

Bolton Flat Green Bowling Club

2 Club Rules

1 Application for Membership

1.1 The membership application/renewal procedure will incorporate the following:

New Applications (persons who were not members in the previous year):

An applicant's name and address will be posted on the Club Notice Board for a period of 7 days with an invitation to members to provide the [Secretary](#) with any information they feel appropriate to their application to join Bolton Flat Green Bowling Club.

The applicant is welcome to use the Club facilities whilst their application is being processed but will not be given the option to obtain keys during this period.

The applicant is welcome, and encouraged, to use the Club facilities whilst their application is being processed.

Their application will be placed before the next [Club Executive](#) Meeting and determined by a simple majority decision under [Clause 3.1 of the Constitution](#)

If their application is accepted, he or she will receive a Club Handbook, which will act as proof of membership.

If their application is not accepted their membership fee will be returned.

Renewals:

Members, applying for renewal of membership, will automatically be accepted, unless correspondence has been received by the Secretary or Membership Secretary, questioning a member's continued membership of the Club. In such a case the matter will be determined by the Executive Committee by a simple majority decision under [Clause 3.1 of the Constitution](#).

2 Membership

2.1 Copies of the undernoted Documents will be available at all times in the Pavilion:-

- a) [Constitution](#)
- b) [Club Rules](#)
- c) [Competition Rules](#)

A copy of the following document will be displayed at all times in the Pavilion:-

- d) [Instructions for the Security System, Notification of a Fire & Procedure in the event of an Electrical Failure](#)

2.2 On request to the Secretary or Guardian of the Administration File each member shall be given access to the [Terms of Reference \(TOR\)](#) and [Notes of Guidance \(NOG\)](#) for any office or sub-committee of the club.

2.3 At least once per year each member shall be furnished with an updated list of Members' addresses and telephone numbers.

2.4 Social Members will not be allowed to play in any Club, County or National Competitions. They will, however, be permitted to play on a casual basis on payment of the prevailing Match Fees.

2.5 Only “paid up” members will be allowed to play in Club Competitions.

3 Dress and Department

- 3.1 Dress will conform to Bowls England rulings where appropriate and in the case of the ladies the following also apply:
- a) Grey/White/Cream tailored trousers\Crops are optional at all times.
 - b) Skirts must be of a regulation type.
 - c) The wearing of hats is optional at all times, but if worn must be white or the registered club colour
 - c) Stockings/Tights are optional at all times. If worn they must only be in shades of brown.
- 3.2a When taking part in any organised Club activity during the summer season, the minimum standard of dress will be 'greys' i.e. grey below the waist and white/cream, predominantly white, or club colours above the waist. Ladies may choose either grey regulation skirts or grey tailored trousers (full length, calf length or Bermudas). Similarly in organised club events specifying “whites”, ladies may wear white regulation skirts or tailored trousers (full length, calf length or Bermudas) and both gentlemen and ladies may wear white/cream, predominantly white or club colour above the waist.
- 3.2b To conform to Bowls England rulings, when representing the Club in a National Competition i.e. Top Club etc **all** members of the team will wear similar shirts, either white, predominantly white or Club shirt.
- 3.2c when playing in a Club Competition or representing the Club in an ‘Inter Club In-County event’ each member can choose to wear either a white, predominantly white or Club colour shirt.
- 3.2d ‘Predominantly white’ is a white shirt which may include panels in the registered Club Colour. White is either a full white shirt or that which includes minimal coloured lettering of the manufacturer’s logo
Club Colour is the shirt which is registered with Bowls Lancashire and Bowls England.
(Currently the full bottle green shirt.)
- 3.3 In hot weather, competition stewards may use their discretion to allow the wearing of knee length tailored shorts of the appropriate colour i.e. white or grey
- 3.4 Club members bowling in winter competitions or on a casual basis, i.e. non-organised event, are allowed to play in smart casual wear of their choice. This will include jeans worn in the winter months October to March inclusive. Jeans will not be allowed to be worn in the summer months April to September inclusive.
- 3.5 “Players, Umpires and Markers should wear flat-soled (heel-less) footwear when they play on the green or act as an umpire or marker. When playing in competitions run by Bowls Lancashire or Bowls England, Laws of the Sport of Bowls will apply which additionally states that white, brown or grey shoes are permitted. All competitors reaching the final stages of National Competitions and National Championships will be required to comply with the appropriate National Competition or National Championship regulations. Bowlers must not arrive at the Club wearing the shoes they intend using while bowling. Sandals will not be permitted on the Green.
- 3.6 Smoking is only allowed within the facility on an area eight feet from the Shelter and under the Shelter but not within 2 metres of the Green. The Shelter is currently located in the south-west corner of the flagged area around the Green.

4 Pavilion

- 4.1 The first member entering the facility at any point in time must open the Pavilion for the following reasons:
- Access the telephone to make emergency calls
 - Access the First Aid Box
 - Access the Accident/Incident Form
 - Access the toilets
 - Access the Diary to record the timing of people entering and leaving the Facility
- 4.2 Keys to the pavilion are available for payment on deposit by any member from the [Building Manager](#).
- 4.3 The names of all 'Key holders' must be registered - for the information of the Club, Police and the Insurance Company.
- 4.4 It will be the responsibility of all 'Key holders' to make themselves familiar with the procedure for entering and leaving the pavilion correctly. (see 2 Membership 2.1 (d) above)
- 4.5 The Diary must be signed by the person who opens the pavilion, with appropriate comments as to the state of the equipment/premises.
- 4.6 The person, who is responsible for closing the pavilion, must check that all equipment, which was used that day, is returned. Any losses/breakages must be noted in the Diary, which must be signed with the time of exit.
- 4.7 Both doors - Car Park side and the Bowling Green side - must be kept unlocked at all times that anyone is in the pavilion.

5 Competitions/Equipment

- 5.1 The format of play, shown in the [Rink Bookings register](#), must be followed with regard to the use of rinks and the direction of play.
- 5.2 The Club will pay the Entry Fees for those teams, which are entered in the National Two Fours, Champion of Champions and Top Ten Events.
- 5.3 Members/Visitors wishing to make use of the Club's bowls, whilst bowling at Bolton, must have the express permission of a committee member. Both parties must sign and date the Bowls Register on receipt and on return of the bowls.
- 5.4 Paid-up members, who wish to borrow bowls or equipment for use at another venue, must apply to the Assets Officer. A fee of £1.00 is payable at the time that the bowls or equipment is borrowed.

6 Honours Board

- 6.1 Recognition of Members Achievements may not be appended to the International, National and Regional Honours Board if such Members have entered the "National Championships" (Singles, Pairs, Triples and Fours) from other than Bolton Flat Green Bowling Club in the year in question. However, in the case of Competitions, which allow the composition of Team Entries

with players, who have entered the “National Championships” from more than one Club, exceptions will be made to allow all the names to be appended. The names of the Clubs, from which such players did enter the National Championship in the relevant years, will be displayed.

7 Accidents

- 7.1 All accidents/incidents involving both members and visitors must be fully recorded on the Accident/Incident Report Form. (Copies are kept next to the First Aid Box). The completed form must be passed to the Club Secretary, who will provide a copy for the [Health & Safety Officer](#). (see [Appendix 1](#))
- 7.2 In the event of a member taking seriously ill at the Club, all play, under the jurisdiction of the Club, shall be suspended until that person has been taken from the Club to receive medical attention.
- 7.3 In the event of a member dying at the Club, all play, under the jurisdiction of the Club, shall be suspended for the remainder of the day.

8 Grievance Disciplinary Process

- 8.1 A member, who has a grievance against the Club or another member, must lodge such grievance in writing to the Club Secretary within a reasonable period bearing in mind the circumstances. In doing so the member must use the word “grievance” to indicate that the “grievance disciplinary process” requires to be initiated.
- 8.2 Upon receipt the Secretary shall:
- a) Acknowledge receipt and
 - b) Hand the written grievance to the Convenor of the Grievance Panel.
- The Convenor shall, as a matter of urgency, convene the “[Grievance Panel](#)”.
- 8.4 Any Member of the Grievance Panel who has a direct interest in an “Appeal” brought before the Panel must withdraw immediately from the “hearing”. It shall be the responsibility of the Convenor of the Grievance Panel (or the other members of the Panel if the Convenor withdraws) to find a replacement.
- 8.5 The “Grievance Panel” convenes to gather and consider the facts as presented in the written statements from the parties involved. In reaching its decision the Grievance Panel is constrained by the [Constitution](#) and [Rules of the Club](#) and must uphold the Constitution and Rules. The aggrieved party and others involved in the dispute shall be notified in writing of the decision reached by the “Grievance Panel” and the reasons for their decision.
- 8.6 A brief written report by the Convenor of the “Grievance Panel” shall be made to the next [Executive Committee](#). The associated papers shall be lodged with the [Honorary Secretary](#).