



# **BRITISH CROWN GREEN BOWLING ASSOCIATION**

## **MEMBERSHIP POLICY**

This policy will document all process and procedures relating to membership of the British Crown Green Bowling Association and should be read in conjunction with the Bye-Laws of the Association as published in the Association Handbook.

- 1 Individual Membership / registration
- 2 Club membership / registration
- 3 League Membership
- 4 Association Membership
- 5 County Association Membership
- 6 Associate Membership
- 7 VAT
- 8 National Registrar

### **1 Individual Membership**

- a A player will register only once and for life with the BCGBA. They will only ever pay one membership fee. The number issued to each player will be unique and reserved for that individual alone. Neither the Membership Card nor its number are transferable. (Where a change of name occurs, this will be reflected for a male or female who formally register a change of name).
- b The amount of the Membership fee to be paid by newly joining members shall be reviewed each year at the Annual General Meeting of the BCGBA. Membership Cards lost or damaged will be replaced upon application to the relevant County Association Registrar and on payment of the nominated administration cost involved. This cost will be set annually by the BCGBA.
- c The Membership fee for the current year will be £12.00. Of which this £12.00 fee, £1.00 to be returned to the County Association of which the recipient of the card is a member. Value added tax\*at the current figure plus administration costs as authorised by the Management Committee can be added to this fee.
- d All staff and volunteers working in bowls have a responsibility to report concerns to their Club Safeguarding Officer.
- e Only players in possession of a bona fide BCGBA Membership card and number will be eligible for league or competitive bowling, organised under the auspices of, or played in

accordance with the rules of the BCGBA. Membership cards must be shown and allocated numbers given, upon demand from Club or League Officials and Competition Organisers. All League registrations and competition entries must quote each individual Membership number. Failure to comply will automatically debar an individual from playing until such proof has been furnished. Dependent upon circumstances, it may also lead to disciplinary action being taken.

## **2 Club Membership**

- a A Club which may be a separate entity or a section of another body shall be defined as having an individual title. The Club shall have an elected committee and must produce for its members a balance sheet or a financial statement annually.
- b All affiliated Clubs and other bodies shall, by 30th June each year, complete and submit to their appropriate County Secretary, BCGBA Club Registration forms. The completed form to include the following:
  - (i) The name, contact e-mail address (if available) and address of the Secretary.
  - (ii) The location of the club and green including postcode where available.
  - (iii) A list of all their registered members together with their BCGBA membership numbers.
  - (iv) The leagues to which they belong.
  - (v) Details of any other counties to which it is affiliated.
  - (vi) The name of the Issuer and Reference Number of Public Liability cover held, such cover to include as a minimum £2 million cover in respect of:
- c The club or other affiliated body's Public Liability in respect of death of, injury to, damage to the property of, club members, opponents, members of the public, arising from playing in, officiating at, or attending, games of bowls at the club's premises or green.
- d The club's member's Public Liability in respect of death of, injury to, damage to the property of, club members, opponents, members of the public, arising from playing in, officiating at, or attending, games of bowls at any premises on behalf of the club or affiliated body.
- e In the case of affiliated bodies other than clubs, such cover to include any persons playing in or officiating at, events organised by that body.

Clubs, Leagues or Associations not complying with this Bye Law in its entirety will be suspended until all requirements are met.
- f All Clubs must keep an up to date list of all their BCGBA Registered members. This list must be readily available for inspection upon request from any BCGBA registered player.
- g Any Club playing in a League which is affiliated to a County other than its own, must also affiliate to that County. Any League, Association or Club which refuses to affiliate to its County Association shall be suspended along with all its registered members, from playing any form of competitive Crown Green Bowls, until the affiliation fee is paid.

- h All Clubs affiliated to one or more counties shall pay, via the county of their primary affiliation, an annual BCGBA fee of £35.00. This sum to be paid before 30th June each year. Counties shall retain 5% of all such monies collected on behalf of BCGBA as an administration fee. Any club failing to comply by that date will, together with all its registered members, be suspended from playing any form of competitive Crown Green Bowls until the sum due is paid. Clubs in default from the previous year shall remain suspended until all past dues are paid.
- i No member of any Club shall be permitted to transfer his membership to any Club concerned with the Association until such time as he has fulfilled his financial obligation to the Club from which he is retiring.
- j Each Club shall be required to purchase a minimum of one Association Handbook annually.
- k All Club Registration forms shall be sent to the BCGBA National Registrar by 31 July. The Club Fee shall be sent to the BCGBA Financial Officer by 31 July. They may register new players then or at any time thereafter throughout the year.

### **3 League Membership**

### **4 Association Membership**

### **5 County Association Membership**

- a Any Bowling Association, or organisation which may be deemed by the Management Committee to be of County Status (hereinafter referred to as a County Association), shall be eligible for membership, and must be duly proposed and seconded and approved by the Management Committee and confirmed by at least two thirds majority of the votes cast at a General Meeting before being admitted. Prior to the General Meeting the National Administrator/Chief Executive shall give at least 42 days notice of the application to all County Associations in membership. The stated method shall also be used where the applicant requests a place on the Presidential rota and if confirmed will go immediately after the last on the rota as at that time. If for changed circumstances a Ladies county Association that was not granted a place on the Presidential rota desires to be included, they may apply by similar method, providing that a General Meeting has not voted on the issue in the previous five years.
- b All Leagues, Associations and Clubs playing competitive Crown Green Bowls under the Rules, Bye Laws and Laws of the Game of The British Crown Green Bowling Association shall be directly (Primary) affiliated to their respective County Association. Clubs must have Primary Affiliation to a County Association and cannot change their Primary Affiliation to another County Association without the approval of their current County Association or the BCGBA.

- c County Associations will not accept into their membership or affiliation Clubs, Leagues or Associations not covered by Public Liability insurance
- d Counties failing to settle their invoices by the due dates as set out in the Association's Bye Laws shall be liable to a fine of £20.00 for each month or part month overdue. The due dates are as follows: 31st March: AGM Meals, Senior County fees, Junior County fees. 31st May: Handbooks. 30th June: Club fees, Senior Merit fees, Junior Merit fees, Vets County fees, Vets Merit fees, Champion of Champions fees.
- e The annual subscription payable by each County Association in membership shall be £50.00 and shall be paid prior to the commencement of the Rules Revision Meeting. Only paid-up Counties shall be allowed to vote at the Rules Revision and Annual General Meetings.
- f Each County Association shall appoint a Registrar. This Official is empowered to act on behalf of the BCGBA in issuing players cards and numbers. Applications for Membership with the BCGBA shall be made by completing an application form and forwarding this, together with the appropriate fee to the relevant County Association Registrar. The remuneration of the County Registrars will be paid by the British Crown Green Bowling Association.
- g County Association Registrars must forward a quarterly return of all new Memberships to the National Registrar, by the due date, the return to be accompanied by the requisite fees. County Registrars are also required to provide any additional information or returns the ruling body may require.
- h Counties not complying with the requirements of Bye Law5(d) shall be fined the sum of £20.00 for every month or part month they are in breach of the Bye Law.

## **6 Associate Membership**

- a Associate Members may be admitted at the discretion of the Management Committee. Associate Members who play Crown Green Bowls, together with all their relevant bodies, must have Public Liability Insurance.
- b The annual subscription for an Associate Member shall be £35.

## **7 Value Added Tax**

- a Value Added Tax does not currently apply to BCGBA. However, in order to conform the Government regulations, the Financial Officer shall consider the need to apply Value Added Tax to any BCGBA finances and shall inform County Associations at the earliest possible opportunity should the position change.

## **8 National Registrar**

- a Associate Members may be admitted at the discretion of the Management Committee. Associate Members who play Crown Green Bowls, together with all their relevant bodies, must have Public Liability Insurance.

- b The National Registrar of the BCGBA shall be responsible for the administration and allocation of players Member ship cards and numbers, the collection of fees and the compilation and maintenance of a National Register of Players.