

LICHFIELD BOWLING CLUB

The Bowling Green,
Friary Road,
Lichfield,
Staffordshire,
WS13 6QJ



(FOUNDED 1840'S)

MEMBERS HANDBOOK

2021 EDITION

LICHFIELD BOWLING CLUB



INDIVIDUAL TROPHIES

LADIES

Collis Cup

Matts Cup

Captains Cup

Presidents Shield

GENTLEMEN

Challenge Cup

Banning Cup

Captains Cup

Presidents Shield

DOUBLES TROPHY

LADIES

Mercury Salver Ladies Doubles

GENTLEMEN

Bill Wardle Doubles

MIXED DOUBLES

Colin Broome Memorial Cup

LICHFIELD BOWLING CLUB



INTRODUCTION

Bowls is indeed a truly ancient sport which repeatedly and most famously was being played by Sir Francis Drake before defeating the Spanish Armada in 1588. However, it was in the thirteenth century when the game as we know it today became popular and it is thought that the oldest bowls green still being used is in Southampton with records showing it to have been played on since 1299. Bowls became so popular during the fourteenth century that King Edward III banned the game because he wanted his archers to get more practice without having other “sporting distractions”.

The “bias” on woods was not introduced until 1522 when, by accident, the Duke of Suffolk broke a bowl during a game. He cut off an ornamental ball from a banister in order to continue playing but one part of it was flat and instead of running in a straight line it took a curved path at the end of its run. The first definitive set of bowls rules was drawn up in 1670 by none other than King Charles II. We can only presume that he was a keen advocate of the game. Even Shakespeare makes mention of the game of bowls in Richard II, Act 3, where, when bowls is suggested as a game that Queen Elizabeth 1 could play to take her mind off affairs of the state, she replies:

“Twill make me think the world full of rubs, and that my fortune runs against the bias”.

Although Lichfield Bowling Club was founded in the 1840’s (the first recorded AGM was 1841), the actual green dates back much further. According to Percy Laithwaite’s “History of the Conduit Lands Trust”, in 1694 a grant was given by the Trust in order to mend two stiles on the way to the Bowling Green. It is probable that there was a bowling green on this site in 1520, as records show that in 1523 a Vicar was fined for failing to attend choir practice because he was playing bowls. It is also believed that bowls was played on the green by the local Franciscan Friars.

Social bowling, friendly matches and “spoons” would have been played during the early years of the Club’s existence. At that time both woods and jacks were three bias and woods over six feet away from the jack did not count. The ladies’ section (formed 1937) and the gentlemen’s section were quite separate having their own officers and the time when ladies could play was restricted. Ladies were not allowed on the green after 6pm. Crown green bowls is now the only game played at the Club. This distinct form of the game originated in Lancashire during the nineteenth century, but it wasn’t until 1908 that the British Crown Green Bowling Association was founded.

In 1976 Lichfield Bowling Club joined the Lichfield and District (Crown Green) Bowls League. Consequently, in League matches, the Club must adopt the use of standard Crown Green Jacks (2 full bias) along with all the other rules of bowls as laid down by BCGBA.

Today Club Members play in a number of different Leagues having mixed teams with ladies and gentlemen enjoying equal status both on and off the green. At the same time, the Club has tried to maintain some of its old traditions with Members still enjoying social bowls, friendly matches, and in-house competitions.

The Club is a non-profit-making organisation.



GENERAL RULES AND INFORMATION

1. PARKING

Our Freeholder has installed an Automatic Number Plate Recognition (ANPR) car park management system, and the Car Parking Management Company provides access to a Console (Touchscreen Tablet) to allow the management of members/guests. The Console is in the Club House. It is the **responsibility of everyone visiting** the Club House to enter their vehicle registration upon arrival. Failure to do so will result in a fine which will not be the responsibility of Lichfield Bowling Club. Full details will be given upon joining the Club.

Members are asked not to park in front of the entrance gates as they may be required for emergency access.

2. DRESS CODE

Flat shoes must be worn on the Green at all times.

There is no particular dress code associated with Crown Green Bowls. However, when the Club is playing Friendly Matches against other clubs or playing at our "Away Day" events, it is hoped that Members will observe the following:

Gentlemen: Grey trousers and white shirt

Ladies: White skirt or trousers and white blouse

Members are encouraged to wear either Club jumpers or Club polo shirts for Friendly Matches, Club Competitions and 'Away Days'. These can be purchased, and Members should contact the Secretary for further details.

Shorts may be worn on the Green in hot weather whilst playing social bowls but for Friendly Matches and "Away Day" events they should be tailored Shorts.

3. CLUBHOUSE

The Clubhouse is secured with a shutter operated with a keypad and the entrance gates with a combination lock. Codes are changed on a regular basis for security. A key to the Clubhouse is also in use and can be obtained from the Treasurer for the appropriate fee. The key is to be returned on cessation of membership.

Members may bring visitors to the Club for a game provided they sign the visitors book which is hooked on the side of the Club notice board. It is important to note that visitors will not be covered by our insurance if they are not signed in and the appropriate green fee paid. The appropriate green fee shown in the visitor's book should be paid to the Treasurer for each session of play (morning, afternoon, or evening).

Members must be responsible for their visitors conduct at all times whilst at the Club.

Jacks, mats, and a selection of bowls are kept in the purpose-built cupboard. These jacks should be used for general bowling and the woods can be used by Members or their visitors. They must all be returned to the cupboard at the end of the session.

Four "match jacks" are kept separately in a purpose-made case and must only be used for League matches. These jacks are regularly certified to comply with British Crown Green Bowling Association regulations.

Floodlights are available for use on the Green and Members may use these for the set hourly cost

shown in the visitor's book. This should be recorded in the visitor's book and payment made to the Treasurer.

Tea and coffee making facilities are available for those attending Social Bowling on Monday and Wednesday mornings in either session. Members will be obliged to pay a "small fee" set annually to participate (receive "The Selection Stick") which will include a cup of tea/coffee if they so wish. At any other time, for members using the Green, a "fee" charge for tea/coffee will still be applicable and monitored, hopefully this will assist in the reduction of our refreshment costs. Please make sure the kitchen is left clean and tidy afterwards.

Alcoholic drinks should only be purchased from the 'Bowling Green' public house. Members and visitors **must not** bring their own alcoholic drinks for consumption at the Club.

4. BOWLING

A maximum of four jacks are allowed on the Green at any one time. This is to avoid overcrowding and risk of accidents (e.g. players being hit by woods). Players should be extremely careful during periods of heavy usage and avoid walking across other player's ends.

Social bowling takes place on Monday and Wednesday mornings at times to be advised on the notice board. Members can just come along and join in.

Spoons are played on the opening day of the season. See notice board for information.

There is a full Programme of Friendly Matches, Club competitions and "Away Days". Details of these are given in the Fixture List.

League bowling takes place on Monday afternoons (Needwood Mixed Vets League), Tuesday evening (Lichfield and District League), Thursday afternoon (over 50's League), Thursday evening (Cannock League) and Sunday morning (St Giles Charity League).

Individual and Doubles competitions run throughout the season with Finals being held in late August or September. All Members are encouraged to enter these Competitions.

Members playing social bowls on the green are, if possible, encouraged to invite individual Members coming to the green to join them in their game.

5. COMPETITIONS

In all internal Club Competitions, it is the responsibility of both named Members to contact each other. There is a cut-off date for each round of Club Competitions. It shall be the Club Captain's responsibility to resolve any difficulty but before disqualifying any player, the Club Captain shall consult with the Chairman.

Club Competitions should not be arranged before 6.00 pm. on Mondays or 12.30 pm on Wednesdays when social bowling and League Matches take place. In addition, Club Competitions are not possible on Tuesdays before 12.00 midday, Thursdays, and Saturdays before 11.00am when Green Maintenance takes place.

Members must ensure that the dates and times of their arranged matches are recorded on the blackboard outside the Clubhouse.

When any of the Club Competitions are being played, **the competitors will have preference over other players to set a mark on the green with no more than four games being played on the green at any one time.** If more than four games have been arranged, then they should be played on a "first come" basis. If there are four Club Competition games in progress, then other Club Members must vacate the green. When finals are being played, the Competitors reserve the right to have full use of the green.

On the day of the match, competitors should not play on the green beforehand except by prior arrangement with their opponents.

6. GREEN ETIQUETTE

At the start of a match, it is customary to introduce oneself to the opponent and shake hands.

The players should toss a coin to decide which player should have the jack and set the first mark.

Players should avoid walking across the ends of other players on the green.

Players should shake hands at the end of a match.

With regard to green access, priority should be given to New Members.

7. MAINTENANCE

Green maintenance work takes place on Tuesday mornings until 12.00 noon, and Thursday and Saturday mornings until 11.00 am. Members are requested not to arrange matches before those times on those days.

The Clubhouse, Green and surroundings are all maintained voluntarily by our members. If anyone is interested in becoming involved with this work, they should contact a member of the Committee.



CONSTITUTION

1. TITLE

The Club shall be named the "Lichfield Bowling Club" and situated at the Bowling Green, Friary Road, Lichfield, Staffordshire, WS13 6QJ

2. OBJECT

To promote the game of Crown Green Bowls in accordance with the rules as laid down by the British Crown Green Bowling Association.

3. MANAGEMENT

a) The Club shall be managed by a Committee, to be elected at the Annual General Meeting, drawn from its full membership, each member of which shall be nominated and seconded by a full Member, and is to consist of a Chairman, Secretary, Treasurer, Club Captain, League Representative, plus four other elected Members. A quorum will consist of six including an Officer of the Club.

The Officers of the Club shall be The Chairman, Secretary, and Treasurer.

The Club Captain may appoint a Vice Captain for assistance if required, who need not be a member of the Committee.

b) The Committee will have the authority to co-opt Members and appoint Sub-Committees. If for any reason a vacancy shall occur for an Office or Committee member, the Committee may co-opt another person to fill such a vacancy until the next AGM. Only a person co-opted under these circumstances will have full voting rights. The recommendation of any Sub-Committee shall be subject to the approval of the main Committee.

c) The Club shall elect biennially a President. No person may be so elected if he or she held this Office during the previous two-years. The President may attend meetings of the Committee in a non-voting capacity.

d) The Officers of the Club shall be elected for a two-year term. All other Committee Members shall be elected annually but will be eligible for re-election.

e) The Committee will be empowered to take into consideration any other matters not covered by the Constitution. Any decisions taken by the Committee under these circumstances will be made in the best interests of the Club and shall require approval by at least two thirds of those voting.

4. MEMBERSHIP

All applications for Membership shall be on the approved form (signed by a proposer and seconder who must both have been Members of the Club for at least two years) and submitted to the Club Secretary. Members may be accepted at the discretion of the Committee following receipt of the completed application form and after the name of the proposed new member (together with the names of the proposer and seconder) has been placed on the notice board for one month. Any comments about the proposed member should be addressed to the Committee.

Membership shall consist of the following categories:

Ordinary Members

Ordinary Members will pay the full Annual Subscription and joining fee and any other charges for those events in which they choose to participate. They will have full voting rights at all General Meetings and will be eligible to serve as Officers and Committee Members.

Junior Members

Junior Membership applies to all Members aged 12 to 18 (inclusive). The Junior Member's Subscription is to be determined by the Committee and approved at the Annual General Meeting. Junior Members will not have any voting rights. Junior Members, under the age of 18, must be accompanied by and under the supervision of an adult guardian whenever they are at the Club.

Honorary Life Members

Honorary Life Membership may be granted to Members who have been prominent in the organization and management of Club activities.

Such membership shall only be granted following recommendation by the Committee and approval at the Annual General Meeting. Honorary Life Members shall have the same rights as Ordinary Members and whilst not being required to pay the Annual Subscription they will be required to pay any other charges for events in which they choose to participate.

Social Members

Social Membership is only available to Ordinary Members who are no-longer able to participate in the Club's bowling activities but still wish to be affiliated to the Club. Social Members must be approved by the Committee with the membership fee to be determined by the Committee and approved at the Annual General Meeting. Social Members will not have any voting rights and are not eligible to play in Club competitions. Social Members may play on the green but must pay the appropriate green fee. Social members wishing to return to Ordinary membership must be approved by the Committee.

5. SUBSCRIPTIONS

The Annual membership subscription and any joining fee, as determined at the Annual General Meeting, shall be due on joining the Club. Membership subscriptions are renewable each year before the opening of the green. **A Member's subscription must be paid in full before he/she is allowed to play on the green.**

6. MEETINGS

- a) The **ANNUAL GENERAL MEETING** shall be held in December each year; 28 days' notice is required to be given to Members. A Statement of Accounts up to and including the last day of October is to be prepared and submitted to the Auditors at least 14 days prior to presentation at the Annual General Meeting.
- b) An **EXTRAORDINARY GENERAL MEETING** may be called for by the committee or at least 15 Members. Such Extraordinary General Meeting is to be held within 28 days of receipt by the Secretary of notification thereof in writing and with at least 14 days' notice being given to Members.
- c) A quorum will consist of 15 Members including the President or an alternative Chairman to be appointed on the night.
- d) Voting will normally be by a show of hands, but, if appropriate, may be by ballot (including postal and e-mail voting).

7. FINANCES

- a) The Treasurer shall maintain financial records of all aspects of the Club's activities.

- b) The Club shall hold such accounts with an appropriate Bank or Building Society as are deemed prudent and approved by the full Committee.
- c) All cheques must be signed by any two of the following: Chairman, Secretary or Treasurer
- d) Bank Transfers, Direct Debits, Standing Orders and Cash Payments are to be authorized by The Chairman, The Secretary or The Treasurer, as necessary. Accounts shall be presented and approved at each Committee Meeting as set out in the Bowling Club Financial Policy.
- e) Any Officer responsible for any financial aspect of the Club's activities shall maintain adequate records, audited regularly by the Treasurer.
- f) The Committee shall appoint "Two Members" as "Scrutineers" to Audit the Accounts at year end and prior to the Annual General Meeting. The Scrutineers must be established Club Members with appropriate qualifications or experience and not current Committee Members.

8. INSURANCE

The Club will make adequate provision for Insurance of:-

- a) Club equipment.
- b) Club cash.
- c) Public liability.
- d) The Buildings and Green

9. ALTERATIONS TO THE CONSTITUTION

- a) Alterations can only be made at an Annual General Meeting, or alternatively, at an Extraordinary General Meeting called for by the Committee or at least 15 Members. Such Extraordinary General Meeting to be held within 28 days of receipt by the Secretary of notification thereof in writing and with at least 14 days' notice being given to Members.
- b) Notice of any proposed amendment to the Constitution for discussion at the Annual General Meeting is to be made in writing to the Secretary by the 31st of October of any year, any such proposal to be circulated with the Annual General Meeting Agenda.
- c) Any amendment to the Constitution shall be carried by at least two thirds of qualified Members present at the Meeting voting in favour of the amendment.

10. COMPLAINTS

Any complaints, involving the Club or its members, must be submitted in writing to the Secretary and reported to the committee who will decide what action, if any, needs to be taken.

11. DISCIPLINE

The committee shall be empowered to instigate the following disciplinary procedure for any member whose conduct or behaviour is likely to bring the Club into disrepute. The Disciplinary Procedure has 3 Stages.

Stage 1. Formal Warning.

A formal written warning indicating to the member the reason for the warning and what action will be taken if there is no improvement.

Stage 2. Final Written Warning.

This follows the Formal Warning if the conduct and behaviour of the member continues to give cause for concern.

Stage 3. Removal from membership.

This follows a Final Written warning and is instigated by the committee if the member's behaviour or conduct has not improved. A letter will be sent advising the member that they have been suspended pending removal of their membership from the club and advising them of their right to appeal.

The member's appeal against removal from membership of the club will be to a panel of not less than three (3) or not more than five (5) members of the Committee. This meeting should be held within one month of receiving the member's letter of appeal detailing the grounds of appeal.

After considering the member's appeal, a verdict should be reached, preferably by consensus. If consensus cannot be achieved, the verdict to be decided on a majority vote. The major factors which decided the final decision to be agreed and recorded. This record not to be published but to be held on file together with all the presented written evidence, pending any possible appeal.

The committee can, if it is seen to be a serious case of misconduct or misbehaviour by a member, go straight to Stage 3 of the Disciplinary Procedure.

12. DISSOLUTION

- a) The Club shall only be dissolved by a Resolution passed by a majority of three quarters of the Members voting in favour of the Resolution either at the Annual General Meeting or an Extraordinary General Meeting.
- b) In such an event, the Club's assets (net of liabilities) shall be disposed of for such charitable purposes as the Meeting shall determine.

13. ADDENDUM

Duties of President

- a) To represent the Club on social occasions.
- b) To present the Competition Trophies.

Duties of Chairman

- a) To Chair and control all Meetings (including the AGM and any EGM) and in conjunction with the Secretary to prepare the agenda.
- b) To lead and guide the Committee and ensure that they act within the terms of the Constitution.
- c) To support Officers of the Club in their respective roles.
- d) The Chairman shall have the right to vote on all matters and have a casting vote in the case of an equality of votes by the Committee.

Duties of Captain

- a) To organise and be responsible for all Club Competitions and inter-club friendly matches. To welcome visiting teams, and if appropriate, respond to opposing Captains.
- b) To co-operate and communicate with the Green Coordinator regarding "Green" matters.
- c) To act as a point of reference for Members regarding all bowling matters. To liaise with Secretaries of other Clubs regarding friendly matches.
- d) Prepare (liaising with the League representative) the annual fixture list for Club events.

Duties of Treasurer

- a) To maintain the Club Accounts in good order.

- b) To present the Annual Statement of Accounts at the Annual General Meeting.
- c) To provide a current financial report at Committee Meetings and at other times as requested by the Committee.
- d) Facilitate Banking arrangements, requirements, and procedures.
- e) Process all Bills drawn on Club Accounts via Cheques, Bank Transfers, Cash Settlements, Direct Debits and Standing Orders as appropriate, retaining all Invoices and Receipts.
- f) Record and assist in the collection of Members' subscriptions.
- g) Maintain agreed Cheque signatory procedure.
- h) From time to time Audit the financial records of other Officers who may have responsibility for financial aspects of the Club.
- i) Liaise with the Committee to arrange the appropriate insurance cover.

Duties of Secretary

- a) In consultation with the Chairman prepare an Agenda prior to each Committee Meeting.
- b) Write up the minutes of each Meeting.
- c) Ensure implementation of Committee resolutions.
- d) Maintain an up-to-date list of all Members and their addresses, telephone numbers, email addresses, car details, etc.
- e) Respond to General correspondence.
- f) Prepare and issue documentation for the Annual General Meeting or an Extraordinary General Meeting 28 days before the Annual General Meeting or 14 days before the date of an Extraordinary meeting.

Duties of League Representative

- a) Report to the Committee on all League matters relevant to the Club and where requested, take appropriate action.
- b) Prepare a list of all those Members who wish to play in League teams and ensure that they are issued and/or registered with the appropriate Leagues, County Associations and the BCGBA.
- c) Ensure that the Club is registered with appropriate County Associations.
- d) Attend, or ensure that a Club representative attends, AGM's and other appropriate meetings of Leagues and County Associations.
- e) Arrange a pre-season meeting of League Team Members. At this meeting, Team Captains should be approved/appointed, issued with the appropriate documentation, and informed of relevant items arising from League AGM's etc.
- f) Print lists of League matches and results at regular intervals and post these on the League Notice Boards, together with lists of Cup games and Merit and County competition entry forms. Ensure that competition entries are made by the appropriate dates.
- g) Provide a League report for the Club AGM.

Rules of Crown Green Bowls

The full laws and rules of the game of crown green bowling can be found at –
<https://www.bcgba.org.uk/laws-of-the-game>

DATA PROTECTION POLICY

As a registered Club we are bound by Law to comply with regulations relating to the holding of personal data by Lichfield Bowling Club

Lichfield Bowling Club holds certain personal information about you. The information we hold is that supplied to us, by you, and includes your full name, address, date of birth, home telephone number, mobile number and where applicable your contact email address your date of joining, together with your Vehicle details for parking.

- a) As "keepers and processors" of this information, we are required by Law to have in place control measures concerning the storage and use of all personal information held.
- b) Each individual member is required to complete the Data Protection Form, sign and date it, agreeing that their personal information be retained by Lichfield Bowling Club.
- c) This data will then be placed in a separate file and retained solely by Lichfield Bowling Club Secretary.
- d) This data will not be passed on by Lichfield Bowling Club to any third party for favor or financial gain.
- e) This data will only be used by Lichfield Bowling Club for purposes of social events, league match fixture information and general club business. **All such communications are to be issued through the Club Secretary.**
- f) This data will be removed upon request from the member within a time scale of 30 days from receipt of the request.
- g) E-mail is a useful and modern method of communication that is speedy and effective, and our preferred method of communication.

SAFEGUARDING AND CHILD PROTECTION POLICY

Lichfield Bowling Club together with Staffordshire County Bowls Association has considered its responsibilities to the young people participating in bowls at our premises and within our club very carefully and has produced a **Safeguarding and Child Protection Policy** and underpinning procedures in order to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

As well as providing safety and protection for young people we are committed to Safeguarding Adults at risk.

All adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect, and exploitation. This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. It may also include victims of domestic abuse, hate crime and anti-social behaviour. The persons' need for additional support to protect themselves may be increased when complicated by additional factors, such as, physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

All Club Officials, Volunteers, Club Members and New Club Members will be required to abide by the Code of Practice and enrol with their signature.

The Code of Practice will be displayed on the Notice Board within the Clubhouse.

HEALTH AND SAFETY STATEMENT

1. Introduction

Lichfield Bowling Club recognises its responsibilities under the Health and Safety at Work Act 1974 and accompanying legislation as follows -

- To provide and maintain a safe Clubhouse and green, safe equipment and a safe environment for members and guests, particularly for volunteers working for the Club.
- To ensure hazards are identified and that there is a regular assessment of risks.
- To provide information, instruction, and training as is necessary to ensure all can be assured of a safe and healthy working environment.
- To promote awareness of Health and Safety encouraging best practice.
- To ensure it takes appropriate protective and preventative measures.
- To ensure there is access to competent advice.

2. Organisation and Responsibilities

Responsibility for ensuring that the Club complies with Health and Safety responsibilities is vested in the Club's Management Committee which will arrange for an annual pre-season risk assessment in April to ensure appropriate measures are in place to eliminate/mitigate risk. In addition, the Club appoints one member, whose function is at any time to draw to the Committee's attention any risks/hazards that may not have been properly identified or where the mitigation action may be insufficient.

3. The Risks

As a small organisation the Club does not employ full or even part time staff, but Health and Safety law requires that where volunteers are used on a regular basis, (e.g. Secretary, Treasurer, Greens/grounds Staff) they should, for the purposes of the Act, be treated as employees, even if unpaid. The Club has identified the following principal areas where it needs to monitor closely risks associated with the work done by volunteers.

- Fire
- Trips/Fall
- Electricity – risk of fire and personal injury
- Chemicals/Fertilizers
- Use of machinery
- Food safety
- First aid
- Children and "Adults at Risk"

4. Measures in Place to Mitigate Risk

Fire: The Fire extinguisher is inspected annually and serviced by qualified personnel.

Trips/Fall: At the beginning of each season the premises/greens are checked to ensure that potential hazards are appropriately marked and that any necessary warning signs are visible. An Accident Book is maintained in which all incidents are recorded.

Electricity: Electrical installations and portable electrical equipment are subject to periodic inspection and testing.

Chemicals/Fertilizers: Chemicals and Fertilizers are held securely under lock and key and, where appropriate, use is under supervision of an individual who has been on a Pesticide Course and obtained PA1 and PA6 certification.

Use of Machinery: All machinery is kept fully maintained and regularly serviced. First time users of machinery are trained and initially supervised by experienced operators.

Food Safety: Kitchen facilities are maintained to a high standard and meet legal requirements. Members are aware of Food Hygiene requirements.

First Aid: The Club cannot necessarily from its own membership expect to have trained first aiders on hand. It provides, however, a first aid box, which is regularly checked, and displays information on how emergency assistance can be obtained. There is also a defibrillator with clear signage situated at the adjacent Bowling Green public House.

Children and “Adults at Risk”: The Club has a clearly publicised Safeguarding and Child Protection Policy.

5 Record Keeping: The following documentation is held -

- List of green equipment and manufacturers’ manuals/instructions
- Simple bullet-point instructions for use of motorised or heavy equipment
- Record of training given on use of equipment
- Formal risk assessments (as necessary)
- The Accident Book

6 Dissemination of Health and Safety Information:

A copy of this Health and Safety statement is displayed within the Club. Members are asked to familiarise themselves with the content and if necessary, to draw the attention of Committee members to any areas of concern.