



BOOTHSTOWN BOWLING CLUB & PAVILION

CHARTER

Amended February 2024

1. TITLE

The club shall be known as Boothstown Bowling Club and Pavilion (BBCP).

2. OBJECTIVES

As a Community Benefit Society, BBCP will conduct itself in line with its social purpose and objectives. Primarily the club will abide by its Charter as defined and agreed with the Charities Commission. The BBCP Charter will be the overriding document and will supersede all others. The Charter has additional objectives which are to promote the game of Crown Green Bowling and the Pavilion as a community facility by:

- a) Facilitating crown green bowling participation by Members in social and competitive games
- b) Encouraging participation in crown green bowling participation at the Club by the local community and with residents of all ages.
- c) Promote the use of the Pavilion to local community groups and local residents for a nominal fee on a strictly non-profit making basis.
- d) All monies collected to be reinvested into the Pavilion and Local Park for the benefit of the local community. This will be at the discretion of the Committee or in accordance with any pavilion management agreement with the Local Authority.
- e) The promotion of equality, diversity, inclusion and transparency through the Clubs Equality, Diversity and Inclusion Policy. (See Appendix 3)

3. AFFILIATION & PARTNERSHIP

BBCP will be affiliated to and work in partnership with:

- a) The British Crown Green Bowling Association (BCGBA)
- b) The Eccles and District Bowling League
- c) The Swinton & Pendlebury District Bowling League
- d) The Farnworth & District Bowling League
- e) Salford Community Leisure
- f) Local Community Groups

4. MEMBERSHIP

- a) The Club to comprise of playing and Social Members of all ages who have paid a subscription.
- b) All subscriptions to be paid by the end of April in each current year.
- c) No Member can play or represent the Club in a league match until subscriptions are paid in full. If a member is having financial difficulties, then special arrangements can be requested through the Chair and/or Club Treasurer. The Chair and Club Treasurer will consider payment via instalments. All such requests will be in strict confidence.
- d) Any reduction in subscription rates for new members who join late in the season will be considered on case-by-case basis by the Chair and Club Treasurer.
- e) There will be three forms of membership: -
 - i. Full membership
 - ii. Social membership
 - iii. Co-opted Membership by invitation only
(* Co-opted membership will be free and members of the local community who donates their free time and work voluntarily for the good of the local park and pavilion may be invited to be members of BBCP)
- f) Membership Fees will be agreed at the Annual General Meeting.
- g) Trustee Committee meetings will be recorded.
- h) For a Committee meeting to be **quorate, there must be 4 Trustees present at the meeting.
- i) The Committee, if it is quorate, may terminate or suspend the membership of any Member or volunteer if in its opinion his/her conduct is prejudicial to the interests of the Club and deemed to be in breach of the BBCP code of conduct (appendix 4).
- j) Any Member or Volunteer will have the right to appeal in writing and all appeals will be heard by the Chair (who must not be involved in the decision to suspend) and one other Member of the Committee to follow the rules of natural justice.

5. THE COMMITTEE

- a) The Committee consists of Volunteer Trustees of the Club who are elected by the membership annually with the exception of Co-Opted Members from the local community as per the structure below and detailed in **Appendix 1**
 - i. Chair
 - ii. Club Secretary
 - iii. Club Treasurer
 - iv. Pavilion Manager
 - v. Community co-opt
 - vi. Community Co-opt
(*See Committee Member Remit in Appendix 1A to 1E)
- b) The quorum of the Committee shall be a minimum of 4 persons
- c) Notice of at least two weeks must be given prior to a Committee Meeting

- d) All motions shall be decided by a bare majority of the votes of those Trustees present. In the event of equality of votes the Chair shall have a casting vote in addition to his/her vote as a Trustee.
- e) The Committee has the power to co-opt any member of the club and to appoint Sub-Committees as far as necessary to ensure the successful management of the Club and the Pavilion. Elected Trustees to the Committee shall retire annually and be eligible for re-election.
- f) The Committee will consist of two co-opted volunteer members from the local community who will be afforded equal voting rights. If there are more than two volunteers requesting to be co-opted the Trustees will make the decision through an interview process.
- g) The Committee will be supported in its function by the following **Sub-Committee structure**. The Sub-Committees quorum will be two persons.
 - i. Club Captains & Green Management Sub-Committee
 - ii. Competitions Sub-Committee

6. PAVILION MANAGEMENT

- a) The management of the Pavilion will be delegated to the Trustee known as the Pavilion Manager who will report to and take direction from the Committee.
- b) The pavilion will be available for hire to local residents and community groups for a nominal rental figure agreed by the Committee.
- c) The Pavilion facilities will be promoted to the local community in accordance with the BBCP objectives.
- d) All Trustees, club captains and vice captains will be responsible for security and key management of the Pavilion.
- e) All monies collected will be via standing order where possible or passed to the Trustee known as the Club Treasurer as soon as possible.

7. FINANCE

- a) An account shall be opened in the name of Boothstown Bowling Club with a bank/building society. All cheques must be signed by not less than two Trustees of the Committee as the Club signatories.
- b) The financial year will be from 1st January to 31st December.
- c) Management of club funds shall be the responsibility of the Committee with the Club Treasurer being given delegated authority as per **Appendix 1C**
- d) The accounts must be verified and audited by an appropriate person.
- e) The Committee will manage the maintenance program of the green through the relevant sub-committee, including necessary costs incurred, and determining when the green shall be closed or considered unplayable.
- f) No money or property of the Club shall be applied otherwise than for the benefit of the Club and/or Pavilion.
- g) The Club has a detailed Financial Control Policy, as laid down by the Charity Commission which is reviewed annually.

- h) League and cup match green fees shall be decided by the Committee. The fee shall be paid per playing member at home and away matches, and in cup competitions up to the semi-final stages.
- i) All monies raised shall be for the purpose of the Club and Community as decided by the Committee except for the payment of expenses incurred by members and voluntary workers, agreed by the Committee.

8. RULES

- a) Voting on the rules or rule changes must be at the AGM and shall be by a show of hands unless the Committee deems it appropriate for a secret ballot.
- b) Any changes to the rules or constitution shall be made only at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM).
- c) Any contingency not covered by these rules shall be decided by the Committee at a general meeting.
- d) Rule changes should be in writing and presented 28 days before the AGM, to the Club Secretary.
- e) All members must abide by the Code of Conduct as detailed in **Appendix 4**.

8. ANNUAL GENERAL MEETING (AGM)

- a) A General Meeting of the club membership (AGM) shall be held in February each year.
- b) The following business to be transacted at all of the AGM's:
 - i. To accept (if agreed) the minutes of the last AGM
 - ii. Submission and (if acceptable) approval of the Club Accounts for the previous 12 months by the Club Treasurer.
 - iii. Submission of a report by the Club Secretary
 - iv. Submission of a report by the Pavilion Manager
 - v. The election of Committee Members, Club Captains & Vice Captains, Sub-Committee Members to serve until the next AGM
 - vi. Fixing the levels of membership subscriptions and greenage
 - vii. Agree any changes to the Charter

9. EXTRAORDINARY GENERAL MEETING (EGM)

- a) An Extraordinary General Meeting (EGM) may be called at any time to discuss matters of an urgent nature. An EGM may be called by a minimum of three Committee Members or by 10 members of the club. At least 3 weeks' notice of such a meeting must be given to all members via usual communication channels and such Notice must state the principal business to be transacted. No other items will be discussed.

9. AMEMDMENTS TO THE CLUB CHARTER

- a) Any proposal to alter this Charter must be given in writing to the Club Secretary not less than 28 days before the AGM at which it is to be considered.
- b) No amendments to this Charter shall be made except by a resolution carried out by at least 2/3 of the majority of Members present at the meeting.
- c) Any Member joining the Club shall be considered as acquiescing to this Charter and submitting to its restrictions and obligations.

10. DISSOLUTION

- a) If the Committee by a simple majority decides at any time that on the grounds of expenditure or otherwise, it is necessary to dissolve the Club it shall call a meeting of the Members with a power to vote. If such a decision is confirmed again by a simple majority of those present and voting at such a meeting, the Committee shall have the power to dispose of any assets, after the settling of any debts, to a charity or similar organisation after consultation with Members.

This Charter was adopted at the Boothstown Bowling Club and Pavilion Committee of Trustees following the General Meeting held on:

Date: _____

Signed: _____(Chair of the Meeting)

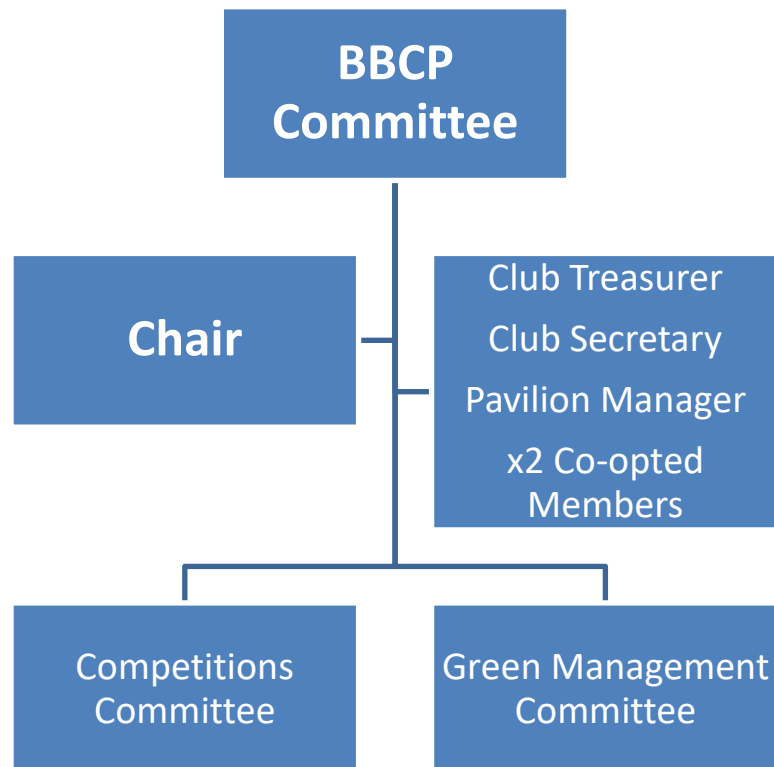
Date: _____

Signed: _____(Secretary of the Meeting)

Date: _____



Committee Structure



Volunteers play a vital role in governance as part of Committee structure for Boothstown Bowling Club & Pavilion. The BBCP Committee of Trustees has ultimate responsibility for directing the activity of BBCP, ensuring it is well run and delivering the outcomes for which it has been set up.

The Committee provides leadership to the BBCP by:

- Setting the strategic direction to guide and direct all activities.
- Ensuring the effective management of the organisation and its activities.
- Monitoring the activities of the organisation to ensure they are in keeping with the founding principles, objects and values.

BBCP Committee of Trustee Roles

Role of Chair (1A)

- **The Chair's job falls into four main areas:**

1. Chairing meetings.
2. Helping the committee to work together as a team.
3. Having an overview of the work of the BBCP.
4. Being the main contact person with the Club Secretary for BBCP.

- **Chairing meetings**

Chairing meetings is the most visible role of the BBCP Chair. The role is to help meetings run smoothly and effectively and involve everyone. The Chair at BBCP will also carry out the following tasks:

- Plan and think about the meeting in advance.
- Preparing an agenda with the Club Secretary.
- Make sure the meeting gets through all the necessary business.
- Make sure everyone gets a chance to talk and no one dominates.
- Make sure clear decisions are reached and any action noted.
- Start and finish on time.

- **Helping the committee to work together as a team**

The Chair is an important part of the team but is not the boss. It is not the role of the Chair to make all the decisions or do all the work. It is the Chair's role to encourage and involve all committee members in whatever way they are able to contribute.

- **Having an overview of the work of the group**

The day-to-day work of the group is important, but someone needs to be thinking about the bigger picture. It's not up to the Chair to decide the direction and activity of the group, but to help the committee work this out. Once a year, the Chair will lead a discussion at the committee about BBCP's plans for the coming year. What are the main things you want to achieve? The Chair will also ensure that Committee meetings have a regular item on the agenda to discuss how recent events and activities went.

- **Being the main contact person for the group**

The Chair will be the first point of contact for the Council, other voluntary organisations or anyone else interested in the work of BBCP. The Chair, along with the Club Secretary, will be the advertised contact person for new members.

Role of Club Secretary (1B)

- **The Secretary's job usually falls into three main areas:**

1. Taking minutes at the committee and general meetings.
2. Keeping people informed about the organisation's activities.
3. Receiving and responding to information, emails and letters.

- **Taking minutes at meetings**

Agreeing action points to be recorded and communicated with interested parties. BBCP Objects stress that it is a fully transparent organisation and so minutes will be made available to all parties through the usual communication channels.

- **Keeping people informed**

There is a basic level of communication needed in every group:

- o Committee members need to know the date, time and place of the next meeting, and receive minutes and an agenda.
- o The membership needs to be made aware of what the committee are doing, and how to get involved.

How much, and what sort of publicity, will depend on exactly what BBCP are to do. It's not up to the Secretary to make all the decisions about publicity and communication – the committee as a whole needs to think about this and divide up and delegate tasks.

- **Receiving and responding to information, emails and letters**

The Secretary, along with the Chair, will be the contact for information from other organisations or any formal communication with the group. The Secretary and Chair will be the advertised contacts for people interested in joining BBCP. The Secretary's role is to make sure that any information they receive by BBCP is dealt with.

Role of Club Treasurer (1C)

- The Club Treasurer has the day-to-day responsibility of looking after the BBCP money. They need to have an overview of the BBCP financial situation and provide information to help the Committee to make informed decisions.

It is important to remember that the Treasurer does not have sole responsibility for the BBCP finances. It is up to the committee as a whole to decide how funds will be raised and spent. It's also up to the committee to make sure that the group's money is being handled properly in accordance with BBCP constitutional objectives.

- **The Treasurer's role covers two main areas:**

1. Keeping financial records for the group.
2. Keeping the group informed of their financial situation.

- **Keeping financial records for the group**

The Club Treasurer will ensure all transactions, even the handing over of small amounts of money is recorded and everything is written down, and maintain all connected paperwork. The accounts will be open, transparent and fully audited by a suitably qualified person. The Club Treasurer will ensure the following has a detailed audit trail.

- Keep a written record of the money going in and out of the group funds.
- Check and keep bank statements.
- Keep receipts for all items bought.
- Keep paperwork for all grants and money received.
- Have a system for dealing with expenses and petty cash.

- **Keeping the committee informed**

It is the Treasurer's job to keep the committee informed about the BBCP money, so everyone understands the overall financial situation. The Club Treasurer will give a financial update at every committee and general meeting. This will include:

- How much money BBCP has.
- How much has been spent since, and what on.
- How much income has been received, and where from
- Any problems or issues the Treasurer has identified spotted.

At the AGM the Treasurer will provide a detailed report that covers the whole year for examination by the membership.

Role of Pavilion Manager (1D)

- The role of Pavilion Manager is a unique role and is needed because of the way Boothstown Bowling Club has grown with the development of the new Pavilion. The Local Authority has made it clear that they wish that Boothstown Bowling Club manage the pavilion on their behalf.

This will be done via a formal service level agreement with Salford Community Leisure that recognises the community contribution of the volunteers at BBCP. The management of the Pavilion will be carried out by the Pavilion Manager who will report to and take direction from the committee.

- **The Pavilion Manager role covers four main areas**

1. The letting of the Pavilion rooms for nominal rent
2. The security and key management of the Pavilion
3. The day to day maintenance of the pavilion
4. The promotion of events involving the Pavilion

- **The letting of the Pavilion and the key management**

The Pavilion Manger will oversee the Pavilion Bookings within the parameters agreed by the Committee. This will require a comprehensive booking system that can be shared digitally with the Committee. The Pavilion Manager will report to Committee the following;

- The bookings and events that have taken place
- The bookings and events anticipated
- Overview of income generated
- The key management update
- Any maintenance and cleaning issues

The promotion of the Marketing of the Pavilion will be the responsibility of the Pavilion Manager and the Committee will be kept informed of all marketing activity.

Role of Co-opted Members (1E)

- The Committee will be made up of at least two Co-Opted Trustee Members from the Local Community. The Co-opted members will have full voting rights and will be invited to the Committee because of their Community Contribution to the Local Park and Pavilion.
- The Co-opted Members will also be awarded honorary membership of the Club in recognition of their dedication in their free time and working voluntarily for the good of the local park and pavilion.

Sub-Committee Terms of Reference

Club Captains and Green Management Committee (2A)

1. PURPOSE

The Club Captains, Vice Captains and volunteer ground staff to meet twice yearly at the start of the bowling season and at the end to discuss team and green issues.

2. OBJECTIVES

- Agree Subs collection.
- Discuss green issues and volunteering work.
- End of season debrief.

3. MEMBERSHIP

- Chaired by the Club Secretary
- Club Captains
- Club Vice Captains
- Green maintenance volunteers

4. MEETINGS AND REPORTING

- The Club Secretary to report back to the Committee
- Meet twice yearly at the start and end of the season

Competitions Committee (2B)

1. PURPOSE

The arrangement of and management of at least three internal BBCP Cup Competitions.

2. OBJECTIVES

- Agree dates for Club Competitions
- Manage, coordinate and communicate the Club Competitions

3. MEMBERSHIP

- Chaired by the BBCP Chair
- X2 BBCP Volunteers

4. MEETINGS AND REPORTING

- The Club Chair reports back to Committee.
- Meet as and when required.



BBCP Equality, Diversity and Inclusion (EDI) Policy

1. AIMS

BBCP is committed to promoting equality and diversity in all our activities. We believe that everyone has the right to be treated with respect and dignity. All members must recognise the importance of valuing diversity and eliminating discrimination in our Club and understand how this will make us a stronger, more resilient, and more effective voluntary organisation.

- **Equality** - to ensure all people are treated fairly; giving equal access to our facilities.
- **Diversity** - to value difference, and meet the needs of all members, residents and visitors we have contact with; regardless of the individual's background.
- **Inclusion** – to value the individuality of all members, residents and visitors and promote inclusion from all sections of the community.

2. POLICY STATEMENT:

BBCP:-

- Is committed to complying with all legal and regulatory requirements including the Equality Act 2010, the three aims of the Public & Voluntary Sector Equality Duty, Human Rights Legislation and any amended or subsequent legislation.
- Is committed to adopting this policy in relation to all aspects of equality including marriage and civil partnerships, age, disability, sex, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Will take all reasonable steps to ensure our partners, suppliers and people connected to BBCP demonstrate commitment to this Policy or indeed have their own EDI Policy.
- Is committed to promoting equality of opportunity, celebrating and valuing diversity, eliminating unlawful discrimination, harassment and victimisation, and promoting good relations.
- Strives to treat people fairly and with dignity be they members, volunteers, partners or visitors.
- Ensure there is an environment where victimisation, harassment, bullying and offensive behaviour are unacceptable and where individuals are able to bring complaints without fearing prejudice.
- Seek to make reasonable adjustments to the Club and Pavilion where appropriate.



BBCP Code of Conduct

BBCP is fully committed to safeguarding and promoting the wellbeing of all its members. BBCP believes that it is important that members and visitors associated with the club should, at all times, show respect and understanding for the safety, wellbeing and welfare of others.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Club Chair and/or the Club Secretary.

As a member of BBCP you are expected to abide by the following Code of Conduct:

1. All members must play fairly and within the rules and always play to the best of their ability.
2. All members must respect officials and their decisions.
3. All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
4. All members should keep to agreed timings for matches and competitions or inform their team Captain if they are going to be late.
5. Members must wear suitable attire as agreed by the League Officials and suitable footwear for walking on the bowling green.
6. Members may comment and make suggestions that may benefit and make complaints and have them dealt with in relation to abuse of any kind.
7. Members must pay any fees or subscriptions promptly.
8. Members are not allowed to smoke in the Pavilion or on the bowling green.
9. Finally, crown green bowls is a game that owes much of its unique appeal to the fact that it should be played not only within its laws, but also within the Spirit of the Game. Any action which is seen to abuse this Spirit causes injury to the game itself and just as importantly to the Club itself.