

OFFICE USE

Approved  Denied

Date: .....

Membership Number: .....

Name: .....  
Address: .....  
.....  
.....  
Postcode: .....

# APPLICATION FOR MEMBERSHIP 2025

INCLUDES MEMBERSHIP FEE OF BCSA

Please complete/ check the following details:

Main phone: .....

Alternative phone: .....

Email: .....

To qualify for Junior (U18) rate  
please state date of birth: .....

### Emergency Contact Information

Name: .....

Relationship: .....

Main phone: .....

Alternative phone: .....

(To be used by the club in case of an emergency)

If the member is under 18 years old, please complete the Parent/Legal Guardian contact information.

Name: .....

Relationship to Member: .....

Contact Number: .....

Email: .....

### Fees for 2025:

Full £125, (Junior £62.50),

Associate £75, (Junior £32.50),

Social £20

I wish to apply for: (TICK RELEVANT BOX)

### A Full Membership (Probationary)

Being a person who, at the date of election, shall have attained the age of eighteen years shall have one vote. Upon acceptance and payment of a joining fee, Members of this category shall be allowed all the benefits and privileges of the Club including the right to vote at Annual and Extraordinary General Meetings and the right to be nominated for positions on the Management Committee. Members of this category must be available to play at least six matches during the season, in order to retain Full Membership status.

### An Associate Membership

Who shall have no vote. Members of this category shall be allowed into the Club, for the purpose of social activities and trial bowling or roll-ups. Members of this category shall not be able to participate in competitions and shall not have the right to vote at Annual or Extraordinary General Meetings or the right to be nominated for positions on the Management Committee. Exceptionally, they may represent the Club in friendly matches at the request of the Club Committee. Membership status will be reviewed annually.

### A Social Membership

Who shall have no vote. Members of this category shall be allowed into the Club, for the purpose of social activities. Members of this category shall be non-playing and shall not have the right to vote at Annual or Extraordinary General Meetings or the right to be nominated for positions on the Management Committee. Membership status will be reviewed annually.

Tick this box if you agree to receive information electronically rather than on paper (incl.renewals).

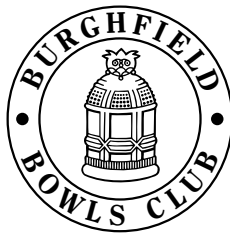
Yes - I agree to receive information electronically

Please state your experience of bowling and any other Clubs you are, or have been, a member of:

.....  
.....  
.....  
.....

PLEASE RETURN FORM TO THE MEMBERSHIP SECRETARY  
MAKE CHEQUES PAYABLE TO BURGHFIELD BOWLS CLUB  
ALTERNATIVELY YOU CAN PAY DIRECT VIA BANK TRANSFER:  
LLOYDS BANK SORT CODE 30-96-96 ACC 00142538

I prefer to play:  Lead  Two  Three  Skip



**EQUALITY AND DIVERSITY**

Date of Birth: ..... / ..... / .....

**Gender** (Please tick your selection):

Female     Male     Prefer not to say

**Ethnicity** (Please tick your selection):

White British     White Other  
 Mixed     Asian/ Asian British  
 Black/ Black British     Prefer not to say  
 Other: .....

**Disability** (Please tick your selection):

Yes     No     Prefer not to say

If yes please specify:

Visual impairment  
 Hearing impairment  
 Physical impairment  
 Learning difficulty  
 Prefer not to say  
 Other:

Please provide us with any further information  
required: .....  
.....  
.....  
.....

**DECLARATION**

I understand that, as a Probationary Member, the Club may decide not to continue my Membership at the next renewal for whatever reason and I will accept the decision as final. (Associate Members must apply annually.)

I understand that Full or Junior Membership will not be considered until I have completed a satisfactory Probationary Term (usually set for the next season renewal). A change of Membership status, if felt appropriate, will then be made by the Management Committee on the return of a completed Renewal Form and and payment to continue belonging to the Club.

To comply with the provisions of the General Data Protection Regulations 2018, the Club is permitted to maintain membership records on Computer File to include names, addresses, telephone numbers and dates of birth and such details it may disclose in circumstances ss described in its Rules and Constitution.

As a member of Burghfield Bowls Club, you are also an affiliated member of The Royal County of Berkshire Bowling Association and Bowls England. Your details may be shared with these partner organisations where it is deemed relevant/necessary. Your details will not be passed to any third party organisation without your permission, in accordance with the Data Protection Act 2018 (GDPR) and Bowls England's Privacy Policy.

Our club Privacy Policy can be obtained from the Club Secretary.

A copy of the Bowls England Privacy Policy can be found here:  
<https://www.bowlsengland.com/policies-rules-and-regulations/>

By becoming a member of Burghfield Bowls Club, I agree to abide by the Club and National Governing Bodies Code of Conduct.

Name: .....  
Date: .....  
Signed: .....

**PLEASE ONLY RETURN TO THE MEMBERSHIP SECRETARY:**

Jeff Howman, 2 Victoria Road, Mortimer, Reading, Berkshire RG7 3SE

# RULES AND CONSTITUTION

## Section 1: Name and Objectives

- 1.1 The name of the Club shall be **BURGHFIELD BOWLS CLUB** (hereinafter referred to within this constitution as the 'Club').
- 1.2 The Club shall be affiliated to Bows England and ROYAL COUNTY OF BERKSHIRE BOWLING ASSOCIATION.
- 1.3 The objectives of the Club are to provide facilities for, and to promote participation in, the amateur sport of outdoor flat green bowls in Berkshire.
- 1.4 The Club shall adopt and conform to Bows England Rules & Regulations and the current Laws of the Sport of Bowls.

## Section 2: Officers of the Club

The Officers of the Club shall be Full Members of the Club and shall consist of Chairperson, Secretary, Treasurer, Mens Section Representative, Ladies Section Representative, Fixture Secretary and up to three other members, (in alternating genders for the first two additional appointees). No member shall hold more than one elected post. Officers shall be elected at the Annual General Meeting and shall hold office for the period of election, retiring at the end of the period of election. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election.

## Section 3: Membership

Membership of the Club shall be open to anyone interested in flat green bowls on application, regardless of, sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The Management Committee will review all applications for membership and will direct the Membership Secretary, accordingly as to the result of the application. All applications will be displayed on the notice board for 48 hours prior to acceptance. Upon acceptance each member will initially serve a probationary period. In the event of the Management Committee refusing membership, which must only be on grounds of conduct or character likely to bring the Club or the sport of flat green bowls into disrepute, the applicant shall have a right of appeal to the membership of the Club in a General Meeting. A list of names and addresses of all members will be kept on the premises. There shall be five categories of membership as follows:

**PROBATIONARY** - Any person applying to join the Club for the purpose of bowling shall, on acceptance, be offered Probationary Membership. Members of this category must be available to play at least six matches during the season, in order to be considered for Full or Junior membership status. They shall have no voting rights. Persons under the age of 18 on 1st February of the current year are entitled to reduced fees as agreed at the AGM.

- 3.1 There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder.
  - (a) **A FULL MEMBER** - being a person who, at the date of election, shall have attained the age of eighteen years shall have one vote. Upon acceptance and payment of a joining fee, Members of this category shall be allowed all the benefits and privileges of the Club including the right to vote at Annual and Extraordinary General Meetings and the right to be nominated for positions on the Management Committee. Members of this category must be available to play at least six matches during the season, in order to retain Full Membership status.
  - (b) **A JUNIOR MEMBER** - being a person who, at the date of election, is under the age of eighteen shall have no vote. Such a member shall be one who at the commencement of the subscription year joins the Club other than as a full member or a family member.
  - (c) **AN HONORARY/LIFE MEMBER** - who shall have one vote. - Members of this category shall be chosen by the Management Committee in recognition for special or long service to the Club and shall have all the benefits and privileges of Full Membership including complimentary subscription.

- (d) **AN ASSOCIATE MEMBER** - who shall have no vote. Members of this category shall be allowed into the Club, for the purpose of social activities and trial bowling or roll-ups. Members of this category shall not be able to participate in competitions and shall not have the right to vote at Annual or Extraordinary General Meetings or the right to be nominated for positions on the Management Committee. Exceptionally, they may represent the Club in friendly matches at the request of the Club Committee. Membership status will be reviewed annually.
- (e) **A SOCIAL MEMBER** - who shall have no vote. Members of this category shall be allowed into the Club, for the purpose of social activities. Members of this category shall be non-playing and shall not have the right to vote at Annual or Extraordinary General Meetings or the right to be nominated for positions on the Management Committee. Membership status will be reviewed annually.
- (f) **A PAY TO PLAY VISITOR** - who shall have no vote. Members of this category shall be allowed into the Club, for the purpose of bowling or roll-ups. Members of this category shall not be able to participate in competitions and shall not have the right to vote at Annual or Extraordinary General Meetings or the right to be nominated for positions on the Management Committee. They will be expected to pay the access fee as set at the Annual General Meeting.

## Section 4: Management Committee

The Management Committee. Committee shall consist of the following: Chairperson, Secretary, Treasurer, Mens Section Representative, Ladies Section Representative, Fixture Secretary and up to three other members, (in alternating genders for the first two additional appointees). No member shall hold more than one elected post.

- 4.1 Officers shall be elected at the Annual General Meeting and shall hold office for the period of election, retiring at the end of the period of election. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election.
- 4.2 The responsibility for the day-to-day management of the Club including financial matters shall be with the Management Committee who shall be elected at the Annual General Meeting.
- 4.3 The Club shall have a Mens Section and a Ladies Section. Each will provide a Representative for the Club Management Committee who will be accepted at the AGM without prejudice. These representatives will advise the Management Committee of any matters the Sections wish to discuss/alter in their day-to-day running which may affect or compromise Club Rules and Constitution.
- 4.4 The quorum of the Management Committee shall be four.
- 4.5 The Chairperson shall be in control of all meetings and will guide the Committee through all matters of business concerned with the general running of the Club. The Chairperson will have a casting vote in addition to his or her own when voting is called upon. In the absence of the Chairperson the Committee will appoint one and he/she shall have a casting vote in addition to his/her own.
- 4.6 The Secretary shall keep a proper record of the minutes of meetings, deal with Club correspondence, oversee Membership matters and make a report of the year to the Annual General Meeting.
- 4.7 The Membership Secretary shall keep and maintain up-to-date membership list, provide a backup service to the Secretary with distribution and collection of any communication to Club Members, and supply a report for inclusion into the Secretary's report to the Annual General Meeting.
- 4.8 The Treasurer shall keep proper accounts and records of all financial matters and shall present audited accounts and a report of the year to the Annual General Meeting
- 4.9 The Management Committee may delegate other Members to form sub-committees if the need arises.

- 4.10 The Management Committee shall have the power to make bylaws for the proper conduct of the Club provided they do not override existing Club Rules.
- 4.11 Officers and Management Committee members shall be indemnified by the Club in respect of any bona fide decision made by them for, and on behalf of, the Club.
- 4.12 Candidates for election to the Committee shall be those members of the retiring Committee eligible to offer themselves for re-election and such other Full members whose nominations (duly proposed and seconded in writing by Full members of the Club) with their consent shall have been received by the Secretary at least twenty one days before the date of the Annual General Meeting in each year. Such nominations, together with the names of the Proposer and Seconder shall be posted to the Club Premises at least seven days prior to the date of the Annual General Meeting.
- 4.13 The number of vacancies to be filled then there shall be a ballot of those members present and entitled to vote at the Annual General Meeting.
- 4.14 If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if majority of those present at the Annual General Meeting, entitled to vote, vote in favour of such election.
- 4.15 In the event of the ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot or previously nominated person.
- 4.16 If, for any reason, a casual vacancy shall occur, the Committee may co-opt another person to fill such a vacancy until the next following Annual General Meeting. Co-opted Members will be entitled to vote.
- 4.17 **The Committee.**
  - (a) **Committee Meetings** - The Committee shall endeavour to meet monthly making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish. Voting shall be by show of hands. In the case of equality of votes the Chairman (or other nominated person) shall be entitled to a second and casting vote. Any conflict of interest must be declared to the Chairman (or other nominated person) prior to the start of the meeting. The Chairman (or other nominated person) will determine if the person may remain in the meeting and/or vote when the item is discussed.
  - (b) **Powers of the Committee** - The Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objects of the Club. In particular the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.
  - (c) **Appointment of Sub-Committees** - The Committee may appoint such sub-committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law.
  - (d) **Disclosure of Interest to Third Parties** - A member of the Committee, of a sub-committee or any member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting.
  - (e) **Limitation of Committee's authority** - The Committee, or any person or sub-committee delegated by the Committee to act as agent for the Club or its members, shall enter into contracts only as far as expressly authorised, or authorised by implication, by the Committee. No one shall, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its membership.
  - (f) **Members' indemnification of Committee** - In pursuance of the authority vested in the Committee by members of the Club, members of the Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred



by them or anyone of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.

#### Indemnity Clause –

*“Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever [reasonably] incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties. Save in any Each such case where any such costs, expenses and liabilities arise in connection with any negligence, default breach of duty or breach of trust. The limit of any individual member’s indemnity in this respect shall be a sum equal to one year’s subscription at the then current rate of that category of membership unless the Committee has been authorised to exceed such limit by a General Meeting of the Club.”*

- (g) Contractual Liability - The Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Committee and/or Trustees of the Club, as appropriate.

*“The liability of the Committee for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time.”*

- (h) Nomination of Honorary Members/Life Members by Committee - The Committee may nominate for election at an Annual General Meeting such Honorary/Life Members as the Committee may think fit. The election of Honorary/Life Members shall be placed before the Annual General Meeting each year and such Honorary Members shall be duly elected if two thirds of those present, and entitled to vote, vote in favour of election.

#### Section 5: Trustees

As a Club we do not have dedicated Trustees, however the Management Committee have overall responsibility for the Club and its Members.

#### Section 6: Annual General Meeting

The Annual General Meeting shall be called before 30th November each year for the purpose of reporting on the past year, hearing the views of the Members, electing the Management Committee for the next year and altering the Rules and Constitution, in accordance with Clause 6.3, should the need arise. 28 days notice shall be given to the Members.

##### 6.1 Nominations for positions:

- (a) writing to the Secretary 21 days before the Annual General Meeting. The nominee, proposer and seconder must hold Full Membership and shall all sign an approval of the nomination.
- (b) In addition to the Management Committee the Members shall: (i) appoint a Membership Secretary who shall keep and maintain an up-to-date membership list, provide a backup service to the Secretary with distribution and collection of any communication to Club Members, and supply a report for inclusion into the Secretary’s Report to the Annual General Meeting; (ii) appoint two auditors, who shall be ex-officio, to examine and verify the Treasurer’s accounts; and (iii) be invited to endorse the Management Committee’s recommendation for the post of President of the Club, who shall be ex-officio. The President shall be responsible for the general presentation of the Club and shall serve for a maximum of two years.

In the absence of enough nominations, proposals shall be taken from the floor.

In the event of more nominations than posts a secret ballot will be held and the vote shall be carried by a simple majority of those Members present and entitled to vote.

- 6.2 An Extraordinary General Meeting can be called at any time by the Management Committee.

Ordinary Members may call an Extraordinary General Meeting by ten fully paid up members signing a resolution stating the reason for the meeting and passing it to the Secretary, whereupon an Extraordinary General Meeting shall be called within 28 days of receipt.

The Rules and Constitution of the Club may be altered at a General Meeting by a two thirds majority of those Members present and entitled to vote. Notice of change of any of the Rules or Constitution must be made to the Secretary 21 days before the Annual General Meeting or with the signed resolution in respect of an Extraordinary General Meeting. This notice must be proposed and seconded by fully paid up Members and have the written support of two other fully paid up Members.

#### Section 7: Dissolution of the Club

- 7.1 If, at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution
- 7.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Members present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 7.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club.
- 7.4 If at any Club time the shall decide that it cannot carry on and that the Club be dissolved, the Committee shall give or transfer the balance remaining after all payments of debts, and any other assets to one or more of the following:
- (a) to another Club with similar sports purposes which is a charity and/or
- (b) to another Club with similar sports purposes which is a registered CASC and/or
- (c) to Bowls England for use by them in related community sports.
- 7.5 If at any time the Club be declared bankrupt, every Member shall pay an indemnity fee of £1 and membership shall cease.

#### Section 8: Finances

- 8.1 The financial year of the Club will run from 1st October to 30th September the following year and the Club’s Treasurer shall prepare accounts showing the financial result of the activities of the Club for that period together with the financial position as at 30th September. All surplus income or profits shall be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.
- 8.2 All cheques drawn on the Club’s bank account shall be signed by the Treasurer of the Management Committee. For large amounts, in accordance with the mandate given by the Management Committee to the Clubs’ bankers, one other nominated Committee Member must also sign.
- 8.3 All fees are due on 1st February, payable by 30th March of current year. Failure to make full payment will result in loss of membership status and all implied benefits, except in extreme cases where the Management can find good reason to extend the time limit of payment for personal reasons. This shall be a matter for the person concerned and Management Committee only.
- 8.4 The rate of subscription for all classes of membership together with the Joining Fee, the fees payable by guests and the fees paid by members participating in matches shall be determined at a General Meeting by a two-thirds majority of those members present and entitled to vote. Junior Members (under 18) shall pay half fees. The Club will keep subscriptions and fees at levels that will not pose a significant obstacle to people participating.

#### Section 9: Miscellaneous

- 9.1 Any Member, whose conduct on the green or elsewhere, in the opinion of the Management Committee, shall be deemed likely to injure or bring discredit upon the Club may be expelled by the Management Committee after the said member has had the opportunity of making a statement to the Management Committee and, if so desired, an appeal against the Management Committee’s decision to the members of the Club in a General Meeting.
- 9.2 Any Member having a dispute or need clarification on any Club matter should direct themselves to the Secretary and/or Chairman in the first instance who will then pass it to the Management Committee for discussion at their next Committee meeting if the answer(s) given is/are not satisfactory.
- 9.3 The Club shall provide Public Liability insurance cover, to a reasonable level. However, neither the Club nor its Officers shall be liable for any loss or damage to property, or injury to persons whilst outside the designated Club area.
- 9.4 To comply with the provisions of the General Data Protection Regulations 2018, the Club will have a Policy Document, and issue to all members at application or renewal. The Club is permitted to maintain membership records on Computer File to include names, addresses, telephone numbers and dates of birth and such details it may disclose in the following circumstances:
- (a) Publication of a list of Officers together with their names addresses and telephone numbers.
- (b) Disclosure to other Members and bowling associations for the purposes of competitions or Club contacts.
- (c) Any other disclosure for the purposes of the Club which the Club decides is necessary e.g Individual details for Membership of the B.C.S.A (Burghfield Community Sports Association)
- (d) Data may be kept for a period of 2 years after lapse of Membership for reference and communication purposes, but after this point is no longer required.
- 9.5 INDEMNITY - Each Member (and employees from time to time) of Burghfield Bowls Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of any and all funds available to Burghfield Bowls Club, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of Burghfield Bowls Club, or arising there from, or incurred in good faith in the purported discharge of such duties.

#### Appendix – Club Guidelines

1. No member shall introduce more than three guests at a time and each guest on not more than three occasions during a season, unless said guest has applied for Membership.
2. The full name and address of each guest, together with the name and signature of the member introducing them is entered, at the time of entry, into a book held on the premises for that purpose.
3. Club License. The permitted hours for the Club bar shall be fixed by the Committee in accordance with the provisions of the Licensing Act 2003.
  - (a) There shall be no supply of intoxicating liquor for consumption off the premises, except to a Member in person
  - (b) There shall be no supply of intoxicating liquor to, or for, any person under the age of 18. Shandy or similar beverages may be supplied to persons aged 16 or 17.
  - (c) Intoxicating liquor may be supplied on the premises to: (i) A fully paid up Member of the Club. (ii) The bona fide guest of a fully paid up Member. (iii) Members and Officials of teams visiting the Club premises for the purposes of playing a match.
4. Persons attending the Club premises for social or other functions organised or authorised by the Club, provided always that the number of such functions does not exceed 12 in anyone year and these functions do not charge admission, by ticket or money at the door.

# **BURGHFIELD BOWLS CLUB**

## **GENERAL DATA PROTECTION REGULATIONS POLICY STATEMENT**

Under the new regulations introduced in 2018, we are making this statement to inform you, a Member of Burghfield Bowls Club, how we deal with your data and the processes in place.

### **OUR POLICY**

**BURGHFIELD BOWLS CLUB** is committed to complying with data protection law and to respecting the privacy rights of individuals. This Data Protection Policy ("Policy") sets out our approach to data protection law and the principles that we will apply to our processing of personal data. The aim of this Policy is to ensure that we process personal data in accordance with the law and with the utmost care and respect.

### **What are the six privacy principles we apply?**

To comply with GDPR, as an organisation, we have to meet six privacy principles. These are:

1. Personal data must be processed lawfully, fairly and in a transparent manner;
2. Personal data must only be collected for "specified, explicit and legitimate purposes";
3. Data collected must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Personal data must be accurate and where necessary kept up to date;
5. Personal data that is no longer required should be deleted.
6. Processors should ensure all personal data they hold is secure. (Held on secure protected drives)

### **What are the lawful bases an organisation can process data?**

Under the GDPR, an organisation can lawfully process data only if at least one of the following conditions are met:

- The data subject has given their consent;
- If the processing is necessary for the performance of a contract;
- For compliance with a legal obligation;
- If the processing is necessary to protect the vital interests of the data subject;
- Public interest purposes;
- If there is a legitimate interest pursued by the data holder or a third party.

### **What are your rights as an individual of The Club?**

The GDPR reforms create some new rights for individuals when their personal data is being processed, as well as strengthen some of the rights that currently exist under the Data Protection Act9. These rights are:

#### **The right to be informed:**

An individual has the right to be informed whenever their personal data is being processed. Any information an organisation supplies about the processing of an individual's personal data must be:

- Concise, transparent, intelligible and easily accessible;
- Written in a clear and plain language, particularly if addressed to a child;
- Free of charge.

The information an organisation must supply to an individual is determined by whether or not the organisation obtained that individual's personal data directly from them.

#### **The right to access:**

Under the GDPR reforms, an individual will have the right to obtain access to their personal data and confirmation that their data is being processed. This is similar to existing rights to access data that exist under the Data Protection Act.

Any information requested by an individual must be provided without delay and at the latest within one month of receipt. The information must also be provided free of charge, although the organisation who holds the data can charge a 'reasonable fee' if a request is repetitive or excessive. The data holder could also refuse to respond if they feel the request is manifestly unfounded or excessive, provided they explain why they have chosen to do so to the individual who made the request and inform them of their right to complain.

#### **The right to rectification:**

An individual has the right to ask for any wrong or incomplete information an organisation holds about them to be rectified. Any third parties who have had access to the personal data in question must also be informed about any changes. Any request for rectification must be answered within one month.

#### **The right to erasure:**

Also known as the 'right to be forgotten', this right allows an individual to request the deletion or removal of personal data that is held about them. However, this right can only be applied by an individual for a specific set of reasons, including:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally intended;
- When the individual withdraws their consent;
- When the individual objects to an organisation processing their data and there is no overriding legitimate interest to continue the processing;
- If the organisation holding the data is in breach of GDPR;
- The personal data must be erased in order to comply with a legal obligation;
- The personal data is processed in relation to the offer of online services to a child (which requires parental permission).

A data holder can refuse a request from an individual to erase their data for the following reasons:

- If it compromises freedom of expression and information;
- To comply with a legal obligation for the performance of a public interest task or exercise of official authority;
- For public health purposes;
- For research purposes that are in the public, scientific or historical interest;
- The exercise or defence of legal claims.

If the erased personal data has been shared with third parties, the data holder must inform those third parties that the data needs to be erased.

#### **The right to restrict processing:**

An individual has the right to ask the data holder to restrict the processing of their data if they have legitimate grounds to do so, though the data holder can still store the personal data.

The data holder is required to restrict the processing of an individual's data on the following grounds:

- If an individual contests the accuracy of their data;
- If an individual has objected to the processing, and the data holder is considering whether its legitimate interests over ride those of the individual;
- When processing is unlawful and the individual requests restriction instead of erasure of their data;
- If the data holder no longer needs to store the personal data but the individual requires the data for a legal claim.

If a data holder has had to restrict the processing of personal data, it must inform any third parties with whom they have shared that data of the processing restriction.

#### **The right to data portability:**

An individual has the right to obtain and reuse their personal data for their own purposes across different services. This new right allows individuals to move, copy or transfer personal data easily from one IT environment to another in a safe and secure manner.

An individual's right to move their data only applies to:

- Personal data that an individual has provided to a controller;
- Where the processing is based on the individual's consent or for the performance of a contract;
- When processing is carried out by automated means.

This data must be provided in a structured, commonly used and a machine-readable format, so that other organisations can use the data. The personal data must also be provided free of charge and must be handed over within one month.

#### **The right to object:**

An individual has the right to object to the processing (in particular for scientific/historical research purposes) or direct marketing of their personal data, although an individual can only raise an objection based on "grounds relating to his or her particular situation.

The data holder must stop processing the personal data unless:

- They can demonstrate legitimate reasons for the continuation of processing the personal data which over-rides the interests, rights and freedoms of the individual; or
- The processing is related to legal claims.

**NOVEMBER 2022**

# **BURGHFIELD BOWLS CLUB**

## **RULES OF PLAY**

1. All members will observe, at all times, the rules of the Club and any notices displayed and in force.
2. Dress for all activities at the Club shall be as follows unless specifically stated otherwise. Club colours apply where 'white' is mentioned.
  - a) **SOCIAL BOWLING** At any time after 6pm white/club shirts above the waist and grey trousers/skirt. At any other time, casual clothes will be allowed, although white/club shirts above the waist and grey below will be preferred and in any case all clothes should be of smart appearance.
  - b) **MIDWEEK AND EVENING MATCHES** White/club shirts above the waist and grey below.
  - c) **WEEKEND MATCHES** Brown, grey or white shoes with whites.
  - d) **INTERNAL COMPETITIONS** White/club shirts above the waist and grey below for all rounds except the finals which shall be played in whites as for weekend matches.
  - e) Occasionally, some midweek matches may be played in whites, or weekend matches in greys. All match details will be published on the appropriate team sheet.
  - f) At all times suitable footwear, i.e. flat-soled shoes, must be worn on the green.
3. All bowls being played in any match, for or on behalf of the Club, must bear the current Club bowls stickers, one on each side.
4. All mobile phones must be switched off during a match.
5. Smoking or running will not be permitted on the green.
6. No play to commence any day before 10.30am, except nominated days for greens maintenance when no bowling shall commence before 1pm. Under special circumstances, with the express permission of the Greenkeeper, times may be altered. Notices advising changes to times, or limitations for bowling, may occasionally be posted by the Greenkeeper and these notices will override normal rules of play.
7. Fines of a published rate may be imposed by the Management Committee/Captains for failure to comply with the above rules.

**JULY 2013**