

RATTRAY BOWLING CLUB

Application for Membership



To the Secretary
Rattray Bowling Club

I hereby apply for the following membership of Rattray Bowling Club.

Tick the line required.

Playing Membership	Please tick if OAP
Non-playing Membership		
Junior Membership		

If admitted I agree to abide by all the Rules, Byelaws and Code of Conduct of the club.

Name (Block Letters) Mr/Mrs/Miss

Address (Block Letters)

.....

Post Code

Date of Birth

Tel. No. (Home)(Mobile)

Email

Signature **Date**

Proposed by **Signature**

Please print name

Seconded by **Signature**

Please print name

NOTE: The Proposer or Seconder must be a Committee Member.

Date received by Secretary



RATTRAY BOWLING CLUB

MEMBER CODE OF CONDUCT

Members are reminded that Rattray Bowling Club has been built and developed over the years by its members for the benefit of all members and for the advancement of the sport of bowling. It is the responsibility of everyone involved with the club to ensure that it continues to develop and progress and that no person/s is/are allowed to degrade or damage the property or interests of the club or bring the club or the sport of bowls into disrepute.

The Management Committee is a voluntary body elected by the membership at the Annual General Meeting each year and its commitment to the club and its membership should thus be respected. It should be noted that Management Committee decisions are made for the benefit of the club in general and **not** for the convenience of the Management Committee.

Being a member of Rattray Bowling Club entitles and obligates you to certain rights and responsibilities, as it does other members, guests, visitors and the club overall. Members of and visitors to Rattray Bowling Club are required under this Code of Conduct to behave at all times in a way which upholds the values and good reputation of Rattray Bowling Club.

It shall be a condition of any person becoming as member of the club that they accept and agree (and by applying to become a member they shall be deemed to have agreed) to be bound by the terms of the Club's Constitution and bye-laws from time to time adopted by the Club, in particular without prejudice to the foregoing generality, the requirement to conduct themselves in accordance with the Club's ethical framework and the bye-laws as to discipline set out therein.

The Code

Members and Visitors have a right to:

1. Be treated equitably and with respect
2. Participate in an environment free from all forms of harassment and discrimination
3. Have their privacy and confidentiality treated lawfully and with respect
4. Submit their views to the Management Committee of the club provided this is done appropriately and respectfully in line with the club's governance procedures and policies.

Members of and Visitors to Rattray Bowling Club must:

- Treat everyone with respect, courtesy and without harassment. All members must respect the rights, (not to be harassed, discriminated or bullied) dignity and worth of all Club Members regardless of age, gender reassignment, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation
- Behave honestly and with integrity
- Comply with the rules and follow all safety requirements and practices of Rattray Bowling Club
- Observe the rules and etiquette of the sport of bowls as defined by Bowls Scotland
- Not use obscene, offensive language or gestures or behave in a disorderly manner
- Refrain from behaviour that could offend or embarrass others
- Maintain appropriate confidentiality about dealings that any person has with Rattray Bowling Club
- Not physically or verbally harass others (includes fight, argue, ridicule, threaten, stalk, etc.)
- Behave responsibly and not motivate or incite any person/s to do or feel anything unpleasant or violent
- Comply with any lawful and reasonable direction given by someone who has authority to give the direction

- Not provide false or misleading information in response to a request for information that is made for official purposes in connection with Rattray Bowling Club
- Use Rattray Bowling Club resources in an appropriate manner
- At all times behave in a way that upholds the good reputation of Rattray Bowling Club.

Breaches of the Code of Conduct – Reporting and Resolution

Rattray Bowling Club, through its Management Committee, reserves the right to make decisions and enforce fair and reasonable measures following a breach of the Code of Conduct.

Any breach of the Code of Conduct must be reported to the Management Committee who will fully investigate the matter in a calm, honest and dignified manner and every effort should be made by all concerned to maintain confidentiality.

If, following an investigation and having considered all relevant circumstances it is concluded that a breach has occurred, then the Management Committee shall take what it deems to be appropriate action in line with the club’s Disciplinary Procedure. This may include issuing a formal reprimand in writing, a temporary suspension of club membership or fully revoking club membership.

In the case of non-members, action may include a ban from club premises for a set period of time or for life.

Any breach of Criminal Law shall be referred to the Police.

I (print name)

Of (print address)

.....

(post code)

understand the terms of the above “Code of Conduct” and that this forms a membership contract with Rattray Bowling Club and I agree to abide within the terms of this “Code of Conduct”.

I understand that any breach of this contract may result in disciplinary action by the Management Committee.

Signature

Date



RATRAY BOWLING CLUB DATA PROTECTION PRIVACY NOTICE

What we need:

It is a legal requirement that Ratray Bowling Club comply with the General Data Protection Regulation (GDPR) which came into effect on 25 May 2018.

Ratray Bowling Club will be a “controller” of the personal information that you provide to us for membership purposes. This can be provided through hard copy or electronically unless otherwise stated.

The contact details required are:

Name, address, Tel. No., email address (where appropriate), date of birth, membership status. Also required are any PVG details or any appropriate qualifications required when volunteering in the club.

Why we need your personal information for contractual purposes:

To provide core member service e.g. insurance, licensing, voting etc. We need to keep a record of membership details to send communications by post or email for any contractual membership requirements.

Why we need your personal information for legitimate purposes:

For competition entry information, for media promotional events, for survey purposes, membership renewal purposes, volunteer mandatory training updates, disciplinary/complaint procedures. This is not an exhaustive list but highlights the main reasons for storing personal information.

Why we need your personal information for legal obligations:

We are legally obliged to process certain information relating to our members to hold general meetings, including notices and voting arrangements. To comply with the Protection of Vulnerable Groups Act 2007, the Equality Act 2010 and sportscotland regulations.

Who we share your personal information with:

We may share your personal information with our legal advisers, HMRC, Disclosure Scotland, Bowls Scotland and any affiliated associations and through the media for promotional purposes.

In the event that we do share personal information with external third parties we will only share such personal information strictly required for the specific purpose.

How we protect your personal information:

We store personal information electronically which is password controlled and securely as a hard copy.

How long we keep your personal information:

We will only keep your personal information as long as necessary to provide you with membership services. Unless you ask us not to we will possibly delete your personal information where you have not renewed your membership with us.

You have the right to refuse Ratray Bowling Club permission to use your personal details may prevent you being a member of the club. You also have the right to access your pers



MEMBERSHIP PRIVACY DETAILS

Rattray Bowling Club requires your permission to use your personal information as detailed in the "Rattray Bowling Club data Protection Privacy Notice".

We also ask your consent to continue to put your contact details on the board for competition and information purposes.

The Visitors' book will be held within the clubhouse for privacy purposes.

NAME: -----

ADDRESS: -----

POSTCODE: -----

DATE OF BIRTH: -----

TEL. NO: -----

MOBILE NO: -----

E-MAIL ADDRESS: -----

MEMBERSHIP DETAILS; **FULL / SENIOR / JUNIOR / SOCIAL (Circle as appropriate).**

MEDICAL CONDITIONS:

Anyone wishing to detail any medical condition can note it below **(this is not obligatory)**

Please sign below giving your permission for Rattray Bowling Club to use your personal contact information as detailed in the Rattray Bowling Club Data Protection Privacy Notice and return the form as a matter of urgency to:

Secretary, Rattray Bowling Club, Middle Road, Rattray, Blairgowrie, PH106LX

NAME: -----

DATE: -----

DATE RECEIVED BY THE SECRETARY: -----