

Cuddington Bowling Club

Management Committee Code of Conduct

Scope

This remit applies to all elected committee members for the length of their term of office (One year) as laid down in the constitution.

Aims

The purpose of the Code Of Conduct is to define and clarify the powers of the committee in its role in managing the club (*Cuddington Bowling Club*) in line with the terms laid out in the clubs constitution. To assist and offer guidance to the committee in carrying out their duties, to clarify its role in consulting members, defining the decision-making process and powers the committee hold in carrying out their elected duties. To ensure the committee meets all it's moral, ethical and legal obligations in managing the club and it's affairs.

General terms

The committee will meet as and when required to manage the running of the club in relation to it's role as laid out in the constitution. It will meet prior to the Annual General Meeting to discuss and debate issue that will be raised at that meeting.

The committee's role is nominally as an advisory body reporting back to the members through the annual AGM meeting or other specifically called meetings of the club to inform and advise on any matters arising to which the members need to be informed upon prior to a decision being made.

The committee may be at times required to make decisions without recourse to consulting and informing the members in carrying out the day-to-day management of the club and also to comply with changes in legal requirements.

Code Of Conduct of the Committee (*General terms*)

The committee shall be empowered to carry out the general duties of managing the day-to-day running of the club in line with the club constitution without recourse to consulting the members of the club in instances for example:

- Replacing equipment (*Measuring tapes, score cards etc.*).
- Arranging for the calibration of jacks to comply with BCGBA rules.
- Arranging for the green to be ready for each season and it's associated costs.
- Any financial outlay that falls within the boundaries of day-to-day normal expenditure of the club.
- The committee shall have the power to fill vacancies as laid out in the constitution.

This list is not exhaustive but as guidance to the committee in carrying out its duties.

Code Of Conduct of the Committee (*Specific terms*)

The committee shall consult and inform members on any major issues that directly affect the position of the club, morally, ethically, financially or legally, either by direct contact, Annual General Meeting or Extraordinary General Meeting.

Prior to consulting the members the committee shall meet as required to discuss specific issues that directly affect the position of the club with a view to seeking potential recommendations to put to the members. Where appropriate the committee shall seek outside advice to help in reaching the most suitable advice to give to the members.

It's role at such times will be to advise the members on specific issues and to seek a consensus and agreement from the members as to which decision the club (*Members*) may wish to proceed with.

To oversee matters of discipline/grievance within the club in line with the agreed club's disciplinary/grievance policy and procedures.

Responsibilities and Roles (*General terms*) Officers of the Club.

Club President (Ex-Officio)

To oversee the correct running of the club and the conduct of its officials and members and to ensure the values and constitution of the club are upheld and that it meets its moral, ethical and legal responsibilities as a club.

Treasurer

To oversee the financial running of the club, to report to the members at the AGM annually the accounts and financial position of the club, to authorise release of funds in relation to the day-to-day running of the club, to advise and consult with the committee and, if required the members, for any extraordinary capital expenditure that may arise outside of normal day-to-day running costs through an AGM or EGM.

Chairman, Vice Chairman

To oversee and guide the AGM and EGM's in line with the Constitution, to ensure the order of business is followed, to advise (with prior agreement of the committee in general) the members on issues directly related to the club and to ensure the meetings are fair and run in an orderly manner and the order of business is followed. Within a wider role to chair committee/captains meetings, to be active in stimulating discussion, fund raising, encouraging new members etc.

Secretary

To deal with all correspondence pertaining to the club, to liaise with the appropriate leagues and governing bodies and members so as to ensure that the club meets its responsibilities and duties in things like:

- The registration of members to the appropriate leagues
- Attending required meetings with governing bodies prior to and during the league season
- Reporting to the committee and members issues that may affect the members and the club as a result of correspondence received.

Lay Committee Members

To work collectively with the other members of the committee to further the aims of the club in its day-to-day functions, to seek advice from outside bodies as required and to advise the members either individually or through the normal channels (AGM) in line with the constitution of the club.

The Lay committee members shall serve a term of office of one year then will be subject to re election by the members at the Annual General Meeting if wishing to continue serving on the committee as set out in the constitution.

(It is felt that as many team captains as may wish should have the opportunity to serve on the committee so as to facilitate the communication of information between the committee and the members).

The Committee

The officials of the committee shall serve a term of office of one year then will be subject to re election by the members at the Annual General Meeting if wishing to continue serving on the committee as set out in the constitution.

The remit for the committee as laid out in this document are not rules, but are meant to guide and assist the committee in the management of the club and to promote transparency and openness and to ensure that the club meets all its moral, ethical, and legal duties. This document is to be used as a guide along side the constitution of the club for the above purpose. The duties laid out are not exhaustive but indicate the common function related to a committee and are subject to change in the usual manner.

Approved: **Ian R Smith**. Chairman

Approved: *Derek Blakesley*. Secretary

Date: February 2021

Revised: January 2026.