

05414 WORTHING PAVILION BOWLING CLUB LIMITED

Incorporated under the Companies Act, Registered in England
No.00657952 and governed by the Memorandum and Articles of Association dated 2nd May 1960
and as subsequently amended.

BYE-LAWS

INTRODUCTION:

These Bye-Laws, which have been determined by the Board of Directors, are designed for the benefit of Members and to aid the smooth running of the Club. Members who disregard the Pavilion Bowls Club's Bye-Laws may be subject to disciplinary procedure as laid down below. (See paragraphs 26 to 28).

GENERAL

1. All persons, being guests of Members or Members of clubs affiliated to any Bowling Association, and their guests shall be permitted to enjoy the privileges of membership of the Club for the day of their visit. The visitors' book must be signed if those who are aged eighteen (18) years or over wish to purchase intoxicating liquors.
2. Visitors using the playing facilities must pay a "visitor's fee" as in force at that time. The visitor's name(s) or club must appear on the payment slip and the member's name should be entered clearly on the front of the payment envelope. No visitor shall play to the exclusion of a Club Member. No visitor, unless currently on the joining waiting list, may play on more than three occasions. All guests must be accompanied by a Pavilion Club member and it is the responsibility of Members to ensure that their guests observe the correct etiquette whilst on the greens and in the Club house and that they bowl in a manner not likely to cause damage to the greens.
3. Children must be kept under strict control by their parents or guardians at all times.
4. No person, other than kitchen staff or Officers of the club who are so authorised shall enter the bar or kitchen.
5. Dogs, with the exception of assistance dogs, shall not be taken into the Club grounds or premises. Assistance dogs should be on a lead, any fouling must be cleared up and if damage is caused then owners are liable.
6. Members of Worthing Pavilion Bowling Club will not be eligible to serve as a Director or Officer of the Club if they are in a position of office at any other bowls club.
7. No food or drinks (except water or squash) may be brought into, or consumed on the premises, including the car park, unless purchased from the caterers or the bar. There will be no exceptions whatsoever to this rule unless

sanctioned by the Board of Directors or if the catering/bar facilities are unavailable.

8. Matches, cigarette ends and all other litter must be placed in the receptacles provided at the outdoor rinks. All crockery, cutlery, bottles, and glasses should be returned to the kitchen or bar after use. The Club building is a non-smoking area so there is no smoking or vaping/electronic devices indoors. Outside there is a designated smoking area.
9. No bowls bags or any other bowling equipment or clothing should be left overnight in the changing rooms. Items should be placed in lockers. No bags, bowls, or any items must be left on the floor of the lounges or walkways that may cause an accident or restrict access between tables in the lounge.
10. All accidents to Worthing Pavilion Bowling Club Members and visitors occurring within the Club premises or grounds should be fully recorded in the Accident/Injury Record book which is hanging from a hook on the notice board outside the Honorary Secretary's office. The incident must be brought to the attention of the Honorary Secretary and, where possible, in writing.
11. The rules governing all the Club's internal competitions will be as authorised by the Board of Directors (after receiving recommendations from the Playing Committees) and displayed on the Club notice-board.
12. Car Parking spaces designated for use by individual Officers are for their sole use unless specifically allocated to another Member during the absence of the designated Officer. Parking spaces designated for use by Club Officials are for the sole use of Members of the Board and elected Club Officers. All Pavilion Bowling Club Members have a duty of care when driving in the car park(s) of the Club and if they cause damage to another vehicle or Club property the incident must be reported to the Honorary Secretary's office who will then inform the person whose car has been damaged. Failure to observe this Bye-Law would be considered 'Gross Misconduct'.
13. Mobile Telephones must be turned off when within earshot of the Greens. Exceptions to this rule may be authorised only by the Honorary Secretary.
14. No person under the age of eighteen (18) may purchase or be supplied with, or consume, alcohol on Club Premises. Nor may they receive alcohol as a prize in respect of any event, competition, or raffle held on Club premises.
15. A strict code of conduct exists governing the financial management of the Club. These are known as the "Financial Regulations" and are printed as Appendix 1.

16. Should a pandemic occur then Protocols and Guidance issued by the governing body/bodies will supersede playing practices.

MEMBERSHIP

17. There are eight types of membership as follows: -
Full (Summer & Winter), Summer, Winter, Social, Junior, Associate (attending coaching course), Community and Life.
Applicants for membership must complete an application form correctly. They must also subsequently satisfy all the requirements of membership as determined by the Board of Directors in consultation with the Playing Committee. Only Playing (Full, Summer and Winter excluding Juniors) and Life members shall have voting rights at an Annual General Meeting or an Extraordinary General Meeting.
18. **Social Members** shall be entitled to use the facilities of the Club. Use of the greens by Social Members shall be by payment of the appropriate green fee and limited to three occasions per indoor/outdoor season. Social Members shall not have any voting rights. Spouses/Partners of Playing Members shall be considered to be Social Members without payment of any fee.
19. **Junior Members** shall be under the age of eighteen (18).
On payment of a membership fee, to be determined annually by the Board of Directors, they shall be provided with regular coaching and, when considered by the coaches to be sufficiently proficient, may enjoy the full use of the Club's playing facilities. Until considered proficient, supervision by two Playing Members will be required. Junior Members under the age of eighteen (18) shall not purchase intoxicating drinks from the bar. Junior Members may not purchase raffle tickets where intoxicating liquors are offered as prizes. Junior Members shall not be eligible to vote at the A.G.M. or E.G.M. until they are paying the appropriate fee. When Junior Members reach the age of eighteen (18) they will be considered Playing Members so have full voting rights.
20. **Associate Members** shall be those applying for Playing Membership but who have no acceptable playing experience. Upon payment of the Associate Members fee such persons shall be entitled to a course of coaching. When considered proficient by the coaches they shall be eligible for Playing Membership. The Associate Members fee shall be deducted from the Playing Members fee. Should the Coaches or Instructors consider an Associate, who, through infirmity, may cause damage to the greens, the Associate Member's fee shall be returned. An Associate Member who is unwilling to take up Playing Membership when offered, shall forfeit the Coaching fee unless a reasonable reason for not joining is presented, or, if they are refused permission to join the Club. Associate Members may only bowl indoors and with a playing Member until such time as he/she has received approval to play outdoors by the Coach or Instructors. Associate Members are permitted to "Roll Up" only

and are not permitted to participate in Club organised events. e.g, matches, competitions, fun drives etc.

21. **Playing Membership** shall be open to all those who are able to demonstrate a satisfactory standard of bowling, either by completion of the coaching course or by reference to their previous Club(s).

Above the age of eighteen (18) and until the age of twenty-one (21) there shall be a reduced fee agreed by the Board. At the age of twenty-one (21) the full Playing Subscription Fee shall become payable.

The fees payable shall be confirmed annually by the Board of Directors.

Consideration will be given to the retention of a reduced membership fee to those members who remain in full-time education above the age of twenty-one (21).

All Playing members are eligible to sign up for Club match games. The Club wishes to encourage wider participation in matches and therefore any member who is hesitant, reluctant or unable to sign up because of issues relating to finance should speak to the Honorary Secretary.

Members may play for Associations who get together to play matches only. e.g., West Sussex Tourists, Grasshoppers, etc.

A Playing member may be a member of another club however may only enter club Championship Singles at one club. National and County competitions can only be played out of one club. Local rules are applicable for league games and must be followed. Outdoor Stracey and Brodie matches can only be played out of one club.

Please note a member will not be eligible to serve as a Director or as an Officer of the Club if they are in a position of office at any other bowls club.

22. **Summer Membership**

Summer members are restricted to playing use of the club for the period 1st May to 30th September. They can avail themselves of indoor play during this period. They will not be eligible to serve as a Director or as an Officer of the Club if they are in a position of office at any other bowls club. In all other respects, Summer Members can enjoy the same rights, responsibilities and privileges as other Playing Members.

23. **Winter Membership**

Winter Members are restricted to playing solely indoors and only during the period 1st October to 30th April. They will not be eligible to serve as a Director or as an Officer of the Club if they are in a position of office at any other bowls

club. In all other respects, Winter Members shall be viewed as Playing Members and shall be governed as having the same rights, responsibilities and privileges as Playing Members.

24. Life Membership shall only be conferred on Playing Members who have made an outstanding contribution to the Club over a number of years. Proposals for Life Membership must be originated by a Member of the Board of Directors and confirmed by Members at a General Meeting.
25. A probationary period of three months shall be served by all new Members.

DISCIPLINARY PROCEDURE

26. **The Initial Inquiry.** An initial hearing will be held by the Board of Directors to establish whether or not there is a case to answer. The alleged offender does not have to be present at this stage, although he/she must be made aware that they are being investigated and the reason for this investigation. The minutes of this meeting must be recorded in writing and a copy made available to the alleged offender.

27. **The Inquiry.** If the initial inquiry determines that there is a case to answer, the alleged offender must be advised of this, together with details of his/her alleged offence, in writing by the Honorary Secretary and invited to attend a Disciplinary Meeting of the Board of Directors. The alleged offender must be provided, in advance with a copy of the Club's Disciplinary procedure and informed that he/she has the right to be represented at the hearing.

At the Inquiry the Honorary Secretary will reiterate the allegations and invite the alleged offender to answer and then to ask whatever questions are deemed to be relevant. The Inquiry will also hear evidence from any witnesses who may be asked questions by the Board of Directors and the alleged offender. The minutes of this meeting must be recorded in writing. Having heard the evidence, the Board of Directors will then determine whether the offender is guilty of the offence or not. Upon reaching its decision, it will then determine what action, if any, is to be taken. It is important that any action is seen to be fair and reasonable and appropriate having regard to the offence committed. The Board of Directors decision on any disciplinary action will be communicated by the Honorary Secretary to the offender in writing without delay and in any event, within seventy-two (72) hours of the Inquiry. The notice of disciplinary action should include a statement setting out the following: -

- Details of the alleged offence.
- Details of the decision of the Board of Directors and the action to be taken.
- An explanation of the alleged offender's right of appeal.
- An explanation of the Appeal procedure.

28. **Appeals Procedure.** A request for an appeal must be made in writing to the Honorary Secretary or, in his absence, the President, within fourteen (14) days

following the receipt of the decision of the Board of Directors. The request for an appeal must contain the basis for the request. e.g., new evidence, unreasonable disciplinary action for the level of offence committed, etc.

A request for an appeal must be placed before the Board of Directors within fourteen (14) days. The Appeal will be heard by the President plus two Past Presidents/Officers of the President's choosing. The member can be represented and he/she will be asked to put a case forward explaining why he/she believes the decision of the Board of Directors to be unacceptable. The alleged offender will be permitted to introduce witnesses who may have information regarding the alleged offence or who may simply be character witnesses. When all evidence has been provided, the Appeal Panel will then consider the case and a vote taken. The Appeals Panel will have the option of confirming the original decision taken by the Board of Directors or changing it in the light of any additional information that may have been provided at the Appeals Hearing. The decision of the Appeals Panel will be minuted and communicated in writing within seventy-two (72) hours, to the alleged offender and is binding on all parties.

29. DRESS

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|---|--|
| <p>National & County Inter Club Leagues Inter Club Matches</p> | <p>Club approved shirt with regulation white / grey / royal blue shorts or trousers / skirt For National, County and League Dress Code rules see websites All players in the same apparel (See Appendix 2/3)</p> |
| <p>Club Competitions Internal Leagues Spoon Drivers Ladies Club session</p> | <p>Club approved/white shirt or coloured bowls shirt with bowls manufactured/smart grey shorts or trousers / regulation skirt</p> |
| <p>Club Competition Finals</p> | <p>Club shirt (see Appendix 2) with white shorts or trousers Club shirt with blue shorts or trousers (See Appendix 3) All players in same apparel for team games</p> |
| <p>Roll Ups & General Play</p> | <p>Appropriate clean clothing, including shorts No vests or sleeveless tops, clothing with inappropriate wording, logos or slogans No torn or ripped jeans or soiled workwear. See below for "Footwear"</p> |

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|---|--|
| Footwear | Flat soled regulation bowling shoe from a recognised bowling manufacturer or sports manufacturer or equivalent without heels or ridged soles No sandals allowed |
| Match Meals | As agreed with opposition |
| Cold / Wet Weather Gear / Men's Knitwear / Ladies Knitwear (outdoors) | Predominantly White or approved apparel |
| Ladies Knitwear (indoors) | Royal Blue (indoors) |
| Marking National & County Competitions | Smart with appropriate footwear |

30. Members are requested to wear "smart casual" clothes on club premises.

PLAYING

31. Woods and jacks must be delivered with the hand close to the playing surface. Should any person be seen bowling in such a way as to cause damage to the green, that person shall first be warned by any Officer of the Club, should he/she continue to bowl in such a manner likely to cause damage to the playing surface, he/she will be asked to leave the green. Should that person be a Club Member, he/she will be referred to the coach for instruction. If no improvement results, then consideration will be given to allowing that Member to only continue bowling indoors.
32. Running, jumping or sliding is prohibited at all times on the greens. Anyone seen committing any of these acts shall be verbally warned by an Officer, the Honorary Secretary notified and the offence recorded. A further offence will result in the player being asked to leave the green and, if a Club member, that person shall receive a written warning from the Honorary Secretary. Members who are subject to a second, or subsequent warnings, may have their membership suspended for a minimum of two (2) weeks.
33. Under Government regulations which came into effect on 1st July 2007, smoking is not permitted within any enclosed public places and working places. Moreover, it is not permitted to take place adjacent to any door where smoke may drift into the premises through that door or affect passively any individual passing in or out of the said door. Worthing Pavilion Bowling Club is subject to this law. The penalties for infringements of this law have been displayed within the Clubhouse; (for example: an individual breach of the law is liable to a fixed penalty fine of £50, the Club could be fined £2500 for allowing smoking within a smoke free place). In line with National and County

rules, smoking is not permitted adjacent to the outside greens and smoking is therefore not permitted beyond the confines of the car park. Any Club member ignoring the signs that incur the Club with a fine will be liable to reimburse the Club with any fine imposed. Vaping/electronic devices to be treated as tobacco cigarettes.

34. When playing in matches, Playing Members must ensure that up to date Club stickers are attached to their woods. Failure to comply can result in a fine, as determined by the match captain and to be placed in the Club charity box.

OUTDOOR PLAYING SCHEDULE (SUMMER)

35. Playing sessions will commence at 10.00 a.m. and each session will be for two hours until dusk. These times are, however, intended only as a general guide. If there are no competitions or matches scheduled the club may close earlier unless notified by members.

Rink allocation and availability, as determined by the Green Ranger, will be displayed on the "Playing Schedule" displayed on the "Green Ranger" notice-board/ Rink allocation on the web site. Allocation of rinks will be made on the following precedence:

1. Club matches (not competitions)
2. National competitions
3. County competitions
4. London & Southern Counties competitions
5. Club competitions
6. Other competitions

Should a National or County competition require rinks when there is a prebooked Club match or competition, discussions must take place between the appropriate officers.

Rinks will also be allocated for two ladies' Club sessions (Tuesday 2pm to 4pm and Thursday 2pm to 4pm) each week, two men's Spoon Drive sessions (Tuesday 10am to 12 noon and Friday 10am to 12 noon) each week and two Matinee Triples sessions (Monday 2pm to 4pm and Thursday 2pm to 4pm) each week.

Those rinks not allocated for specific use will then be available for general play. When responsible for offering any match dates at home, Pavilion players must first ensure that the dates and times are available and have not been identified by the Green Ranger as a structured activity session.

The Board of Directors have agreed that two (2) rinks can be reserved for general Play sessions on Monday, Wednesday and Saturday 10am to 12 noon during the Summer Season. Note: Either the Honorary Secretary/Director or the Green Ranger will have discretionary power to amend this rule to three (3)

rinks for general play where it is felt that ordinary roll-up bowlers are disadvantaged by the rinks being excessively booked for other reasons.

No Member, under any circumstances, shall alter or make additions to, the "Playing Schedule" unless authorised to do so.

37. During sessions when rinks are available for general play, all Members, wishing to play, must enter their name in the "roll-up" book. Rinks will be allocated on a first come, first served basis to a maximum of eight players per available rink. The Board of Directors expect that the allocation of players to rinks, where less than eight players per rink are wishing to play, the size of the teams (pairs, triples, etc.) will be agreed amicably by those wishing to play. Should this not be possible then rinks will be allocated on strict order of entry in the "roll-up" book, preference will be given to triples games starting with the first six names then second six, etc. until rinks or pairs are required to accommodate the remainder. When insufficient space is available, preference will be given to those names already in the 'roll-up' book as against other Members who may wish to play.
38. It is the responsibility of the Green Ranger, or in his absence, his named deputy, or an Officer of the Club in consultation with the Greenkeeper, to decide:
 - a) whether the protective mats should be put down
 - b) whether the greens are fit for playThe Greenkeeper will make the final decision.
39. The Greenkeeper will maintain the greens and set the number of rinks including rink markings to avoid excessive wear. There is a weekly communication between the Team Managers and Greenkeeper on rink requirements. The Green Ranger should also be advised of the number of rinks available outdoors.
40. Play will be permitted indoors during the summer season. Club matches during inclement weather will take precedence over casual play. It is not permitted to play outdoor Competitions indoors.
41. The Mavericks will play indoors on a Monday and Thursday 10am to 12 noon during the outdoor/summer season.
43. The Sight Support will play indoors on a Friday 2pm to 4pm.

INDOOR PLAYING SCHEDULE (WINTER)

40. Playing sessions will commence at 8.00 a.m. and each session will be for two hours until 10.00 p.m. On Saturdays and Sundays, the final session will commence at no later than 4.00 pm and finish at 8.00 pm when the club will close.

On evenings when internal or invitation leagues are scheduled session times may vary from the above and will be shown on the Daily Allocation Sheets. If there are no competitions or matches scheduled the club may close earlier unless notified by members.

Rink allocation and availability, as determined by the Green Ranger, will be displayed on the "Playing Schedule" displayed on the "Green Ranger" notice-board/ Rink allocation on the web site. Allocation of rinks will be made on the following precedence:

1. Club matches (not competitions)
2. National competitions
3. County competitions
4. London & Southern Counties competitions
5. Club competitions
6. Other competitions

Should a National or County competition require rinks when there is a prebooked club match or competition, discussions must take place between the appropriate officers.

Rinks will also be allocated for three ladies' Club sessions each week (Monday 2pm to 4pm, Tuesday 2pm to 4pm and Thursday 10am to 12 noon or 2pm if there is a ladies' league), two men's Spoon Drive sessions (Tuesday 10am to 12 noon and Friday 10am to 12 noon) each week and two Matinee Triples sessions (Monday 2pm to 4pm and Thursday 2pm to 4pm) each week. Please note the Matinee Triples may also play Monday and Thursday 12 noon to 2pm if sufficient teams and rinks available with agreement from the Playing Directors.

Those rinks not allocated for specific use will then be available for general play. When responsible for offering any match dates at home, Pavilion players must first ensure that the dates and times are available and have not been identified by the Green Ranger as a structured activity session.

The Board of Directors have agreed that two (2) rinks can be reserved for general Play sessions on Monday, Wednesday and Saturday 10am to 12 noon. Note: Either the Honorary Secretary/Director or the Green Ranger will have discretionary power to amend this rule to three (3) rinks for general play

where it is felt that ordinary roll-up bowlers are disadvantaged by the rinks being excessively booked for other reasons. It is likely this rule will only be amended during the winter season (i.e., Indoor rinks).

No Member, under any circumstances, shall alter or make additions to, the "Playing Schedule" unless authorised to do so.

41. During sessions when rinks are available for general play, all Members, wishing to play, must enter their name in the "roll-up" book. Rinks will be allocated on a first come, first served basis to a maximum of eight players per available rink. The Board of Directors expect that the allocation of players to rinks, where less than eight players per rink are wishing to play, the size of the teams (pairs, triples, etc.) will be agreed amicably by those wishing to play. Should this not be possible then rinks will be allocated on strict order of entry in the "roll-up" book, preference will be given to triples games starting with the first six names then second six, etc. until rinks or pairs are required to accommodate the remainder. When insufficient space is available preference will be given to those names already in the "roll-up" book as against other Members who may wish to play.
42. All 6 rinks for Spoon Drive sessions use on a Tuesday and Friday 10am to 12 noon but in the event of a National team competition date clashing with these sessions and an alternative time or date not being agreed with the opposition, then a rink must be made available.
43. The Sight Support Group will play on a Friday 2pm to 4pm.
44. A buzzer will sound approximately seven minutes before the end of each session. When matches are still in progress the end being played (i.e., when the jack has already been delivered) when the buzzer sounds may be completed, no further ends may be played.
45. A schedule showing the regular weekly allocation of rinks will be available from the Honorary Secretary. Variations from, and additions to, these allocations will be shown on daily sheets pinned on the "Green Ranger" notice board or online.

RULES GOVERNING EXTERNAL COMPETITIONS

46. The rules governing open competitions shall be those as laid down by the administering body.
47. When booking rinks for External Competitions, home players are required to comply with each governing body rules when offering dates. However, they must first check the rink allocations to ensure the dates are available to offer and consider regular Club sessions.

48. When the rules governing a competition make the away team responsible for rink fees these will be charged at the rate then in force. Where the rink fees are the responsibility of the home team none will be charged.
49. A green fee will be charged for external competitions and to Clubs or Counties who wish to use our facilities, as per Club and governing bodies rules.

These Bye-Laws revised August 2022

FINANCIAL REGULATIONS

1. Purpose

Financial Regulations are rules which bring order and security to an organisation's finances and should prevent: -

- Fraud;
- Theft;
- Unauthorised financial activity (e.g., placing contracts as a favour);
- Waste;
- Unauthorised expenditure commitments;
- Ill founded decisions about proposed capital projects;
- Arguments about who can spend money on behalf of the Club;
- Placing the Club's Directors in an untenable financial situation.

2. Application

Once adopted by the Club, Financial Regulations must be observed by every officer, member, or employee of the Club. Non-observance will lead to appropriate disciplinary action.

3. Approval/Amendment

- i) Financial Regulations will be approved and changed only upon the recommendation of the Directors.
- ii) No proposal for change to the Financial Regulations shall be considered by the Management Committee until a written report by the Honorary Treasurer about the implications of the proposed change/s has been considered by the Directors.

4. Expenditure

i) Capital Projects

A Capital Project is any project creating an asset or making a major improvement for the Club (e.g., buildings, equipment, and land purchase). Such a project would cost normally £1,500 or more, have "revenue" (running costs) implications and have a written specification of works to be done.

ii) Financial Regulation

- a) No proposed Capital Project costing an estimated £1,500 or more shall be considered by the Board until 3 estimates/quotations of cost, plus additional annual expenditure and/or income arising from the Capital Project are obtained.
- b) No proposed Capital Project costing an estimated £5,000 or more, shall be considered by the Board unless comments are received from the Honorary Treasurer at least 14 days before the date of the next Board Meeting held to consider the project.
- c) No Capital Project which has not been considered and agreed by the Management Committee shall be ordered to commence except when a

quorum of the Club's Directors determines that, as a matter of urgency, Financial Regulations must be waived. A record of such a decision must be kept and reported to the next Board Meeting for information. Such urgent expenditure may be incurred only if less than £5,000 in total.

- d) No Capital Project which would cause the Club to borrow £20,000 or more shall be approved unless agreed in advance by either an Annual or Extraordinary General Meeting after receiving a written report from the Directors and Board with a financial appraisal from Honorary Treasurer.

5. Revenue Expenditure

- i) This comprises running expenses or expenditure which does not create an asset.
- ii) The relevant Committee Chairman or appropriate responsible person, and in their absence the Company Secretary, shall have general power to commit the Club for costs of up to £500 per single item provided such costs are included in the approved annual budget and prior to commitment the Honorary Treasurer must be consulted, or in his absence, the Honorary Secretary, for authority to proceed.
- iii) For budgeted revenue expenditure exceeding £500 (except the supply of energy & water) at least two quotations must be obtained. Bar provisions will be purchased from agreed suppliers and will be exempt from this requirement.
- iv) The lowest quotation must be accepted unless otherwise agreed by the Board upon a recommendation by the appropriate responsible person.
- v) For budgeted expenditure of £1,500 or more three quotations must be obtained.
- vi) For non-budgeted revenue expenditure of more than £100 the Honorary Treasurer must be consulted before the expenditure is committed unless the item is of an emergency nature and the Honorary Treasurer cannot be contacted, but see also Item 4. (ii) (c).
- vii) In order to facilitate the day to day running of the Club, the Honorary Secretary is authorised, with approval of one other Director, to spend up to £200 on any single item. The Honorary Treasurer to be advised of all such expenditure.

6. Other Specific Items

i) Wages

The Honorary Treasurer will calculate employees' weekly wages in accordance with employees' contracts of employment.

The Honorary Treasurer is responsible for arranging for the payment of all sums due (re National Insurance and Income Tax) to the Inland Revenue, compiling Annual Returns and will action changes as directed by the Inland Revenue on time.

The Honorary Secretary & Honorary Treasurer will seek the Board's approval in December, each year, to the adjustment if any to employees' rates of pay.

ii) V.A.T.

The Club's employed accountant will be responsible for compiling the Club's quarterly V.A.T. returns and will be provided with all relevant documents by the Honorary Treasurer.

The Honorary Treasurer is responsible for ensuring that income which is subject to V.A.T. is clearly signalled on the daily income analysis sheets.

iii) The Imprests

The Honorary Secretary is responsible for the security and administration of the Petty Cash Imprest (£300) held by him. The imprest is to be balanced monthly when normally the statement will be passed to the Honorary Treasurer for re-imburement. Payments of £50 or more will be made by the Honorary Treasurer and not from this imprest. Adjustments to the values in this section will be approved by the Honorary Treasurer.

iv) Cheque Payments

Cheques drawn on the Club's current account must bear two authorised signatures (from three, comprising the Honorary Treasurer, Honorary Secretary, and Assistant Treasurer).

BACS payments will be made by the Honorary Treasurer and must be supported with appropriate supporting invoice or approved compliance form, counter-signed by the Honorary Secretary, Honorary Assistant Treasurer or one other Director.

v) Bank Accounts

a) The Club has three authorised Bank Accounts at National Westminster Bank PLC: -

- Current Account
- Society Reserve Account
- Capital Reserve Account

b) The Honorary Treasurer is authorised to transfer sums of money between these accounts to provide funding within the banking terms and to gain maximum investment interest.

c) No other investment accounts are authorised unless the Board approve a specific account, which must have Trustee Security Status (e.g., Treasury Deposit Account)

d) The Honorary Treasurer will bank all receipts gross.

e) Generally banking will occur once per week, but at peak periods (e.g., annual subscriptions time) banking should be at least twice weekly.

vi) Visitors Fees & Charges

The Playing Directors, Honorary Secretary and Bar/Catering Director will review, annually, charges to be made to visitors for green fees, and food charges as well as tea/coffee/biscuit charges unless in the Honorary Secretary's view there are significantly changed factors which demand an earlier review. The review date will be as per the Bar/Catering contract.

The Playing Directors will advise the Match Secretaries of the charges so that they can advise visiting teams about green fees, food charges and tea/coffee/biscuit charges.

vii) Budgets

The Honorary Treasurer will ask the members of the Board to inform him of any new significant item costs which they consider should be included in the next financial year's budget (November each year).

The Honorary Treasurer will collate that information for Board's preliminary approval to include such items in the draft budgets for the next financial year.

The Honorary Treasurer will compile a draft budget (Capital and Revenue) for the next financial year and present that to the Club's Directors in early January each year.

The Honorary Treasurer & the Club Directors will then present the draft budget to the Board for its consideration and approval in February each year and will recommend the level of subscription for the ensuing year.

viii) Membership Subscriptions

In March the Honorary Secretary will inform all members of the amount due for their relevant subscriptions and of the due date and what arrangements will apply for payment by instalment.

In August/September the Honorary Secretary will inform Winter members of the amount due for their relevant subscriptions and of the due date and what arrangements will apply for payment by instalment.

7. Assets & Stock

For the last day of the Club's financial year the Officers will be responsible for evaluating all stocks held under their respective charge. This will require a stock take before business comments on the first day of each financial year and certification of cash balances in hand (petty Cash Floats included).

The Honorary Treasurer is responsible for making the arrangements to action the evaluation etc. and for submitting that information to the Club's accountants.

8. End of Year Accounts

The Honorary Treasurer will liaise with the Club's Accountants about the annual programme for closing the Club's accounts and presenting them to the Directors and Annual General Meeting.

9. Contracts

The Club has a number of contracts which need to be reviewed annually.

Finance Dept. Revised August 2022

APPENDIX 2

Club Shirt for Ladies, Mixed or Outdoor Bulls Matches



APPENDIX 3

Club Jacket, Shirt, Shorts or Trousers for Men's Outdoor Bears National, County & League / Men's Indoor National, County & League

