

# **WORCESTERSHIRE BOWLING ASSOCIATION CONSTITUTION AND RULES**

## **1. TITLE**

The Association shall be called "The Worcestershire Bowling Association"

## **2. OBJECTS**

The objects of the Association shall be:-

- a) To promote, foster and safeguard the Level Green game of Bowls in Worcestershire.
- b) To adopt and enforce the Laws of the Sport of Bowls as laid down by World Bowls and adopted by Bowls England.
- c) To hold annual or other Championships in single handed, pairs, triples and fours.
- d) To interpret, when called upon by affiliated Clubs or members thereof, difficult or doubtful questions of law and practice, and to arbitrate in all differences referred to the Association between and among affiliated Clubs.
- e) That all Clubs affiliated to the Worcestershire Bowling Association shall make every endeavour to arrange a fixture each season with every Club within the Association.

## **3. MEMBERSHIP**

- a) Membership of the Association shall be open to all Clubs who qualify for affiliation that play the level-green game provided that such Clubs possess greens that comply with the World Bowls Laws of the Sport of Bowls as adopted by Bowls England.
- b) Clubs playing on Municipal or other public greens must possess a permit from the Municipal or other Authority allowing them the use of the rinks for competitive purposes. No Club playing or intending to play on a Municipal or other public green upon which an affiliated club or clubs is or are playing, shall become affiliated to the County Association until the existing club or clubs using the said green have been consulted by that Association, and, in the opinion of the said Association, has or have been offered no bona-fide objection to its affiliation.
- c) Every application for affiliation must be made in writing to the Secretary of the Association and be accompanied by a list of office holders of the Club, together with the addresses of the Hon Secretary, and of the green.
- d) Every club applying for membership shall be elected at the Annual General Meeting of the Association by ballot, but no club shall be admitted unless it receives the approval of three quarters of the Club Representatives at the meeting.
- e) Every club shall forward to the Hon Secretary of the Association before 31st January, each year, the names of its officers, the address of its Hon Secretary and the names and addresses of the two club representatives to the Association's Executive Council.
- f) All Past Presidents of the Association, upon completion of their term of office, and all Past Presidents of the former Associations, shall become Hon. Vice-Presidents of the Association, and may attend Executive Council Meetings with the right to vote. Honorary Life Members of the former Associations shall become Hon Life Members of the present Association and may attend Executive and Annual General Meetings with the right to vote.
- g) The Association shall have the power to elect Honorary Life Members for special services rendered to the game, who may attend Executive Council and Annual General Meetings with the right to vote. All nominations or proposals to be forwarded in writing direct to the sub-committee via the Hon Gen Secretary, who will always be

an ex-officio member, complete with curriculum vitae including record of service to Club and County.

#### **4. SUBSCRIPTIONS**

- a) Every bowling member of Affiliated Clubs shall be registered with the Association at a yearly subscription of such sum to be determined at the Annual General Meeting.
- b) Each affiliated member shall pay yearly to Bowls England such affiliation fee as determined by them, inclusive of V.A.T.
- c) All subscriptions shall be paid by the Annual General Meeting each year and any club or member failing to do so shall forfeit all privileges of membership until payment of all sums in arrears.
- d) In the event of the Association reverting to two sections all monies will be distributed in the same proportions as they were deposited at the time of unification.

#### **5. ADMINISTRATION**

- a) The affairs of the Association shall be conducted by an Executive Council consisting of the Chairperson of the Association, Presidents, Senior Vice Presidents, Junior Vice Presidents, Hon General Secretary, Hon Deputy Secretary, Hon Treasurer, Hon Deputy Treasurer, Hon Match Secretaries, Hon Competition Secretaries, Hon Team Managers, Hon Mixed Team Secretary & TWO members from each affiliated Club. Fifteen Clubs representatives to form a quorum. The Chairperson shall have the casting vote, and shall remain in office for three years.
- b) Regular meetings of the Executive Council shall be held in April and October in each year, and, before rising they shall fix the date of their next meeting. Additional meetings shall be held as often as the business of the Association shall determine. The Executive Council shall have power to fill casual offices.
- c) Any club situated more than 20 miles from the place of meeting may appoint as its representatives, two members of an affiliated Club, not representing their own or any other Club.
- d) The Management Committee of the County shall consist of the Chairperson, Presidents (Lady & Gent), Senior and Junior Vice Presidents (Ladies & Gents), Hon General Secretary, Hon Deputy Secretary, Hon Treasurer, Hon Deputy Treasurer, Hon County Match Secretaries (Lady & Gent), Hon County Competition Secretaries (Lady & Gent), Hon County Team Managers (Lady & Gent), the President & Executive Match Secretary, and EIGHT shall form a quorum. The duties of the Management Committee shall be to deal with the ordinary administrative business of the Association in accordance with the rule and policies laid down by the Annual General Meeting. The Management Committee at their first meeting after the Annual General meeting shall appoint annually a Finance Committee of THREE. All Sub-Committees shall be under the jurisdiction of the Management Committee.
- e) An Emergency Committee consisting of the Chairperson, Hon Secretary and THREE other Officers will deal with any urgent matters.
- f) [1] The Association, for competitive matches, shall have TWO Selection Committees, one for the Men's matches and one for the Ladies matches, consisting of the President, Team Manager and THREE other members, who shall be elected annually.  
[2] Selection Committees for all other matches shall comprise, President, Senior and Junior Vice Presidents and County Match Secretary.

- g) The Management Committee shall have the power to delegate any of its powers to a Committee appointed by them.
- h) The Chairperson of the Association shall be an ex-officio member of all Committees and Sub-Committees.

## **6. ANNUAL AND OTHER GENERAL MEETINGS**

- a) The Annual General meeting of the Association shall be held as soon as possible after 1st November but not later than the SECOND Sunday of December each year. The following shall be elected annually, Hon General Secretary, Hon Deputy Secretary, Hon Treasurer, Hon Deputy Treasurer, Hon County Match Secretaries, Hon County Competition Secretaries, Hon County Team Managers, Hon P & E Secretary, Hon Life Members, Hon Auditors, Bowls England Representatives, Midland Counties Bowls Association Representatives (Men), and Three Counties Bowling Association Representatives (Men). The Senior and Junior Vice Presidents shall automatically become Presidents and Senior Vice Presidents. Nominations for the Junior Vice Presidents and all of the Officers listed above, to be made by the Clubs through their Secretaries to the Hon General Secretary not later than 1 October of each year. The Chairperson shall be elected every third year.
- b) At the October Executive Council Meeting nominations will be received for all Committees. Ballot papers shall be prepared, and Committees elected at the Annual General Meeting.
- c) A Special Meeting may be convened at any time by the Executive Council, or it may be summoned on the requisition of any TWO Clubs. Each requisition must state clearly the nature of the matter at issue and be signed by the Hon General Secretaries of both Clubs.
- d) Every Club shall be entitled to be represented at General meetings by TWO of its members, both of whom have voting powers, exclusive of ex-officio members of the Association. Members of affiliated Clubs are entitled to attend meetings of the Association but not to vote as above provided in Rule 5(a).
- e) Fourteen days notice of the Annual General meeting (accompanied by a copy of the Treasurer's Accounts and a list of the nominations above mentioned) shall be given to the representatives of each affiliated Club and to all other Officers and offices as above mentioned. At least seven days notice shall be given of any Special General Meeting.

## **7. DUTIES OF ADMINISTRATIVE OFFICERS**

- a) The Hon General Secretary shall keep a record of the business transacted at all meetings and shall present to the Annual General meeting a report of the proceedings of the Association since the previous Annual General Meeting.
- b) The Hon Deputy Secretary shall act as Minute Secretary and Tour Secretary for incoming Counties & Clubs and as directed by the Hon General Secretary.
- c) The Hon Treasurer shall submit to the Annual General meeting a duly audited Account of the Income and Expenditure for the past year.
- d) The Hon Competition Secretaries shall, on receipt of competition entry forms, keep a record of all competitors and organise the draw, and report directly to the Hon General Secretary any matters which are not in accordance to the Rules, and which may require immediate action.

- e) The Hon Match Secretaries shall deal with all matters relevant to County matches, obtain quotations for transport, keep records of selection meetings, and all matches played.

## **8. THE EXECUTIVE COUNCIL IN APPEAL**

The Management Committee shall be empowered to adjudicate upon any dispute referred to it as to the meaning or interpretation of the Laws of the Sport of Bowls, of any Rule, Bye-Law, Regulation etc, and upon any matter of practice, policy, or complaint which may be held to be within its jurisdiction.

The subject of reference or appeal must be stated in writing to the Hon General Secretary, who shall call without delay, a special meeting of the Management Committee or Executive Council to deal with the matter. Parties may be heard on each sides and the Decision of the Management Committee or Executive Council shall be final.

## **9. SEVERANCE OF MEMBERSHIP**

It shall be within the power of the Executive Council, after due investigation of the facts, and if need be, the examination of witnesses and relevant documentary evidence, to suspend or determine the membership of any Club or any member of a Club, but with the right to appeal to the Association within 21 days of the Executive Council decision.

## **10. PLAYER STATUS AND INVOLVEMENT**

The Association and every Club shall abide by the Rules and Regulations of Bowls England.

## **11. CHAMPIONSHIPS, COMPETITIONS AND MATCHES**

- a) All Championship matches shall be completed under conditions to be determined by the Association and approved by Bowls England. All greens shall be inspected by County Officials prior to County Competitions being played.
- b) A player shall not represent more than one Club in any one year in all County Competitions.
- c) In men's Inter County Matches, Club blazers, mid-grey trousers and white shirt and County tie will be worn for traveling to matches. When playing, all players must wear brown, grey or white smooth soled heel-less shoes, white or cream trousers, and County Shirt or plain white shirt with current County tie. In ladies County matches the travelling dress will be green blazer, white/cream skirt or white/cream tailored trousers, white shirt embroidered with County Association logo, cravat in Association colours and brown/tan walking shoes or sandals and brown/tan handbag.
- d) Any protest in connection with a competition shall be made in writing to the Hon County Competition Secretary concerned, within 3 days, accompanied by a deposit of £10.00, which shall be forfeited should the complaint be considered groundless or frivolous. The decision of the Management Committee shall be final. Representatives of any Club or Clubs shall not be present while the protest is under consideration.
- e) The greenage fee for all National & County Competitions including the Vernon Turner Cup and Inter Club Double Rink shall be paid by the home Club. County Competitions and County Matches played on Municipal greens are subject to the charges made by the Local Authority. Each participating Club shall pay an entrance fee for the Men's Vernon Turner Cup and for the Ladies Inter Club Double Rink Competitions as agreed at the Annual General Meeting.
- f) Competition entry fees shall be determined at the Annual General Meeting.

## **12. COUNTY BADGES**

- a) Every player taking part in their first match shall be presented with their 'First Game Badge', which shall be a miniature of the County Badge. The County Blazer Badge to be awarded following their seventh County match, played over a period of not less than TWO seasons. The Dual County Badge/Flash which recognizes playing in the Men's Middleton Cup Team and the Ladies' John's Trophy team shall be awarded after playing in their THIRD Middleton Cup or John's Trophy match provided they hold a full County Badge from this or any other County. The recipient to bear the cost of the badge.
- b) Non- Badged Finalists of the County Championships who attend National Championship shall be awarded a 'First Game Badge'.
- c) Every player qualifying through age to take part in the County Under 25's Team shall on taking part in his first County Match be presented with a 'First Match Badge'.

## **13. STANDING ORDERS.**

At General Meetings and Meetings of the Executive Council, a mover of a Motion, but not the mover of Amendments, shall have the right to reply, immediately after which reply the question shall be put and a vote taken. No other person shall be allowed to speak more than once on the motion unless permission to explain is given by the Chairman, or in exceptional circumstances, by three quarters of those voting. The Mover of a Motion, when exercising his right to reply, shall not introduce new matters, but confine his reply to questions raised in the discussion. The Secunder of a Motion or an Amendment may do so formally, and exercise his /her right to speak at a later period of the discussion. A direct negative to a Motion is not a legitimate amendment. All amendments must be relevant to the Motion under discussion. If any Amendment be negated then another Amendment may be moved to the Motion under discussion, but only one.

## **14. ALTERATION TO RULES**

Alterations of, or additions to, all or any of the forgoing Rules shall be made only at the Annual General Meeting, or at a Special General Meeting convened for the purpose, and 21 days written notice of the terms of such proposed alteration or addition must be given to the Hon General Secretary, who shall circulate to all affiliated Clubs. At a Special General Meeting no other business but that on the Agenda shall be discussed.

### **NOTE:**

#### **Discipline:-**

The Worcestershire Bowling Association strongly recommend reference be made to Bowls England Regulation No. 9.

This will take the emphasis of responsibility away from the Worcestershire Bowling Association to ensure that correct legal procedures are followed.