club – Men's Section" and the "Canterbury Bowling Club – Ladies' Section" (hereinafter referred to as the "Men's Section" and "Ladies' Section" respectively).
- 4.2. All matters relating to bowling activities, other than short mat bowling, shall be delegated to separate Men's and Ladies' Section Committees, which shall operate under the general jurisdiction of the GMC and which shall be responsible for, inter alia, the arranging of matches and the selection of teams to play them, the organising and control of internal club competitions and one-day events, and the organising and running of Open/Invitation Tournaments.
  - 4.2.1. This rule applies to the Men's and Ladies Sections and is required to be included under the Rules of Bowls England. All matches shall be played in accordance with the Laws of the Game as approved by Bowls England. The club and its members shall, as a condition of continuance of affiliation to Bowls England, at all times and in all respect conform to and be bound by the Rules of Bowls England.
  - 4.2.2. All matters relating to short mat bowling and social activities shall be dealt with by the GMC or by sub-committees appointed by the GMC.
- 4.3. In October or November each year, but in any event on a date prior to the Club AGM, the members of each section shall hold its own separate Annual General Meeting (Section AGM) for the purpose of receiving an annual report and electing its committee for the ensuing year
- 4.4. The Men's Section Committee shall consist of: Chairman, Secretary, Captain, Senior Vice-Captain, Junior Vice-Captain, Immediate Past Captain, Match Secretary, and up to six members
- 4.5. The Ladies' Section Committee shall consist of: Chairlady, Secretary, Treasurer, Captain, Senior Vice-Captain, Junior Vice-Captain, Immediate Past Captain, Match Secretary, and up to seven members.
- 4.6. Notice of the Section AGM shall be given to members by means of an announcement on the club's notice board not less than ten weeks before the Section AGM. Any member desiring to submit any motion at the Section AGM shall give written notice to the Section Secretary not less than twenty one days before the date of the Section AGM.
- 4.7. At least seven days before the Section AGM or a Special General Meeting a printed or written notice of such meeting and of the business to be transacted thereat shall be made available to every member. In the case of a Section AGM the minutes of the previous Section AGM will be included. No business other than that of which notice has been given shall be brought forward at such meetings.
- 4.8. Except as otherwise provided in these rules all questions shall be decided by a simple majority of those present and entitled to vote. In the case of equality of votes, the Chairman/Chairlady shall have a second or casting vote.
- 4.9. At least once in every financial year, but in any event at the end of the financial year, the Men's and Ladies' Sections shall send their accounts to the Club Treasurer for club funds received and paid by them and for the balances held.

#### **Section Committee meetings**

- 4.10. Any Section Member shall be at liberty to nominate a member for any appointment of that Section, but no member shall be nominated without his/her consent. In the event of there being more than one nomination for any appointment the election shall be made by ballot.

- 4.11. All nominations for the Section Committees shall be signed by the nominee, proposer and seconder at least seven days before the Section AGM on the sheet posted in the clubhouse.
- 4.12. A Section Committee may at any time for any special purpose call a Special General Meeting of its Section, and they shall do so forthwith upon the request, in writing, of any ten members stating the purpose for which the meeting is requested.
- 4.13. The frequency of meetings of the Men's and Ladies' Section Committees shall be decided by those committees, but shall be at least one per month during the playing season. Minutes of the meetings shall be taken which will be made available to GMC on request. A quorum for the Men's and Ladies' Section Committee meetings shall be five.
- 4.14. The Club President and the Chairlady, as appropriate, shall take the Chair for the first AGM or Special Meeting of the Men's and Ladies' Sections convened after the adoption of these rules.
- 4.15. The Chairman/Chairlady, when present at a section meeting, shall take the Chair. In his/her absence the Section Secretary shall take the Chair. In the absence of both, those present shall select one of their number to take the Chair.
- 4.16. The quorum at all Section Annual or Special General Meetings shall be 20

## **5. Membership**

- 5.1. The club shall consist of Bowling Members, Life Members, Honorary Members, Junior Members, Past Bowling Members and Social Members. Membership of the club shall be open to anyone interested in the sport 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.
- 5.2. At no time shall the number of playing members (i.e. Bowling, Life, Honorary or Junior) be less than 25.
- 5.3. No Bowling Member shall be a Bowling Member of another English outdoor bowling club, unless sanctioned by the GMC.
- 5.4. Bowling Members shall be entitled to the use of the green, to play for the club in matches and other representative games and to use all the other facilities provided by the club.
- 5.5. Life Members shall be limited to a total of six. Life Members shall pay no subscriptions. This class of membership may be awarded in recognition of exceptional service to the club over a considerable period of time. The GMC may make nominations for this class of membership by means of a motion at a Club AGM. The Men's and Ladies' Sections may submit names to the GMC for nominations and the decision of the GMC shall be final.
- 5.6. Honorary Members may be nominated by the GMC for this class of membership by means of a motion at a Club AGM. Such membership shall be for a limited time and for a specific purpose and these restrictions shall be detailed in the motion. They shall pay no subscription for the limited period laid down in the motion. The Men's and Ladies' Sections may submit names to the GMC for nomination and the decision of the GMC shall be final.
- 5.7. Junior Members shall be not more than 18 years of age on 1 October of the membership year in question. They shall have no voting rights and therefore may not hold any executive position, nor shall they be entitled to purchase or consume alcohol on the Club's premises. Apart from these restrictions they shall enjoy the same rights and privileges as a Bowling Member.
- 5.8. Social Members shall be entitled to use all non-bowling facilities of the club. They shall be entitled to use the club's short mat facilities. They shall have no voting rights and may not be a member of the GMC, Men's or Ladies' Section Committees. Limited casual outdoor bowling (maximum 4 times per year) is permitted on payment of the green fee.
- 5.9. Bowling Members who wish to renew their membership as a Social Member are entitled to do so.

- 5.10. Every applicant for Bowling, Junior or Social membership shall submit an application form available from the Club Secretary. The form shall contain the full names and signatures of the proposer and seconder, both of whom shall be Bowling Members with at least two years membership. In cases where the applicant is not known by any members, the Secretary may make any reasonable enquiries thought necessary (i.e. to confirm membership previously held at any other bowling club).

**5.11. CBC Procedure for Applications for Social and full Bowling Membership**

All membership applications will be processed following the procedure below:-

In the case of an applicant who is transferring membership from another club the completed application form shall be posted on the Notice Board for at least seven days.

All applicants shall be interviewed.

For full bowling membership the relevant Men's or Ladies' Sections will arrange and conduct the interviews and make the decision on acceptance or rejection of membership.

For social membership, interviews will be arranged by the Club Secretary and the decision on acceptance or rejection will be made by the GMC.

In those cases where there is no proposer or seconder (see 5.10) two members of the interviewing panel shall sign the application form if they wish to recommend an offer of membership..

The names of all membership applications and the decision of acceptance or rejection will be noted in the GMC minutes.

The GMC may refuse membership only for a good reason such as conduct or character likely to bring the Club or sport into disrepute and their decision shall be final.

- 5.12. Once the application has been accepted, the applicant's proposer shall be informed. A mentor shall then be assigned to help and encourage the new member during their introductory period at the club.
- 5.13. All new members of whatever class will be subject to a probationary period from the date of their admission as a member to the end of that membership year (as defined in Rule 6.1). At the end of that period the GMC will review their overall conduct and performance, taking into account, but not limited to, their behaviour, support for club matches and voluntary duties, and any other relevant factors. The member will be informed of the GMC's conclusions if their membership is to be declined from the start of the next membership year.
- 5.14. Any member may resign membership by giving to the Club Secretary in writing notice to that effect. Any subscription paid to the club for the membership year in which the resignation is effective shall not be refunded.
- 5.15. Any person ceasing to be a member of the club shall forfeit all right to any claim upon the club, its property and its funds. This rule shall not apply to the value of a certificate or any other security held by the member in respect of any money lent by him/her to the club.
- 5.16. Members of other Bowls England Affiliated Clubs  
A member of any club affiliated to Bowls England (a list whereof is published by BE annually) may be authorised to use the premises of the club.

**6. Subscriptions**

- 6.1. The "Membership Year" shall be from 1 October to 30 September following.
- 6.2. The GMC shall, during the year, review the amounts to be charged for subscriptions for the ensuing membership year. Subscriptions will be kept at levels that will not pose a significant obstacle to people participating.
- 6.3. All annual subscriptions shall become due and payable on 1 October each year. In the event of non-payment by the day preceding the Club AGM in November membership shall be deemed to have ceased. In exceptional circumstances the GMC may re-admit the member on payment of all outstanding dues.
- 6.4. Only members who have paid their subscription in accordance with Rule 6.3 above shall be entitled to attend the Club and Section AGMs.

- 6.5. Members joining the Club shall pay the full annual subscription. However, members joining the club during the five months bowling season shall be allowed to pay a pro rata percentage of the annual subscription, as follows:
- |                   |     |
|-------------------|-----|
| From 01 June      | 80% |
| From 01 July      | 60% |
| From 01 August    | 40% |
| From 01 September | 20% |
- 6.6. Payment of all annual subscriptions shall be made to the Club Treasurer. Cheques shall be made payable to "Canterbury Bowling Club".

## **7. Annual General Meeting**

- 7.1. The Club AGM shall be held in November each year, upon a date and at a time to be fixed by the GMC, for the following purposes:
- 7.1.1. To receive from the GMC a report, balance sheet and statements of accounts for the preceding financial year.
- 7.1.2. To receive reports from the Men's and Ladies' Sections and the Club Secretary.
- 7.1.3. To elect the Officers of the Club and to appoint an independent accountant for the ensuing year.
- In electing the Officers the appointments of President, Vice-President, Club Treasurer, Assistant Club Treasurer, Club Secretary, Assistant Club Secretary, shall be made separately and in the above order. Any member shall be at liberty to nominate a member for any appointment, but no member shall be nominated without his/her consent. In the event of there being more than one nomination for any appointment the election shall be made by ballot.
- All nominations for officers shall be signed by the nominee, proposer and seconder at least seven days before the Club AGM on the sheet posted in the clubhouse.
- 7.1.4. To receive from the Men's and Ladies' Sections their list of elected officers and committee members.
- 7.1.5. To decide on any motions which may be duly submitted to the meeting as provided below.
- 7.2. Notice of the Club AGM shall be sent to all not less than ten weeks before the Club AGM. Any member desiring to submit any motion at the Club AGM shall give written notice to the Club Secretary not less than twenty one days before the date of the Club AGM.
- 7.3. The GMC may at any time for any special purpose call a Special General Meeting, and they shall do so forthwith upon the request, in writing, of any ten members stating the purpose for which the meeting is requested.
- 7.4. At least seven days before the Club AGM or any Special General Meeting a printed or written notice of such meeting and of the business to be transacted thereat shall be made available to every member. In the case of a Club AGM the minutes of the previous Club AGM will be included. No business other than that of which notice has been given shall be brought forward at such meetings.
- 7.5. At all General Meetings of the Club, the President, or in his/her absence, a member selected by the meeting shall take the Chair.
- 7.6. Every member present entitled to vote shall have one vote upon every motion, and in the case of equality of votes the Chairman/Chairlady shall have a second or casting vote. "Proxy" voting is not allowed at any General Meeting of the Club or of the Men's and Ladies' Sections. Except as otherwise provided in these Rules all questions shall be decided by a simple majority of those present and entitled to vote.
- 7.7. The quorum at all General Meetings shall be as follows: for motions proposing any repeal or amendment of the Rules – 30; for the repeal of any By-laws and Regulations – 30; for all other business – 20.

## **8. Trustees, Property, Funds and Accounts**

- 8.1. The property of the club shall be vested in Trustees, who shall hold such property as Trustees for, and on behalf of, the club. The number of Trustees shall not be less than two or more than four.
- 8.2. The Trustees shall be elected by the members at a Club AGM and they shall respectively hold office until death or resignation unless removed from office by a resolution of members at a General Meeting. Any vacancy in the office of Trustee may be filled by the GMC and the person so nominated shall hold office until the next Club AGM when he/she shall retire but may be re-elected by the members at such meeting.
- 8.3. The Trustees shall be entitled to attend all GMC meetings. They shall deal with the property of the club as directed by a resolution of the GMC (of which an entry in the minute book shall be conclusive evidence), and they shall be indemnified against risk and expense out of the club property.
- 8.4. The financial year of the club shall end on 30 September in each year, to which day the accounts of the club shall be balanced.
- 8.5. The Officers of the Club are responsible for ensuring that suitable controls are in place and proper accounting records are kept which disclose with reasonable accuracy at any time the financial position of the club, and for procuring the preparation of financial statements for each financial year which give a true and fair view of the state of affairs of the club and of the surplus or deficit of the club for that year. In preparing the financial statements the Officers shall select suitable accounting policies, make judgements and estimates that are reasonable and prudent, and prepare the financial statements on a going concern basis unless it is inappropriate to assume the club will continue its activities.
- 8.6. The club shall appoint an independent accountant to conduct a financial review of the club's annual accounts. The accountant shall be appointed at the Club AGM to serve for the ensuing year. A vacancy occurring in the office of accountant during the year shall be filled by the GMC. The retiring accountant shall be eligible for re-election.
- 8.7. The property and funds of the club cannot be used for the direct or indirect benefit of members other than as reasonably allowed by the rules and all surplus income or profits are reinvested in the club.
- 8.8. The club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, 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.
- 8.9. 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 GMC without the person concerned being present;
  - (iii) Pay for reasonable hospitality for visiting teams and guests;
  - (iv) Indemnify the GMC and members acting properly in the course of the running of the club against any liability in the proper running of the club (but only to the extent of its assets).

## **9. Payment to members**

No member shall, except for professional services rendered at the request of the GMC, receive any profit or emoluments from the funds or transactions of the club.

## **10. Visitors and Guests**

- 10.1. *Visitors.* On the occasion of a match or special occasion on the club's green or in the club premises (authorised by the GMC, the Men's or Ladies' Sections) with any other club, group or organisation, the visiting members of such club, group or organisation, and their guests, all of whom shall be deemed to be Associate Members of the Club, may be admitted to the club premises and for the duration of their visit shall be entitled to all club

facilities afforded to members. Intoxicating liquor may be sold, or supplied to such visitors.

- 10.2. *Guests of Members.* When introduced and accompanied by a member, guests will be entitled to use the facilities of the club except the greens and will be subject to the observance of such regulations and by-laws as may be made by the GMC. Intoxicating liquor may be sold or supplied to such visitors.

#### **11. Gambling**

The clubhouse shall not be used for gambling or unlawful games. The GMC shall have power to prohibit any games, which, in their opinion, are unlawful games, or the playing of which would be injurious to the interests of the club.

#### **12. Safeguarding**

Please see section three of the document “Special procedures”.

We adopt and follow all policies and guidelines approved by Bowls England alongside UK Anti-Doping Rules and all procedures set out in Bowls England Regulation 9, 9A and 9B. Our club and members will abide with all sanctions, recommendations and/or decisions from the Safeguarding Case Management Panel and/or National Disciplinary Panel.

#### **13. Variation of Rules**

- 13.1. Except as provided in rule 14 these rules may be added to, repealed or amended by resolutions at any Annual or Special General Meeting, provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least two thirds of the members present and voting thereon.
- 13.2. The GMC is authorised to add to, repeal or amend these rules to the extent that such addition, repeal or amendment is necessary to comply with the requirements of the Licensing Act and any Rules, Regulations or Procedures thereunder. Notice of the addition, repeal or amendment of any rules under this rule shall be posted conspicuously in the clubhouse.

#### **14. By-Laws and Regulations**

The GMC shall make, repeal or amend all such by-laws and regulations (not inconsistent with these rules) as they think expedient for the internal management, use of greens, and well-being of the club. All such by-laws and regulations shall be binding upon the members until repealed by the GMC or set aside by a resolution at a General Meeting of the club. Notice of the making, repeal or amendment of any by-laws and regulations shall be posted conspicuously in the clubhouse. The decision of the GMC on all disputes shall be final and binding on all members.

#### **15. Borrowing**

If at any time the club in a General Meeting shall pass a resolution authorising the GMC to borrow money, the GMC may then do so for the express purpose of that resolution. The form and manner of such a loan, including the interest rate and required security, shall be specified in the resolution. Thereupon the Trustees, at the discretion of the GMC shall make all such dispositions on the club property as the GMC may deem proper for giving security of such loans and interest. An entry in the Minutes Book (certified by the President and Club Secretary) shall be conclusive evidence of the resolution to all parties including the lender. All Members of the club, whether voting on such resolution or not, and all future Members, shall be deemed to have assented to the Resolution..

#### **16. Licensing Acts**

No intoxicating liquor shall be supplied by or on behalf of the club to any member or guest except in accordance with the provisions of the Licensing Act in force at the time. The GMC may fix such hours for the supply of intoxicating liquor as to comply with the said Act.

## **17. Dissolution**

If at any General Meeting a resolution for the dissolution of the club shall be passed by a majority of the members present, and such resolution shall, at a Special General Meeting held not less than one month thereafter at which not less than half of the members shall be present, be confirmed by a resolution passed by a majority of two-thirds of the members voting thereon, the GMC shall thereupon, or at such future date as shall be specified in such resolution, proceed to realise the property of the club, and after the discharge of all liabilities shall dispose of the net assets remaining to one or more of the following:

- (i) to another club with similar sports purposes which is a registered charity and/or
- (ii) to another club with similar sports purposes which is a registered CASC (Community Amateur Sports Clubs) and/or
- (iii) to the club's governing body for use by them for related community sports

## **18. Notices**

All notices required by these rules or by any by-laws or regulations made by the GMC to be given to members of the club, shall be deemed to have been given if handed personally to the member or delivered to his/her last known address or email address, and posted on the club notice board. Every member shall advise the Club Secretary of any changes of his/her address or email address.

## **19. Rules binding on Members and Priority**

- 19.1. These rules shall be binding on all members of the club. A printed copy of the rules shall be given to each member, and a copy shall be posted in the clubhouse.
- 19.2. Where there is any conflict between any rule which is a requirement of the provisions relating to CASC and any other rule or rules, the CASC rule(s) will take priority. Interpretation of all the rules must be consistent with the statutory requirements for CASCs.

## **20. Limitation of Club liability**

- 20.1. All references to the club in this section shall mean each and every individual member of the club from time to time
- 20.2. Members are bound by the following rule which shall also be exhibited in a prominent place within the club premises:  
*“Members of the club may use the club premises, and any other facilities of the club, entirely at their own risk and impliedly accept:  
The club will not accept any liability for any damage to or loss of property belonging to members.  
The club will not accept any liability for personal injury arising out of the use of the club premises, any other facilities of the club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club.”*
- 20.3. Membership of the club and acceptance of these rules by the member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the General Data Protection Regulation 2018.

**These rules were adopted at the Club AGM held on 21 November 2025 and replace all previous rules.**



# CANTERBURY BOWLING CLUB

## SPECIAL PROCEDURES

### 1. DISCIPLINARY RULES AND PROCEDURE

#### **Disciplinary Rules:**

For the rules see section 12 of the Regulations 2025

#### **Disciplinary Procedure**

The following disciplinary procedure will be applied where a member commits acts of misconduct or fails to observe normal club standards. **All disciplinary matters will be dealt with in accordance with current Bowls England Regulation 9 (misconduct).**

The club procedure is issued as guidance for members:

1. Any complaint about the conduct of a member shall be made in writing to the GMC. A record of the complaint will be made and kept.
2. For an isolated misdemeanour an officer of the club may give a verbal warning.
3. A serious case of misconduct may result in a first written warning being given by a Joint Sub-Committee of four members of the GMC (2 from each of the Men's and Ladies' Sections).
4. A more serious case of misconduct or any further repetitions of acts of misconduct may result in a final written warning being given by three of the Officers of the Club.
5. Any further acts of misconduct will result in their membership being reviewed by the GMC, and after due consideration such membership may be terminated.
6. Membership may be terminated at any time for gross misconduct that brings the club into disrepute, or for any action that is inconsistent with the club standards of behaviour.

In particular this includes:

1. Reckless or serious breach of health and safety requirements.
2. Acts of dishonesty, including theft or fraud.
3. Falsifying club records.
4. Being under the influence of alcohol or illegal drugs.
5. Bullying or harassment, including sexual or racial harassment.
6. Unauthorised disclosure of confidential information.
7. Flagrant failure to follow club accounting procedures.
8. Willful damage to property.
9. Bringing the reputation of the club or any of its officers into disrepute.

This list is not intended to be exhaustive.

At all stages of the disciplinary procedure members have the right to be accompanied by a colleague and will have the opportunity to state their case.

#### **Suspension**

Membership may be suspended at any time whilst the circumstances of the case are being investigated.

#### **Appeal**

An appeal may be made against any disciplinary decision. The appeal is made to the next level of disciplinary committee, which is Bowls England. They can vary, reduce, increase or eliminate the disciplinary action taken. Appeals must be made in writing within seven days of the disciplinary decision being received.

## **GRIEVANCE PROCEDURE**

If, during the course of your membership you have any questions or grievances relevant to your membership you may address the situation in the following manner:

1. In the first instance you should refer the grievance orally or in writing to the Club Secretary and the matter will be discussed informally.
2. If the grievance is not resolved or if you consider that you have not been fairly treated, you may apply in writing to the Club's Emergency Committee (as defined in Club Rule 3.3) who will then convene a meeting as soon as is practicable which you will be invited to attend.

## **2. SAFEGUARDING PROCEDURE**

The purpose of safeguarding is to protect the well-being of every member of the club, whatever their age, culture, race or religion. From May 2025 all Bowls England affiliated clubs must have at least one named Safeguarding Officer whose photo and contact details are to be displayed on the club notice board.

Any member can report a concern confidentially to the Club Safeguarding Officer. Strict procedures will be followed in recording an incident and individual meetings held with the parties involved. If a victim is deemed to be in immediate danger, the police will be notified. The incident does not have to have taken place on club premises.

Abuse of any sort will not be tolerated. This includes:

- physical,
- emotional,
- social,
- financial,
- discriminatory,
- organizational,
- neglect,
- lack of self-care,
- domestic abuse,
- Coercive control.

Depending on each individual case, the Safeguarding Officer will decide when or whether to escalate the case to a club disciplinary or to the relevant external authorities.