Eastbourne and District Indoor Bowls Bowls Club

Club Bye-Laws and Rules

Approved by Extra Ordinary Meeting 14th August 2026

EASTBOURNE and DISTRICT
INDOOR BOWLS ASSOCIATION LTD.

Incorporating

Eastbourne and District Indoor Bowls Club

Limited by Guarantee

Eastbourne and District Indoor Bowls Association Ltd. was incorporated under the Companies Act 1948 to 1967 on the 16th of June 1977 and is governed by its Memorandum and Articles of Association. The Articles are subject to amendments by the Companies Acts and to the requirements of the Licensing Acts. A copy of the Memorandum and Articles of Association is available to members in the secretary's office.

Association Bye-Laws

These bye-laws are approved by the Council of Management (Management Committee) under the powers conferred upon it. Except where clearly indicated, they apply equally to men and women.

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1 MEMBERSHIP

1.1 The Association is registered as a Community Amateur Sports Club (CASC).

1.2 Membership of Eastbourne and District Indoor Bowls Association Ltd., (the Club) shall be open to all persons and the Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, irrespective of ethnicity, gender, sexual orientation, religion, or beliefs, or of age, sex, health, ability or social/economic status.

1.3 The Management Committee may refuse or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute.

1.4 Honorary Life Membership may be conferred on anyone by the members at an Annual General Meeting on the recommendation of the Management Committee.

1.5 Classes of Membership

The classes of membership shall be as follows;

(i) Full (playing) members. Only persons who are members of the Association may be full members of the Club.

(ii) Social members. Any persons aged 18 years or older may be Social members of the club for social purposes only upon payment of the subscription appropriate at the time of application.

(iii) Temporary membership

a) Temporary Membership shall be granted for that day only to visiting teams, players and their bona fide guests so that they shall be permitted to enjoy the privileges and membership of the Club.

b) May also be be granted to a person intending to become a full member after 6 weeks, including coaching if required, on payment of the fee applicable at the time.

(iv) Junior members. Any person over the age of 8 and under the age of 18 or in full time education may be a member of the Club. If a younger brother or sister of a current Junior Member wants to play, the Junior Academy coach will decide if they are ready to start to play.

1.6 The annual subscription shall be such as the Management Committee shall determine and shall be payable to the Club.

1.7 All subscriptions shall be payable to the Club on 1st September in each year, or

immediately on acceptance into membership. Members whose subscription is unpaid on 30th September in each year shall cease to be members of the Club. New Members shall pay a pro rata fee applicable when joining part way through the year.

1.8 Cost Associated with Membership

The Club has in place arrangements to reduce the cost associated with membership for those members low or modest income to enable them to participate in the sport in accordance with the threshold set by HMRC CASC regulations.

1.9 Disciplinary Procedure

The Management Committee of Eastbourne and District Indoor Bowls Club shall be empowered after due investigation of the facts and, if need be, proper examination of witnesses and all relevant evidence and submissions, to suspend or terminate the membership of any member of the Club. In cases that are deemed in the opinion of the Management Committee to be of an extremely serious nature suspension or termination can be with immediate effect. In all other cases the procedure will be a written warning stating all the reasons that such complaint has been upheld, A second complaint, if upheld, will result in a further written warning. A third will in the majority of cases, if upheld, result in suspension or termination of membership. Any written warnings, including those sent by email, will be binding on all parties.

1.10 Restriction of membership

The number of persons in membership of the Association (Company) at any one time shall not exceed 975. There shall be no limit to the numbers of Social Members unless the number of social members exceeds more then 50% of the total number of full (playing members) members in accordance with HMRC CASC regulations.

1.11 Membership Cards

All paid up members will be issued with an electronic membership card which remains the property of the Club at all times. This card allows members to enter the Club during opening hours by the swipe entry system and to make purchases in the Club, subject to funds being available, at Members prices.

In the event of a member’s card being lost, stolen or damaged the member must contact the Club without delay. The Club will cancel the card to prevent any unauthorised transactions and issue a replacement card. The member will be charged for issuing a replacement card at the rate applicable at the time.

When membership ceases the membership card must be returned to the Club and any outstanding balance will be refunded.

The Club does not accept cash or cheques unless this is required for charity collections and raffles and/or the running of Social Events. The Club also accepts credit or debit cards, except American Express, to make purchases in the Club at normal prices.

1.12 Voting Rights

Only members of the Association, see 1.5 (i), shall be entitled to vote at a general meeting of the Club. All members have equal voting rights.

Only Full (Playing) members of the club shall be entitled to vote at the AGM of the Association. Social and Temporary members shall not be entitled to vote at the AGM of the Association.

Social members Co-opted to serve on any subcommittee of the Club shall be entitled to vote at meetings of such subcommittees.

2. PREMISES OPENING HOURS

The club opening hours are periodically reviewed and determined by the Management Committee. Notices are displayed detailing the respective Winter and Summer Season opening times. The Management Committee may, at any time, amend the club opening hours by giving written notice by email 24 hours in advance of the change or the placing of a notice on the Management Notice Board shall constitute due “written notice” having been served. In the event of severe weather or emergency or essential maintenance the Management Committee may, at their sole discretion, order the closure of the club without prior notice.

3. REFRESHMENTS

3.1 The Cafe and Bar opening hours are periodically reviewed and determined by the Management Committee. Notices are displayed detailing the respective Winter and Summer Season opening times. The Management Committee may, at any time, amend the opening hours by giving written notice by email 24 hours in advance of the change or the placing of a notice on the Management Notice Board shall constitute due “written notice” having been served. The Management Committee may however, at their sole discretion, order the closure of the Cafe or Bar without prior notice should they consider it necessary. In any event, at no time shall the opening hours of the Bar exceed those permitted by the License.

3.2 No one under the age of 18 shall be supplied directly or indirectly with intoxicating liquor.

3.3 Only food and drinks purchased on the premises shall be consumed therein whilst the Cafe and or Bar are open unless authorised by the Management Committee.

3.4 The Management Committee shall have the authority to refuse service to a member or visitor where such service shall be either illegal or detrimental to the good running of the Club.

4. VISITORS

4.1 All persons, being members of Clubs affiliated to Bowls England or the English Indoor Bowling Association and their guests visiting the club premises, together with all visitors on charity day, shall be permitted to enjoy the privileges of membership of the Club for the day of their visit.

4.2 A member may introduce up to 2 guests for a day but the same persons may not be introduced more than THREE times after which the persons must join as a member. Members shall be responsible for the conduct and behaviour of their guests during the visit.

4.3 The names and addresses of visitors introduced together with the name of the member, shall be entered in the Visitor's Book in the Club.

4.4 Children 18 years or under, must be accompanied by a parent, Guardian or CRB member. Junior players must be 8 years or over. See 1.5 (iv).

4.5 Visitors and guests attending private functions authorised by the Management Committee shall enter their names in the Visitors Book and respect the rules and good running of the Club.

4.6 Animals are not permitted in the club, except assistance dogs, unless permission has been granted by the Management Committee.

5. USE OF CLUB FACILITIES

5.1 The Club provides the following facilities for use by Members and Visitors;

Mens Toilet and Changing Room - separate sex facilities

Ladies Toilet and Changing Room - separate sex facilities

Accessible & Universal Room - an individual, lockable accessible/universal facility which may be used by any person requiring or preferring individual privacy for toilet use or changing. The facility is available to disabled users, wheelchair users, transgender and non-binary people and any other person who requires or prefers a private facility. Its availability to other users must not unreasonably prevent or restrict disabled users from accessing appropriate accessible facilities.

5.2 Junior members: The Club may direct junior members to use the Accessible & Universal Room for toilet purposes. The facility is a single-occupancy, lockable room. Adults should not enter the facility while it is occupied by a junior except where there is an appropriate

safeguarding, medical or emergency reason. Where assistance is required, the Club's safeguarding procedures must be followed.

5.3 Members, Visitors and Club Officials must treat other users of the Club facilities with dignity and respect. **No person shall be expected or permitted to challenge, question or police another person's sex or gender.**

5.4 Any concern regarding the use of Club facilities shall be referred to a Club Official or the Safeguarding Officer and shall be dealt with discretely, fairly and in accordance with Club policies.

5.5 The Management Committee shall have the authority to issue and amend reasonable rules governing the use of toilets, changing rooms and other Club facilities, provided that such rules comply with applicable law, the policies and guidance of EIBA and other governing bodies to which the Club is affiliated.

5.6 Nothing in these rules shall prevent the Club from taking practical and proportionate action where necessary to protect the safety, privacy or dignity of any member or visitor.

6. CONDUCT ON THE GREEN

6.1 Dress Code. Green Stewards and Authorised Officials will approach and give advice and guidance to any Club member seen to be infringing the dress code in particular clothing that is listed as inappropriate in 6.5 below.

6.2 Summer and Winter seasons for Club Evening Leagues and Club Competitions up to Quarter Finals;

6.2 (a) Shoes. All players must change their shoes before going onto the playing area, and shall wear flat soled approved bowling shoes. No other type of footwear e.g. trainers will be allowed. Wearing socks only will be allowed for taster sessions and new members coaching sessions.

6.2 (b) Plain white shirts with sleeves and collars to be worn while playing. Jackets, if worn while playing, to have sleeves and collars. Coloured shirts/jackets are acceptable if clearly recognised as having been purchased from a recognised bowls clothing retailer.

6.2 (c) mid grey/maroon tailored or clearly recognised bowls clothing retailer shorts/ trousers, crops, skorts or skirts. Mid Grey is defined the same colour as sold by recognised bowls clothing retailers and displayed on their websites.

6.2 (d) White Cardigans or Jumpers or Gilets are accepted if worn over shirts, see 6.2 (b) above.

6.3 For County Leagues, National Competitions, Club Competitions, Semi Finals and Finals, Club arranged Friendly Matches or at any time if you chose;

6.3 (a) Current Club Maroon Shirt, Jacket.

6.3 (b) Tailored or recognised bowling retailer Maroon trousers, shirts, skirts.

6.3 (c) All players must wear approved bowls shoes whilst playing. No heels or treads permitted. See 6.2 (a) above.

6.3 (d) The current Club Maroon shirt is recognised and sanctioned by the English Indoor Bowling Association and is designed to be worn as full dress code with maroon trousers, shorts, skirts. Therefore, it is preferable to do so.

6.4 Summer Season for Roll Ups and Casual Play;

6.4 (a) Smart tailored casual shirts, shorts, trousers, skirts, skorts is acceptable but approved bowling shoes must be worn at all times whilst playing. See 6.2 (a) above.

6.5 **Inappropriate Dress.** At all times strictly no jeans of an style, cut or colour, cords, combat shorts or trousers, cargo shorts or trousers, beach or football shorts, jogging bottoms, jeggins or leggings. No hoodies, tee shirts, vests, football tops or shirts without a collar or sleeves.

6.6 Junior section coaching only. White top, Club or Coloured Bowls Shirt, grey, navy or black below waist, gym shoes or play wearing socks.

6.7 Running, swearing and taking food or drink on to the green are strictly prohibited.

6.8 Bowlers are not allowed to go down to the rinks until the previous session has ended.

6.9 Mobile phones are not to be used on the rinks or by the side of the rinks unless pre-arranged by Club Official/Green Steward if a member is awaiting an urgent call.

6.10 Only water based spray chalk or stick chalk may be used for marking.

6.11 The Green Stewards or any authorised Club official has the right to request any players not conforming to the above rules to stop playing and leave the green for the remainder of that session.

7 PLAY

7.1 All games should be played under the rules of the English Indoor Bowling Association or successor bodies.

7.2 Play on rinks allocated for general or competition play will normally be under the control of the Centre Manager or the Green Steward on duty, who will be responsible for supervising bookings etc.,

7.3 Members who arrive after a session has commenced may play on any unoccupied rink up to the normal end of the session and payment of a green fee shall be decided by the Centre Manager or Green Steward on duty.

7.4 Roll-ups or singles, pairs or triples shall be converted into fours by the Centre Manager or Green Steward if play by the smaller number would deny members a game who wished to play.

7.5 Approximately 10 minutes before each session is to end a bell will sound and thereafter no further end shall be started. When the session bell rings, provided the jack has been correctly cast and the first bowl is in motion the end being played can be completed otherwise play must cease and the rink cleared in time for the next session.

7.6 Members can book rinks using the online booking system and follow the booking rules. Rinks can only be booked 8 days in advance and members can add themselves to rinks booked for casual play. Members cannot add themselves to a Rinks booked for a specific purpose. Members wishing to book more than 8 days in advance for competitions can do so by contacting the Centre Manager or Green Stewards on duty.

7.7 Players entering County or National Competitions must submit a request detailing the dates they require to play. Once they agree a date to play with their opponents they must notify the Centre Manager or Green Stewards within 72 hours of the provisional bookings not required so these can be removed from the booking system and reallocated for other members to book. The Centre Manager or Green Stewards will advise Rink availability and choice at the time of booking provisional dates.

7.8 Assisted Bowling. Specialist equipment for players including wheelchairs, strollers, walking sticks, lifters must be approved by the English Indoor Bowls Association. The Club can provide loan equipment, if available, for players to use if required.

7.9 The Bowls Committee has prime responsibilities for planning and proposing Club fixtures, Drives, Leagues, Competitions, Internal Events, Bowls Formats and Calendars. The planning of these should strive to maximise the utilisation of our Club facilities. However, the final authority for same rests with the Management Committee. This is to ensure Financial viability, facility up keep, rules compliance and safety aspects.

8. PERSONAL PROPERTY

The Association does not accept liability for any loss of, or damage to, personal property of persons using the Club premises.

9. COMPLAINTS OR SUGGESTIONS

Complaints or suggestions should be made in writing to the Centre Manager for the consideration of the Management Committee. A suggestion box can be found by the Green Steward desk for this purpose or by email to the Centre Manager. Any correspondence received that does not include the name of the sender will be considered inadmissible by the Directors.

10. GREEN FEES

Green fees shall be such as the Management Committee may determine from time to time. All green fees shall be paid by rink tokens to the Green Steward on duty before play commences. Match and Competition Fees shall be paid by card at the bar before play commences.

11. INDEMNIFICATION OF OFFICERS

The Directors and Officers and members of Club Committees, Employees and Volunteers shall be indemnified by the Association in respect of any bona fide decision made by them in the course of their duties providing they are not proven to be negligent in their actions.

12. DATA PROCESSING

12.1 All data used by the Club in the course of managing and running the Club is processed and stored electronically including the Membership Data base, Access Control System, Bar/Cafe Till system, Credit/Debit Card Payment terminals, the Association Accounting System, all of which are secure encrypted systems.

12.2 Members personal details are held in the Membership data base securely and in strict accordance with General Data Protection Regulations. Full members who enter for a Club, County and National Competitions and Leagues shall allow their data to be shared for the sole purpose of organising their involvement in arranging to play in respective matches.

12.3 The primary source of communication between the Association and the members and outside parties is electronic mail. Such transmissions shall be binding on all parties where applicable.

13. CLUB POLICIES AND DOCUMENTS

Copies of the following Club policy documents are available on request from the Centre Manager;

Health and Safety
GDPR and Privacy
Equity Policy
Safeguarding Children
Safeguarding Vulnerable Adults
Disciplinary Procedure
Grievance
Data Protection
Video and Photograph
IT Policy

These can also be viewed on the Club website.

14. GENERAL

14.1 All litter must be deposited in the receptacles provided and on no account may be thrown on the floors, in the ditches or surrounds of the green.

14.2 Members shall not enter the kitchen or bar except as authorised voluntary helpers.

14.3 Members shall not interfere with any of the controls of the automatic doors, lights, heating or ventilators of the club premises. These may be operated only on the authority of the Management Committee, Green Stewards on duty or authorised staff.

14.4 No member may commit the Association or the Club to an expense without prior approval of the Management Committee or appropriate committee.

14.5 No member may take away from the premises any article belonging to, or held in trust by, the Association or Club except on the authority of the Management Committee.

14.6 Members will be required to reimburse the Association for any damage caused by them to the Club premises or articles belonging to the Company.

14.7 Any members who wilfully commits a breach of any of these Bye-Laws or acts in any way detrimental to the interests of the Association or Club, either within or outside the Club premises, shall be subject to reprimand, suspension or expulsion by the Management Committee in accordance with the Disciplinary procedure, see 1.9 above.

15. AMENDMENTS TO BYE-LAWS

Amendments to these Bye laws may be made by the Management Committee at any time. Proposals for amendments by members should be submitted in writing to the Centre Manager for consideration by the Management Committee.

16. DISSOLUTION OF THE ASSOCIATION

In the event of a dissolution of the Association, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Association, but shall be given or transferred to one or more of the approved sporting or charitable bodies or another bowls club which is registered CASC, as follows;

a nominated charity or charities and/or

another nominated bowls club and/or

the sports governing body for use to promote the sport of indoor flat green bowling.

CONSTITUTION AND RULES

Of

Eastbourne and District Indoor Bowls Club

1 TITLE

The club shall be known as Eastbourne and District Indoor Bowls Club (the Club).

2 OBJECTS

The main objects of the Club shall be to organise and promote the sport of indoor flat green bowling and social activities for the whole community as well as encouraging the wider community to make use of the facilities available at the Eastbourne and District Indoor Bowls Club.

3.MEMBERSHIP

3.1 Playing membership shall be open to any member of the Eastbourne and District Indoor Bowls Association Ltd.

3.2 Every person in membership of the association at 1st October 1978 shall be deemed to be a founder member of the Club.

3.3 Social membership/Temporary membership, Junior membership refer to Bye-Law 1.5

3.4 Every member of the Association undertakes to contribute to the assets of the Association, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for the payment of the debts and liabilities of the Association contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustments of the rights of the contributories among themselves , such amount as may be required not exceeding £1 (one pound).

4. SUBSCRIPTIONS

4.1 The Annual subscription shall be such as the Council of Management (Management Committee) of the Club shall determine and shall be payable to the Club. See reference to subscription payments in Bye-Laws 1.6 and 1.7 above.

4.2 All subscriptions and other monies collected by the Club, other than such income as authorised by the Club from time to time, shall become the property of the Club.

5. BOWLS COMMITTEE

5.1 The officers of the Bowls Committee shall be President, Vice-President, Captain, Vice-Captain (Men's and Ladies), Team Managers (Men's and Ladies) County Delegates (Mens and Ladies) Hon.Secretary, Fixture Secretary, League Secretary, Competition secretary, Welfare officer plus two Committee Members – 1 male, one female and the Centre Manager (Company Secretary).

5.2 The President shall take the chair at all Bowls Committee meetings. The Vice-President shall take the chair in the President's absence. In the event of their joint absence those present at the meeting shall elect a deputy to take the chair for that meeting only.

5.3 The Captains and Vice-Captains will form the Selection Committee, and select teams to represent the Club. Selection for County and National games shall be undertaken by a Team Manager in conjunction with the Captains and Vice Captains. County and National games shall be defined as all matches, other than friendly Matches, such as Denny Cup, Yetton, London and Southern Counties Competitions and SCIBA and SCWIBA County League as entered by the Club from time to time. The position of Team Managers will be decided at the the Bowls Committee AGM.

5.4 A quorum for the selection committee will be any three members as in 5.3 above. The Captains will take responsibility for selection and Committee arrangements and publication of selections and any amendments. In the event of a tie in any voting the Captains will have a casting vote. The Match Secretary may

attend in an advisory role. In the Captains absence the Vice-Captains will assume responsibility.

5.5 Matches. Members selected for matches will be notified by email. Members who have entered to play should check their emails regularly and and sign the match sheets by the bar. Match start times, travel arrangements for away matches and dress code will be notified in the emails and on the match sheets. Club stickers to be used on bowls and can be purchased from the Club. Players should arrive at least 15 minutes before the match start time otherwise, at the match Captains discretion, a substitute player will be used.

5.6 The Bowls Committee Annual General Meeting shall be held in April each year for the purpose of receiving the Annual Reports and electing Officers and Committee for the ensuing year.

5.7 The President and the Secretary of the Club are ex-officio members of Committee and Sub Committee meetings.

6 MANAGEMENT COMMITTEE

6.1 The responsibility for the management and running of the Club shall be vested in the Management Committee comprising of the elected Directors, Chairman, Secretary, Treasurer and other members elected at the Annual General Meeting held in November each year. The Chairman will be elected by the Management Committee.

6.2 No person will be eligible for election to the Management Committee until they have been a full member of the Club for at least 2 years from the date of becoming a member.

6.3 The Management Committee shall form all necessary sub-committees from among its members and shall have power to co opt other club members as appropriate to serve on sub committees.

6.4 The Chairman shall take the chair at all Management Committee meetings. In the event the Chairman’s absence those present at the meeting shall elect a deputy to take the chair for that meeting only.

6.5 The Management Committee may meet together to conduct the business of the Club as they think fit and determine the quorum necessary for the transaction of business. Unless otherwise determined Five shall be a quorum.

6.6 In the event of a tie in voting the Chairman of the meeting shall have the power to exercise an additional casting vote.

6.7 The Association AGM shall be held in November each year. The purpose of the Association AGM is to receive the Chairman’s report and to present a full set of

proper accounts of income and expenditure and balance sheet for the year under review and to elect Directors and Officers as necessary.

6.8 The Accountants report shall be open to inspection and be read before the meeting. A copy of the Accounts will be made available to all Club members prior to the Association AGM for this purpose.

7 GENERAL MEETINGS NOTICES

7.1 Twenty-eight days notice of the Annual General Meetings shall be posted on the Club Notice Board. Seven days' notice of the business to be transacted at the annual meetings shall be posted on the Club Notice Board.

7.2 An Extra Ordinary General Meeting may be convened at any time by the Management Committee and shall be convened within 21 days of receipt of a request in writing, signed by at least 20 members and specifying the purpose of the meeting. Seven days' notice of these meetings with notice of the business to be transacted, shall be posted on the Club Notice Board or by email.

7.3 Notice of any motion for the Annual General Meetings shall be received by the Centre Manager/Hon, Secretary at least 14 days before the meeting.

7.4 The display of notices on the Club Notice Board or by email shall be deemed to be notice of meetings to all members. All Club notices are under the control of the Club Secretary.

7.5 Voting shall normally be by a show of hands. A ballot and proxy voting shall be used at the discretion of the Chairman of the meeting.

8 ELECTION OF DIRECTORS AND OFFICERS

8.1 All Directors and Officers elected at the respective Annual General Meetings shall hold office until the next Bowls or Association Annual General Meeting, when they shall be eligible for re-election. The President should hold office for a maximum of three consecutive years only.

8.2 Nominations for the office of Directors and Officers shall be made in writing and signed by two members not being the nominee. The nominee shall signify their willingness to accept nomination on the nomination proposal. All nominations must be received by the Secretary/Hon, Secretary at least 14 days prior before the date of the Bowls or Association Annual General Meeting.

9 ALTERATION OF CONSTITUTION AND RULES

No alteration shall be made to the Constitution and rules except at the Association Annual General Meeting, or at an Extra Ordinary General Meeting convened for the purpose, by a two-thirds majority of those present and voting at the meeting.

10 AFFILIATION

The Club shall be affiliated to the English Indoor Bowling Associations, the Sussex County Indoor Bowling Association, Sussex County Women's Indoor Bowling Association and the London & Southern Counties Bowling Association and any other recognised body or successor bodies at the discretion of the Management Committee.

11. INTERPRETATION OF RULES

Interpretation of the rules shall rest with the Management Committee who shall have the power to decide any question not provided for in the rules.