

APPLICATION FOR MEMBERSHIP 2017-18 (PLEASE PRINT CLEARLY)

SURNAME:	FORENAMES:	TITLE:
ADDRESS:		DATE OF BIRTH:
TELEPHONE:	MOBILE:	E-MAIL ADDRESS:

Please indicate your bowling experience:						
Beginner		Novice		Club		Competition

CATEGORY OF MEMBERSHIP – Please tick which applies:						
Full Membership (£95.00)		Provisional Membership - No experience/1 st year (£47.50)		Social Membership (£20.00)		Junior Membership – Under 18 (£25.00)

I understand that the first 12 months membership is a probationary period. (Applicants for membership must be proposed and seconded by West End Bowls Club members who have completed at least two years Full Membership).

The following policies are attached. By signing this form you are confirming that you have read, understand and accept them.

West End Bowls Club- Code of Conduct

West End Bowls Club – Use of Member’s Personal Information and Images.

If there is anything in the above policies that you are unable to accept please raise the matter with the Membership Secretary in order to explore how your issue might be managed by the club.

Signature: _____ Date _____

Name of Proposer _____ Signature _____

Name of Seconder _____ Signature _____

Completed Forms and Fees should be returned to the Membership Secretary:
Pat Turner – 34 Roundway Camberley GU15 1NS. Tel: 01276 62600. Email: webcmembership@gmail.com

West End Bowls Club – Code of Conduct

West End Bowls Club (WEBC) exists to promote, foster and encourage the game of lawn green bowls. It is a friendly neighbourhood club, run by its members for the benefit of members and the local community. Members share responsibility for the running, maintenance and upkeep of the club. This includes commitment to ensuring a safe environment for everyone who uses the club.

Members are required to act in accordance with the Constitution, Rules and Key Policies of the club. The key policies are:

- Equity
- Health & Safety
- Fire Safety
- First Aid
- Safeguarding - Vulnerable Adults
- Safeguarding – Children and Young People
- Anti-Bullying (Including Misuse of Social Media)

These are posted on the website and on the club notice board. Any changes in the constitution are decided by members at the Annual General Meeting or a Special General Meeting. Changes to the rules and adoption of new policies are decided by the Committee. It is the member's responsibility to keep up to date with changes. Members who cannot access the web site are invited to request hard copies from a committee member.

Members are expected to demonstrate high standards of behaviour, both on and off the green, and to promote an atmosphere of courtesy, sportsmanship and tolerance whilst adhering to the etiquette of bowls at all times. It is unacceptable to use foul, sexist, abusive, racist or prejudicial language or to tolerate it from anyone else.

Members are expected to respect the work of officials and volunteers within the club and support them in carrying it out. This includes helping prepare for functions and clearing up afterwards, being punctual and adhering to the dress code. Members must advise the captain in good time if they have to withdraw from a game for which they have been selected and should not do so without a valid reason.

Members are expected to promote a positive image of the club and of the sport of bowls in general and not engage in communications or behaviour likely to bring the club into disrepute. Any member dissatisfied with the general running of the club or committee decision should approach the committee about it and not air a grievance to unauthorised people or organisations. (*Note: Bowls England is the governing body of the sport and members are entitled to bring serious matters to its attention as indicated in the club rules*).

Members are required to respect the privacy of individual members and of the club itself. Any member who has a grievance with another member should approach a committee member or club welfare officer about it rather than airing it on social media or in public. Officers of the club may assist the members concerned in seeking an informal resolution of the matter.

Members found to be in breach of the key policies of the club, will, in the first instance, be warned verbally, or in writing, by the Committee. Further breaches will lead to the members being called before the committee to explain their actions and may lead to disciplinary action.

Serious breaches of the rules of the game or complaints of serious misconduct will be dealt with under Bowls England Regulation: No 9 and a Club Disciplinary Committee appointed accordingly.

Any incident that potentially threatens the safety of a child, young person or vulnerable adult will be dealt in accordance with the Safeguarding Policies.

On joining WEBC and on renewing their membership, all members agree to abide by the Code of Conduct as detailed above.

West End Bowls Club – Use of Member’s Personal Information and Images.

1. Members and people applying for membership of West End Bowls Club are required to provide personal information on Membership Application and Membership Renewal forms. This is for administrative and welfare purposes and members are asked to ensure their information is accurate and up to date.
2. Member’s details are kept on a computer database and are processed fairly, lawfully and in accordance with the club’s legitimate activities. The original forms are retained by the membership secretary for up to 3 years after which they are destroyed unless there is good reason to retain them.
3. Member’s names, addresses, telephone numbers and e-mail addresses are posted on the member’s part of the club web site, which is password protected. Members may, if they wish, print out a copy for their personal use. Any member who wishes their information to be withheld must advise the membership secretary.
4. For reasons of convenience, speed and economy the committee’s preferred method of communication is e-mail. To minimize the risk of a security breach members are asked to use blind copy when sending e-mails to multiple addressees.
5. Hard copies of membership lists are made available, by request, for members who do not use electronic communication. Hard copies are usually delivered by hand or in sealed envelopes pinned to the notice board.
6. The club no longer requests details of medical conditions, disabilities or contact details of next of kin as a matter of routine. Members are asked to have this information, including details of medication, with them when participating in club activities. This is so they can be accessed in case of emergency.
7. The club believes the use of member pictures and/or videos on publicly accessible websites, promotional material, publications and social media is valuable in promoting the club, promoting the game of bowls and celebrating the achievements of the club and of individual members. By signing the application and membership forms you are giving permission for your images to be used. This does not necessarily mean they will be used.
8. Membership and application forms are generally processed by the membership secretary. Any information given by members may be made available to committee members and other club officers.
9. West End Bowls Club is affiliated to Bowls England and to, Surrey County Bowling Association and is required to provide details of its Members to these organizations. Such details may include name, gender, age or date of birth, and date of payment of membership fees as well as contact information.
10. West End Bowls Club is also affiliated to the West Surrey Bowling Association, North West Surrey Bowling Association and Aldershot & District Bowling Association. These organizations may require full details of members, including e-mail addresses, in connection with the running of competitions.
11. The club may share anonymous aggregated data with bodies such as our insurers, funders or potential funders, local authorities and other bodies which have a reasonable need for the information. The club will not sell, rent or trade Member’s personal information.
12. The club will disclose your information to enforcement authorities if required to do so by law.
13. Information on former members will be deleted after five years unless there is good reason to retain the information.