



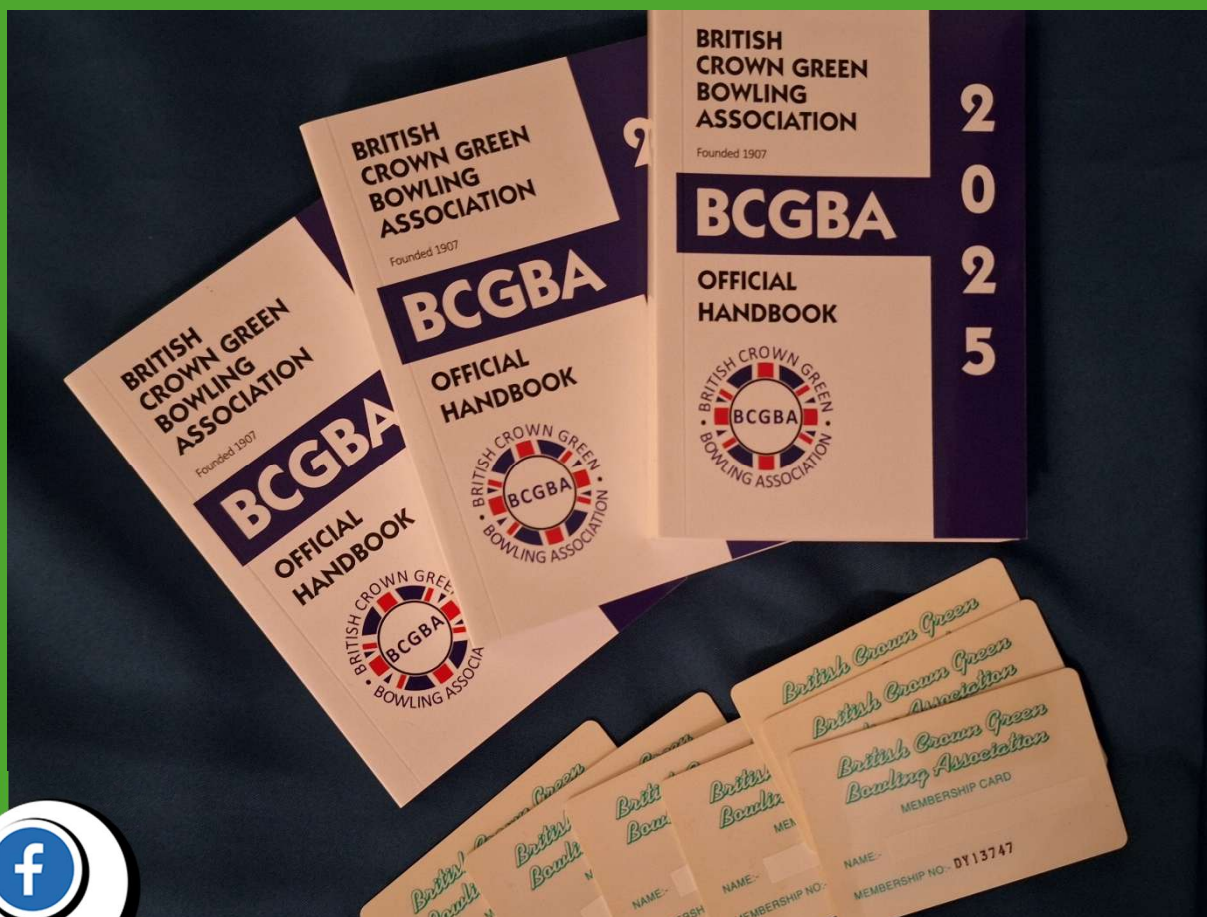
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The British Crown Green Bowling Association

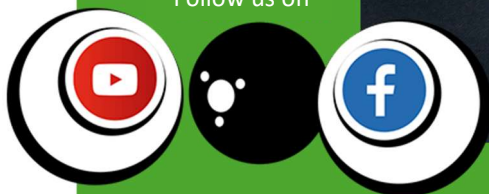
Founded in 1907



Membership Policy 2025



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BCGBA Membership Policy

This policy documents all processes and procedures relating to membership of the British Crown Green Bowling Association (BCGBA) and should be read in conjunction with the Association Bye Laws.

All members of BCGBA, i.e. individuals, clubs, leagues, associations, county associations and associate members, (hereinafter referred to as members), must agree to and abide by the BCGBA Membership Policy, other relevant BCGBA Policies and the BCGBA Bye Laws. The British Crown Green Bowling Association is the governing body of the sport of Crown Green Bowls as recognised by Sport England.

BCGBA withholds the right to take action against any Members not complying with this Policy in its entirety. Any such action will be dealt with under the BCGBA Disciplinary Policy.

1. Individual Membership
2. Club Membership
3. League / Association Membership
4. County Association Membership
5. Associate Membership
6. National Membership Manager
7. VAT

1. Individual Membership

- a. A player will register for membership with the BCGBA and will pay a membership fee. A player who is under 18 years of age will receive free membership until they attain the age of 18 years when they will pay the membership fee. The membership number issued to each player will be unique and reserved for that individual alone. Neither the Membership Card nor its membership 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. Any individual can apply for BCGBA membership by completing a BCGBA Membership Application Form, which is available from their County Association website or from their County Membership Co-ordinator. The completed form should be sent to the appropriate County Membership Co-ordinator for processing.
- c. A risk assessment may be necessary in certain circumstances for membership to be confirmed / allowed.
- d. Membership Cards lost or damaged will be replaced upon application to the relevant County Membership Co-ordinator and on payment of the appropriate fee.

- e. The membership fee for new members will be determined by the BCGBA Board. The fee for a replacement card will be determined by the BCGBA Board. Administration costs as authorised by the BCGBA Board can be added to these fees.
- f. Personal information given to the Association by members will be held on the BCGBA Membership Database in accordance with current General Data Protection Regulation (GDPR) Principles. This information will only be used in connection with their BCGBA membership and will not be shared with any other organisation.
- g. 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 BCGBA byelaws, rules and Laws of the Game. 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.
- h. No member of any club shall be permitted to transfer his / her membership to any club concerned with BCGBA until such time as he / she has fulfilled their financial obligation to the club from which he / she is leaving.

2. Club Membership

- a. A bowling 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 financial statement annually. Clubs must have a constitution which outlines rules and regulations that must be adhered to by their officials and their members and should include a dissolution clause. Clubs must promote safe membership.
- b. All affiliated clubs shall, by 31 May each year, complete and submit to their appropriate County Secretary / County Membership Co-ordinator all the information required annually by BCGBA. Any of the approved forms or methods may be used. The completed forms or methods to include the following:
 - i. The name, contact e-mail address, phone number and postal address of Secretary.
 - ii. The location of the club and green including postcode.
 - iii. A list of all their registered members together with their BCGBA membership numbers, dates of birth and email addresses.
 - iv. The leagues to which they belong.
 - v. Details of any other counties to which they are secondary affiliated.
 - vi. The name, DBS Certificate number and date issued for their Safeguarding Officer.

vii. The name of the issuer and reference number of Public Liability cover held, such cover to include as a minimum £5 million cover in respect of 2c and 2d below:

- c.** The club'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.
- e.** It is the club's responsibility to ensure that their public liability insurance covers all requirements of their club and their members.
- f.** All clubs must keep an up-to-date list of all their BCGBA registered members using the BCGBA database or the CR1/2 forms.
- g.** Clubs may register new players at any time throughout the year.
- h.** All clubs must affiliate to their County Association (Primary Affiliation) and any club playing in a league which is affiliated to a county other than its own, must also affiliate to that county (Secondary Affiliation). Any 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.
- i.** All clubs affiliated to one or more counties shall pay, via the county of their primary affiliation, an annual BCGBA fee as determined by the BCGBA Board. This fee must be paid before 31 May each year. Any clubs failing to comply by that date will, together with all its registered members, be suspended by their County Association from playing any form of competitive Crown Green Bowls until the fee due is paid. Clubs in default from the previous year shall remain suspended until all past fees are paid.
- j.** All clubs affiliated to one or more counties shall collect from their members who hold a BCGBA Membership card, a development fee per member. These fees to be paid via the county of their primary affiliation before 31 May each year. Any clubs failing to comply by that date will, together with all its registered members, be suspended by their County Association from playing any form of competitive Crown Green Bowls until the fees due are paid. Clubs in default from the previous year shall remain suspended until all past fees are paid.
- k.** No club shall be permitted to transfer their membership to another County Association until such time as they have fulfilled their financial obligation to their current County Association.

1. Each club shall be required to purchase a minimum of one BCGBA Handbook annually.

3. League / Association Membership

- a. A bowling league / association shall be defined as having an individual title. The league / association shall have an elected committee and must produce for its members a balance sheet or a financial statement annually. Leagues / associations must have a constitution or bye laws.
- b. All leagues and associations must have Public Liability Insurance to a minimum of £5 million. Such cover to include any persons playing in or officiating at, events organised by that body.
- c. It is the league's / association's responsibility to ensure that their public liability insurance covers all requirements of the league / association and their members.
- d. All leagues and associations must affiliate to their County Association. Any league or association which refuses to affiliate to its County Association shall be suspended, along with all its registered clubs and members, from playing any form of competitive Crown Green Bowls, until the affiliation fee is paid.
- e. All affiliated leagues and associations must keep an up-to-date list of all their registered clubs and members.
- f. All affiliated leagues and associations shall pay, via their county association, an annual BCGBA fee as determined by the BCGBA Board. This fee to be paid before 31 May each year. Any leagues or associations failing to comply by that date will, together with all their registered clubs and members, be suspended by their County Association from playing any form of competitive Crown Green Bowls until the fee due is paid. Leagues or associations in default from the previous year shall remain suspended until all past fees are paid.
- g. No league or association shall be permitted to transfer their membership to another County Association until such time as they have fulfilled their financial obligation to their current County Association.
- h. Each league and association shall be required to purchase a minimum of one BCGBA Handbook annually.

4. County Association Membership

- a. Any Bowling Association, or organisation, which may be deemed by the BCGBA Board 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 BCGBA Board. This 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.

- b.** All leagues, associations and clubs playing competitive Crown Green Bowls under the Byelaws, Rules and Laws of the Game of the British Crown Green Bowling Association shall be primary affiliated to their respective County Association. They 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.** All County Associations must have Public Liability Insurance to a minimum of £5 million. Such cover to include any persons playing in or officiating at events organised by that body.
- d.** It is the responsibility of the County Association to ensure their public liability insurance covers all requirements of the County Association and their members.
- e.** County Associations will not accept into their membership or affiliation, clubs, leagues or associations not covered by Public Liability insurance to a minimum of £5 million.
- f.** Counties failing to settle their invoices by the due dates shall be liable to a fine as determined by the BCGBA Board.
- g.** The annual subscription payable by each County Association in membership shall be determined by the BCGBA Board and shall be paid prior to the commencement of the Annual General Meeting / Rules Revision Meeting. Only paid-up Counties shall be allowed to vote at the Annual General Meeting and Rules Revision Meeting.
- h.** Each County Association shall appoint a County Membership Co-ordinator (CMC). This official is empowered to act on behalf of the BCGBA in issuing players membership cards and membership 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 Membership Co-ordinator. The remuneration of the County Membership Co-ordinator will be paid from the membership registration income. A fee from each new membership registration will be paid to the County Association of which the recipient of the card is a member. This fee will be determined by the BCGBA Board.
- i.** County Membership Co-ordinators must forward four-monthly returns of all new memberships to the National Membership Manager (NMM) by the due dates, the return to be accompanied by the requisite fees. County Membership Co-ordinators are also required to provide any additional information or returns the BCGBA Board may require.
- j.** County Associations will collect all BCGBA fees for affiliated clubs, leagues and associations and shall forward such fees to the BCGBA Financial Officer no later than 30 June each year. Counties shall retain 5% of all such monies collected on behalf of BCGBA as an administration fee (excluding the Player Development Fee).

- k.** County Associations shall manage the Open Contest Certificates for their county on behalf of the BCGBA. A record of all certificates issued shall be maintained and forwarded to the National Administrator by the 31 October each year. The Open Contest fee shall be determined by the BCGBA Board. The County Associations shall retain this fee to cover their administrative costs.

5. Associate Membership

- a.** Associate Members may be admitted at the discretion of the BCGBA Board.
- b.** Associate Members who play Crown Green Bowls, together with all their relevant bodies, must have Public Liability Insurance to a minimum of £5 million.
- c.** The annual subscription for an Associate Member shall be determined by the BCGBA Board.

6. National Membership Manager

- a.** The National Membership Manager shall be responsible for managing the BCGBA Membership Database on behalf of BCGBA. This to include maintaining a register of all member clubs, leagues, associations, and associate members, issuing membership numbers to new additions, editing incorrect information and deleting any that have folded, managing access to the system, training, mentoring and regular auditing.
- b.** The National Membership Manager shall be responsible for the management of players memberships including membership numbers, the collection of fees and the compilation of this information, ensuring it is entered on the BCGBA Membership Database in a timely manner.
- c.** The National Membership Manager shall be responsible for managing access to the purchase of insurance through the BCGBA partner, Howden Insurance Brokers Limited, at a very competitive rate. This membership benefit will be offered to all member clubs, leagues, associations, associate members, and county associations.
- d.** The National Membership Manager shall be responsible for managing any other membership benefits that become available.
- e.** A list of current fees can be found on the BCGBA website at <https://www.bcgba.org.uk>

7. Value Added Tax

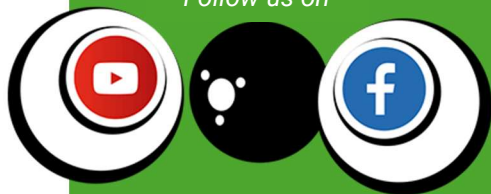
- a.** Value Added Tax (VAT) does not currently apply to BCGBA. However, to conform to Government regulations, the Financial Officer shall consider the need to apply VAT to any BCGBA finances and shall inform the membership at the earliest possible opportunity should the position change.

Listed below are all BCGBA approved fees, rebates and commissions that are applicable to the BCGBA Membership Policy. These will be reviewed periodically by the BCGBA Board.

Date 26th April 2025

Clause	Fee, Rebate or Commission	Cost
1.e.	Individual Membership Fee (Increasing to £20.00 from 1 September 2025)	£15.00
1.e.	Junior membership Fee (Full fee to be paid when 18 years old is reached)	Free
1.e.	Replacement Membership Card Fee	£5.00
2.i.	Club Affiliation Fee	£40.00
2.j.	Players Development Fee – per member	£1.00
2.l.	BCGBA Handbook Fee	£3.00
3.f.	League / Association Affiliation Fee	£10.00
4.g.	County Association Affiliation Fee	£50.00
4.h.	County Membership Co-ordinator commission - per card issued (Increasing to £2.50 from 1 September 2025)	£2.00
4.h.	County Association New Member Rebate - per each new membership issued	£1.00
4.k.	County Association Open Contests Fee	£10.00
5.c.	Associate Membership Fee	£40.00
6.c.	Group Insurance Policy – ‘opt in’	£55.00

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The British Crown Green Bowling Association

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