

## **Club management, oversight and rules and processes**

The club is a registered charity - WWBC Charitable Incorporated Organisation (CIO).

Our charity organisation operates under a governing constitution which is defined by the Charity Commission and managed by a Board of Trustees (see document "Constitution").

The WWBC CIO Board of Trustees' main focus is...

On the strategic direction of the club, overall financial performance and assurance of good practice, rather than the day to day management of the club.

This is reflected in the Board of Trustees delegating authority to the club's management committee, they in turn delegate authority for bowls matters and social activity to sub committees.

The Board of Trustees can not delegate away overall responsibility and oversight...

Hence the need to provide the club's management committee with a clear understanding of how the club should be managed

The extent of delegated authority is laid out in document **"WWBC House rules and processes for all bowling and social activity"**.

This document is based upon a model governing document produced by Bowls England and then adapted specifically for WWBC bowling club activity.

Members are encouraged to familiarise themselves at leisure with the governing documents. All documents referred to are accessible from the WWBC website in the "members only" area which is password controlled.

There is no substitute for reading the various governing documents however your attention is drawn to certain clauses.

### **At a minimum all members should fully familiarise themselves with "Section 5: Membership" contained within the document WWBC "House Rules and Processes".**

Section 5 covers; 5.1 Categories of membership and voting rights, 5.2 Rights and privileges, 5.3 Joining fees and subscriptions, 5.4 Members' duty, 5.5 Election and retirement of members, 5.6 Conduct of members, 5.7 Limitation of club liability.

### **Abridged overview**

A. The affairs of the club shall be overseen by the WWBC Board of Trustees and for that purpose exercise all the powers of the CIO.

- (1) The trustees may delegate any of their powers or functions to a committee or committees.
- (2) The terms and conditions of delegation are contained within the reference document "WWBC House rules and process" and its companion document the "Management Committee Handbook".
- (3) The trustees may at any time alter those terms and conditions, or revoke the delegation.
- (4) The rate of Joining Fee (if any) and Subscription Fee for each category of Membership shall be determined by the Board of Trustees on advisement from the Management Committee. Any change of fees shall become operative at the start of the calendar year following any decision.

B. The club will be non profit making

- (1) Any annual surplus gains will be retained in the club's reserve fund bank account.
- (2) This fund will be used to reinvest in the club's facilities and activities as required from year to year.

- C. The club sells food and drink as a social benefit which arises incidentally from the sporting and social purpose of the club. This includes social events designed to encourage regular sporting participation and well being of club members.
- D. The club shall adopt and conform to GDPR Act of 2018.
- E. The Bowling club's management committee shall consist of ...
- (1) The PRESIDENT, GENERAL SECRETARY, TREASURER, MAINTENANCE MANAGER, GREEN RANGER and BAR MANAGER - plus one member of the CIO's Board of Trustees (if not already fulfilling an officer's role).
  - (2) In addition to the above named officers the management committee may seek to appoint a vice president, welfare officer, safeguard officer, a club cashier and a social manager; such officers will not be required of necessity to attend management meetings.
  - (3) A WWBC member who belongs to a second bowls club and holds within that second club a position of influence; typically officer, committee member, selector, shall be excluded from holding office on the management and bowling committees.
  - (4) The duties and functions of each key role including authority and expenditure limits will be defined in the document "Management Committee Handbook".
  - (5) Such duties and functions and authority and expenditure limits will be subject to change from time to time by the management committee under the authority of the WWBC CIO board of trustees.
  - (6) Each member of the management committee can provide authority for club expenditure in accordance with the levels set out in the "Management Committee Handbook".
  - (7) At the first management meeting of the calendar year this committee will review the expenditure level authority of officers and sub committees and if required recommend to the Board of Trustees a change in authority levels.
  - (8) The committee shall review subscription fees once a year and recommend to the Board of Trustees any increase - for implementation from the 1st January.
  - (9) The committee shall review bar pricing twice a year and recommend to the Board of Trustees any increases - for implementation in January and/or April.
  - (10) An Annual General Meeting of the Bowling Club shall be held each year on the first full weekend of December on a day (Saturday or Sunday) to be fixed by the club's secretary. The Secretary shall at least fourteen days before the date of such meeting circulate to each member notice hereof and of the business to be brought forward thereat. This may be either by post or electronically.
- F. Both the men and ladies section bowling sub-committees have limited authority:
- (1) Neither section must enter into any contract or borrow money or incur debts or purchase equipment or services or provisions unless expressly authorised by the club's Treasurer.
  - (2) Each section will have expenditure authority limits as defined in the "Management Committee Handbook" and agreed by the Board of Trustees. Such funds must be committed solely for the purpose of playing bowls.
  - (3) Neither section can commit club resources, use of the club house or club facilities or the green to a third party without the express authority of the management committee.
- G. Coaches - Both the men and ladies sections should promote and develop club coaches. Subject to the approval of the respective bowling section the club will fund officially recognised coaching courses. The recipient of the funding commits to use their coaching acquired skills for the benefit of WWBC members in current and future seasons.