

GBA 'CONSTITUTION & RULES' (2019 changes included)

Definitions

Bowls England – The national governing body of outdoor flat green (lawn) bowling in England, formed in 2007. Hereafter referred to as **Bowls England**. Flat green or lawn bowls shall be, where appropriate, referred to hereafter as **bowls**.

The Gloucestershire Bowls Association – The unified outdoor flat green bowls governing body in Gloucestershire, formed in 2010, hereafter referred to as either **the Association** or as **the GBA**.

World Bowls - The recognised International Federation for the sport of flat green (lawn) bowling. Responsibilities include the laws, standards and equipment. Hereafter referred to as **World Bowls**.

The Bowls Development Alliance – The body set up in 2012 and contracted by Sport England to develop the sport of bowling in England, including flat green (lawn) bowls, both outdoor and indoor. Hereafter referred to as the **BDA**.

The British Isles Bowls Council – The body, formed in 1963, by four of the home countries - England, Ireland, Scotland and Wales. Responsible for the British Isles Championships and the International Series. Hereafter referred to as the **BIBC**.

1. Status of the Gloucestershire Bowls Association

1.1 A non-profit organisation

1.2 A full member of Bowls England

1.2.1 All individual bowlers must be a member of a club and must be affiliated to the Association and to Bowls England.

1.2.2 A club affiliated to Bowls England is one all of whose individual members are Affiliated Members of Bowls England. Each affiliated club is allocated a 'Unique ID' by Bowls England.

1.2.3 The Association, the clubs and all individual members are bound by the Bowls England Articles of Association and by Regulations 1-49 (Administration) and 50 onwards (Competitions). [Ref: <https://www.bowlsengland.com/about-us/documents-and-policies> and <https://www.bowlsengland.com/about-us/rules-and-regulations>]

1.2.4 The Association will be represented at Bowls England meetings by its two County Authorised Representatives, one from each GBA division. The County Authorised Representatives will represent the interests of the Association at such meetings, in accordance with their mandate, and will also endeavour to inform the Association on and promote the policies and guidelines of Bowls England.

2. Objectives and aims

2.1 Promote and foster the game of outdoor flat green (lawn) bowls in the pre -1974 County of Gloucestershire. That is, including the part of the post-1996 City & County of Bristol that lies north of the River Avon.

2.2 Conform to Bowls England Rules & Regulations and to the Crystal Mark Laws of the Sport (the current edition issued by World Bowls). Objectively interpret all rules, regulations and laws for the Association members.

2.3 Manage the financial affairs of the Association.

2.4 Promote, organise and supervise competitions and matches, both at a national level and within Gloucestershire, for affiliated clubs and individuals.

2.5 Arrange inter-county and other Gloucestershire matches.

2.6 Arbitrate on all disputes between clubs and members in accordance with Bowls England Regulations 9 and 9A

2.7 Act on all matters of misconduct in accordance with Bowls England Regulations 9 and 9A.

2.8 Take all reasonable measures to conform with Bowls England's Anti-Doping Policy.

- 2.9 Conform to all relevant aspects of the United Kingdom equality legislation.
- 2.10 Ensure that the Association and all affiliated members comply with United Kingdom General Data Protection Regulations.
- 2.11 Be aware of all legislation that might relate to outdoor flat green bowling and communicate this to clubs and individuals.
- 2.12 Provide a safe environment for children and vulnerable adults in accordance with the Safeguarding Policy of Bowls England.
- 2.13 Encourage and promote qualifications in both umpiring and coaching.

3. Structure and administration

- 3.1 The unified nature of the Gloucestershire Bowls Association shall be reflected in its administration primarily by a single unified Joint Executive Committee.
- 3.2 Recognising the 'gender-affected' nature of the sport of bowls, administration shall additionally be through Gender Divisions (Men's and Women's Divisions) where considered appropriate, this particularly in relation to competitive matches and to competitions.
- 3.3 As Gloucestershire is a geographically-extensive county, for the purposes of both general management and competitions, the county shall be divided into four geographical Sections - Bristol, Cheltenham, Gloucester and Stroud. The Association's Joint Executive Committee shall determine to which Section each new club shall belong.
- 3.4 The Administrative Centre of the county (an administrative designation required by Bowls England) shall be Stroud.

4. Membership

Club Membership

- 4.1 Club Membership of the Association shall be open to all bona fide outdoor flat green bowls clubs within the defined geographical area.
- 4.2 Member clubs must meet all the requirements laid down in the **Schedule A: 'Requirements for member clubs and organisations'**. They will be bound by the Association's Constitution & Rules.
- 4.3 New applications for Club Membership shall be made to the County Administrator, and shall be accompanied by:
 - Name and exact location of the club
 - Names of a proposing and a seconding clubs, with confirming letters
 - List of officers of the club
 - Contact details for the club's Secretary and Treasurer, which must include an e-mail address
 - List of members
 - Club constitution
 - Confirmation of use of a bowling green
- 4.4 On the approval of the Association's Joint Executive Committee, a new member club shall be placed in one of the four geographical Sections of the Association.
- 4.5 Names and details of all members clubs will be published in the Association's Handbooks; this should include a contact e-mail address.

Individual Membership

- 4.6 All playing members of clubs, including Junior and Life Members, must be affiliated to the Association and to Bowls England. Anyone not so affiliated will not be permitted to play in any competitions or matches organised under the auspices of either the Association or Bowls England.
- 4.7 All affiliations must be paid to the Association by the date set by the Association's Joint Executive Committee.
- 4.8 Junior Members are defined as those under 18 years of age on 1st April in the appropriate year.

Associate Membership

4.9 Associate Membership shall be open to recognised bowling organisations within the county, which have no green of their own. All their individual playing members must be affiliated to a county and to Bowls England.

4.10 Such organisations must meet all the requirements laid down in the **Schedule A: 'Requirements for member clubs and organisations'**. They will be bound by the Association's Constitution & Rules.

4.11 New Associate Member applications must be directed to the County Administrator and accompanied by:

- Name of the body, aims and sphere of activity
- Names of proposing and seconding clubs already full members, with confirming letters
- List of officers of the body
- Contact details for the body's Secretary and Treasurer, which must include an e-mail address
- List of members, with their affiliated clubs (except in the case of a league)
- The organisation's constitution

4.12 Associate Member affiliations must be paid to the Association at a level and by a date set by the Association's Joint Executive Committee.

4.13 Associate Members are entitled to send a representative to General Meetings of the Association, who is eligible to speak but not entitled to vote.

4.14 Details of all Associate Members will be published in the Association's Handbooks. All such organisations will receive a free copy of these Handbooks.

Withdrawal of membership

4.15 A club may withdraw from membership of the Association by the Club Secretary giving written notice to the Association, sent to the County Administrator. This notification must include a copy of the minutes of a constitutional general meeting of the club, these including details of the withdrawal motion and associated voting figures. The club shall thereby forfeit all rights and interest in the funds and activities of the Association, but shall be liable for any money due at the time of their withdrawal.

Suspension or severance of membership

4.16 The Association's Joint Executive Committee shall have the power to determine the membership of a club or of an individual, subject always to any considerations under Clause 19. The club or individual shall have the right of appeal.

Individual Membership of multiple clubs, including in more than one county

4.17 Individuals may belong to more than one club, either in Gloucestershire or in two counties. They must pay Bowls England affiliations for both (or all) clubs, but only one Gloucestershire Bowls Association affiliation. Any other county involved will determine their own requirements in relation to affiliation.

4.18 Individuals playing for more than one club may only play in National Championship and County competitions for one designated club.

5. Fees

5.1 The financial and membership year of the Association shall commence on 1st October.

5.2 The level of the Affiliation Fees for the coming year shall be determined by the Association's Joint Executive Committee at their July meeting.

5.3 Affiliation Fees due will initially be based on club membership as at 30th September and then submitted to the County Treasurer with full payment by a date agreed by the Joint Executive Committee. The Affiliation Form and payment must be accompanied by a list of individual club members (fore and surnames), with a telephone contact number for each, sorted by gender.

5.4 If club membership for the following season exceeds that declared as at 30th September, the County Treasurer must be advised and the appropriate additional affiliation fees paid, together with details of names, gender and telephone numbers.

- 5.5 Names of declared members who do not renew their club membership in the following season must also be advised to the County Treasurer. Affiliation fees paid by clubs in November are not refundable but may be offset against new members.
- 5.6 Any club failing to pay affiliation fees by the set date shall forfeit all rights and privileges of membership, unless the County Treasurer is satisfied with the reason for the delay.
- 5.7 The total affiliation fee is composed of :
- 5.7.1 The Bowls England Affiliation Fee, determined annually. Payable for every club of which a player is a member.
- 5.7.2 The Association's Affiliation Fee, determined annually (see Clause 5.2). Payable once only by each individual member.
- 5.8 County Competition Fees shall be determined by the Men's and Women's Divisional Management Committees, though the Joint Executive Committee will seek broad comparability between the divisions.
- 5.9 County Match Fees shall be determined by the Men's and Women's Divisional Management Committees, for all types of match other than mixed matches, which shall be determined by the GBA Joint Executive Committee.

6. Association Officers and Officials

6.1 Divisional Officers

- President
- Vice-President(s)
- Immediate Past President
- Chairman (Men's Division only)
- Secretary
- Treasurer
- Match/Fixture Secretary
- County Competition Secretary (Men's Division only)
- Bowls England County Authorised Representatives [Bowls England Council Members]
- Section Secretaries (Men's Division only)

6.2 Divisional Officials

- Elected Divisional Representative to Joint Executive Committee
- Team Manager
- Section Representatives (Women's Division only)
- Section Competition Secretaries
- Section Selectors
- County Match Official (Men's Division only)
- Bowls Development Officer
- Child Protection Officer
- Benevolent Secretary & Trustees
- County Press Officer
- Web Site Manager
- County Records Officers
- County Greens Advisor
- County Greens Committee members

In the Men's Division, the Team Manager, Elected Divisional Representative to Joint Executive Committee, County Match Official, Bowls Development Officer, Child Protection Officer, Benevolent Fund Secretary, County Press Officer, Website Manager, County Records Officer, Greens Advisor, together with the Chairman of any committee or sub-committee, will carry the designation of 'Executive Official'.

- 6.3 Divisional Officers and Officials already in post do not need to be newly nominated and seconded each year. New nominations always need a proposer and a seconder. The Bowls Development Officer, County Press Officer and Website Manager, are appointed by the Management Committee. Nominations to be received by the Divisional Secretary at least 14 days prior to the relevant October Divisional Delegate Meeting. Nomination forms will have been circulated by the Divisional Secretary.
- 6.4 Nominations for Junior and Senior Vice-President in each division may be proposed and seconded by any club within the County.
- 6.5 All elections are made annually and will be held at the October Divisional Delegate Meetings. All voting by simple majority of those clubs present; one vote per club.
- 6.6 Divisional Officers and Officials will take office at the end of the relevant October Divisional Delegate Meeting, with the exception of the President and Vice-Presidents, with the formal investiture of these taking place at the GBA Joint Council Meeting in November.
- 6.7 In the event that no nominations are forthcoming for any Divisional Officer or Official position, it will be the responsibility of the relevant Divisional Management Committee to make such interim arrangements as are necessary.
- 6.8 Job descriptions for all roles will be prepared by the Divisional Secretary in consultation with the Divisional Management Committee, these being reviewed as thought necessary. These shall be summarised in **Schedule B: 'Summary of Divisional Officer responsibilities'**.
- 6.9 In the event of the death or resignation of a Divisional Officer or Official between October Divisional Delegate Meetings, the Divisional Management Committee shall make such interim arrangements as are necessary. All GBA information or files, including electronic, held by the deceased or resigning officer or official must be passed directly to the Divisional Secretary; should the deceased officer be the Divisional Secretary, the Divisional Treasurer will assume interim responsibility for the information and files.
- 6.10 **Men's Division** In the event of the death or resignation of a Section Officer or Official between October Divisional Delegate Meetings, the Section involved will convene a meeting to elect a replacement and inform the Divisional Secretary. All Section information or files, including electronic, held by the deceased or resigning officer must be passed directly to the Section Secretary.

6.11 Executive Officers

The Executive Officers of the Association are :

- County Administrator
- Deputy County Administrator
- County Treasurer
- Assistant County Treasurers
- County Match Secretary
- Assistant County Match Secretary
- Bowls England County Authorised Representatives

7 Committee Structure

- 7.1 **GBA Joint Executive Committee** The affairs of the Association will be conducted by the GBA Joint Executive Committee, comprising of the Executive Officers listed in 6.11, plus one non-Officer from each Division, as elected at their October Divisional Delegate Meeting. They will hold office on this Committee (only) from the end of the GBA Annual General Meeting following their election at the October Divisional Delegate Meeting until the end of the GBA Annual General Meeting after which they relinquish divisional office.
- 7.2 All the Executive Officers gain their county position through having initially been elected to the relevant divisional role, with the exception of the County Treasurer, who must be separately nominated and elected at a county level. County Treasurer nominations (with proposing and

seconding clubs) to be received by the County Administrator by 30th November for the following year, election to be carried out at the Annual General Meeting.

- 7.3 The County Treasurer will be specifically responsible for the finances of the unified GBA. Other responsibilities will be defined by the Joint Executive Committee. The County Treasurer is an ex-officio member of the Joint Executive Committee, but in a non-voting capacity.
- 7.4 The two Divisional Treasurers will both act in the capacity of Assistant County Treasurer, with responsibilities as defined by the Joint Executive Committee.
- 7.5 Membership of the Joint Executive Committee must be five voting representatives from each Division. If an Officer currently serving on the Joint Executive Committee occupies two of the positions listed in 6.9, or if there is an imbalance of gender for any reason, then another person may be co-opted by the relevant Division onto the Committee. If any other situation of gender imbalance arises, the Committee is empowered to produce a reasonable and agreed solution.
- 7.6 At Joint Executive Committee meetings, there shall be a quorum of five and voting shall be by simple majority of those present and entitled to vote. Should the number of members present be below the quorum, the Committee may meet, but may not make formal decisions involving a vote.
- 7.7 The County Administrator, Deputy County Administrator, Assistant County Treasurers (see 7.4), County Match Secretary and Assistant County Match Secretary of the Association will be drawn from the ten Committee members. The two County Administrators and two County Match Secretary roles will normally be taken by the two Divisional Secretaries and the two Divisional Match/Fixture Secretaries, respectively.
- 7.8 The County Administrator and Deputy County Administrator shall be the Association's two designated contacts with Bowls England, except in the matter of finance, where the contact is the County Treasurer.
- 7.9 After completion of an initial three year period, the non-incumbent Divisional Secretary & Match/Fixture Secretary will be asked if they wish to take over the respective Joint Executive Committee positions for the next three years. If they decline, the current incumbent will continue in office for a further year, after which the process will be repeated, subject to clause 7.10.
- 7.10 If an Officer serving on the GBA Joint Executive Committee is not re-elected by their division before their period of office has expired, or no longer wishes to continue to fulfil their Joint Executive Committee position, or is unable to continue in their position (including due to death or resignation), then the other respective officer will be requested to take over that position, failing which, the new incumbent replacing the outgoing officer will be asked. If neither are prepared to fulfil the position, then another person may be co-opted from the relevant division onto the Committee in order to fulfil the position, failing which, another member of the committee may volunteer.
- 7.11 The Chairperson and a Minute Secretary shall be elected from within the ten members of the Joint Executive Committee, on an annual basis. Minutes must be taken, which must then be ratified at the following meeting. Ratified minutes will be placed on the GBA Web sites.
- 7.12 The Joint Executive Committee should normally meet a minimum of five times *per annum*.
- 7.13 The Joint Executive Committee shall have such detailed powers and responsibilities as defined in **Schedule D: 'Functions and Responsibilities of GBA Committees'**. In summary these will be primarily associated with strategic direction, constitutional matters, financial direction, legal matters, presentation meals, and Bowls England liaison.
- 7.14 Job descriptions for all Joint Executive Committee roles will be summarised in **Schedule C: 'Summary of Executive Officer responsibilities'**.
- 7.15 **Divisional Management Committees** Those affairs of the Association deemed to be gender-related, including gender-affected matches and competitions, shall be conducted by Divisional Management Committees, as defined in **Schedule D: 'Functions and Responsibilities of GBA Committees'**.
- 7.16 The composition of the two committees shall be as follows:
Men's Division: President, Immediate Past President, Vice-President(s), Chairman, Secretary, Treasurer, Bowls England County Authorised Representative, Competition Secretary, Match

Secretary, Team Manager, four Section Secretaries and the Men's Joint Executive Committee Representative.

Women's Division : President, Immediate Past President, Vice President(s), Secretary, Treasurer, Bowls England County Authorised Representative, Match Secretary and one representative from each Section.

These Officers and Officials will be elected and take office as described in Clauses 6.3 to 6.8.

7.17 The Women's Divisional Management Committee shall be chaired by the Divisional President or an Immediate Past President, the Men's by the Chairman or the President. The Divisional Secretary shall ensure that minutes are taken, which must then be ratified at the following meeting. Ratified minutes will be placed on the GBA Web sites.

7.18 At Divisional Management Committee meetings, there shall be a quorum of five for voting purposes, and voting shall be by simple majority of those present and entitled to vote. Should the number of members present be below the quorum, the Committee may meet, but may not make formal decisions involving a vote.

7.19 If, by a two thirds majority vote of those present, either of the individual Divisional Management Committees consider certain emergency actions necessary, then they are permitted to take such actions without waiting for the approval of a Divisional Delegate Meeting.

7.20 The Divisional Management Committees shall each determine the agenda for their October Divisional Delegate Meeting, and are empowered to give notice of proposals or make recommendations to that Meeting.

7.21 Sub-committees Both the GBA Joint Executive Committee and the Divisional Management Committees are empowered to set up such sub-committees and delegate authority as they see fit, covering any matter of importance to the Association. Divisional Secretaries may attend such divisional sub-committees as they determine.

7.22 'Standing' or permanent sub-committees are dealt with in Clauses 12, 13, and 14.

8 General Meetings

Annual General Meeting

8.1 The GBA Annual General Meeting (AGM) will normally be held not later than the third week in January each year, attended by Officers, Officials, County Life Members, Management Committee members, and two authorised representatives (ideally one male, one female) from each affiliated club. Affiliated county members may attend as observers.

8.2 The AGM will be chaired by the County Administrator, or a nominated deputy, and the meeting will be minuted.

8.3 Formal notice of the AGM will be given not less than 21 days prior to the meeting and will be accompanied by the Agenda, Minutes of the previous AGM, the Annual Consolidated Balance Sheet, and particulars of any proposition or amendment to be voted upon.

8.4 The business of the meeting will be :

1. To agree the minutes of the previous AGMs as a true record.
2. Any matters arising from the Minutes.
3. Receive and adopt the Annual Consolidated Balance Sheet and County Treasurer's Report.
4. Appointment of Examiner.
5. Vote on changes to the Constitution & Rules or other matters previously circulated.
6. Election of GBA Joint Executive Committee Officers and GBA County Treasurer.
7. Any other business previously notified and included in the agenda.

8.5 Propositions considered under 8.4(5) above must :

(a) Have been submitted in writing by the GBA Joint Executive Committee and included in the notification for the GBA Joint Council Meeting in November.

Or (b) Have been submitted in writing by a Divisional Management Committee and included in the notification for the GBA Joint Council Meeting in November. The final date for submission of such proposals will be 7 days after the relevant October Divisional Delegate Meeting.

Or (c) Have been submitted in writing by a member club, seconded in writing by another member club and included in the notification for the GBA Joint Council Meeting in November. The final date for the submission of such proposals will be 1st September.

8.6 Amendments to propositions considered at the Joint Council Meeting must have been submitted in writing to the GBA County Administrator by a member club, seconded in writing by another member club and included in the Agenda for the Association's AGM. The final date for submission of such proposals shall be 1st December.

8.7 Each Member Club shall be authorised to send only two delegates to the Association's AGM. Each Club shall be entitled to a single vote; the voting person from each club must be decided in advance by the club.

8.8 GBA Officers, Officials, County Life Members and Divisional Management Committee members shall be entitled to attend the Association's AGM, but not to vote (unless they bear their club's vote).

8.9 Voting at the Association's AGM on any matter shall be carried by a simple majority of those authorised representatives present and entitled to vote. A quorum is 15 authorised representatives who are entitled to vote.

Special General Meetings

8.10 The GBA County Administrator, on receiving an identically worded letter from three member clubs on a specific subject and calling for a Special General Meeting (SGM), the letters being signed by the club secretaries, shall convene such a meeting within 21 days of receipt of the third letter. Only the subject of the joint letter will be discussed and resolved at that meeting.

8.11 The GBA Joint Executive Committee may also call a Special General Meeting.

8.12 The attendance, quorum, recording and voting entitlement to be as per the Annual General Meeting.

Alterations to Gloucestershire Bowls Association Constitution & Rules

8.13 Alterations will only be made at an Association AGM or at an SGM convened for the purpose. All voting will be decided by a simple majority of club authorised representatives attending and entitled to vote.

8.14 The GBA County Administrator will circulate proposals to the Association's AGM to member clubs at least 28 days before the GBA Joint Council Meeting at which the propositions will be presented and debated. After the GBA Joint Council Meeting club delegates must then report back to their club committees and seek a mandate on how to vote at the Association's AGM.

8.15 Any amendments to propositions debated at the GBA Joint Council Meeting, to be sent to the GBA County Administrator by the 1st December, made in writing by one club, seconded by another club and signed by the club secretaries. The Joint Executive Committee may also make amendments to their original proposal(s), based on discussions in the GBA Joint Council Meeting.

GBA Joint Council Meeting

8.16 The GBA Joint Council Meeting (JCM) will normally be held not later than the fourth week in November. The primary aim of the GBA JCM will be to debate matters being considered in the following Association AGM. There will be no formal voting. A summary of the meeting will be kept and circulated to clubs.

8.17 GBA Officers, Officials, Life Members, Divisional Management Committee members and ideally one female and one male delegate from each member club shall be entitled to attend.

8.18 The GBA Joint Council Meeting will be conducted by the GBA Joint Executive Committee. Content of the meeting shall include :

- a) Investing incoming GBA Divisional Presidents.
- b) Debating proposals for changes to the GBA Constitution & Rules, and any other propositions accepted by the GBA Joint Executive Committee.
- c) Any other business notified in advance to the GBA County Administrator.

9 Divisional Meetings

Divisional Management Committee Meetings

- 9.1 The remit, composition and functioning of the GBA Divisional Management Committees are defined in 7.16 to 7.21. These committees should meet a minimum of two times *per annum*, including immediately before the October Divisional Delegate Meeting.
- 9.2 The GBA Divisional Management Committees shall have such detailed powers and responsibilities as defined in **Schedule D: 'Functions and Responsibilities of GBA Committees'**. In summary these will be primarily associated with divisional meetings, election of divisional officers and officials (see 6.1 and 6.2), divisional finances, gender-specific matches, gender-specific competitions and divisional handbooks.

Section Meetings

- 9.3 In the **Men's Division** only, a proportion of divisional responsibility is devolved to Section Committees, sections being defined as in 3.3. This will broadly cover the organisation of men's competitions, selection for men's matches and finance. The Divisional Secretary may attend Section Meetings (Clause 7.21).
- 9.4 Both the composition and the functioning of Section Meetings shall be flexible, but the following are regarded as guidelines :
1. Committees shall meet at least once per annum
 2. Selection of a Chairman and a Secretary to run Section Meetings shall be according to the practice of the relevant Section
 3. Minutes shall be taken and circulated to clubs in the relevant Section
 4. Attendance shall be one voting representative per club. Voting shall be by a simple majority of those present and entitled to vote
 5. Section Meetings shall each elect the following :
 - a. Section Secretary
 - b. Section Competition Secretary
 - c. 2 Selectors
 - d. 2 Greens Committee members
 - e. Benevolent Trustee

Divisional Delegate Meetings

- 9.5 GBA Men's Divisional Delegates Meetings will be attended by Divisional Officers & Executive Officials and a delegate from each affiliated club having members of the relevant gender. Past Presidents who have passed from office by less than five years may attend meetings but without power to vote. If an Executive Official is unable to attend, they may nominate a substitute. GBA Women's Divisional Delegates Meetings will be attended by Divisional Officers & Officials and a maximum of two delegates from each affiliated club having members of the relevant gender. Past Presidents who have passed from office by less than five years may attend meetings but without power to vote. If an Executive Official is unable to attend, they may nominate a substitute.
- 9.6 GBA Divisional Delegates Meetings will be held in March and October for both divisions, with the Women's Division normally also holding a meeting in July.
- 9.7 Any voting shall be on a simple majority basis from the floor, either by a show of hands or by ballot. In the event of a tied vote the status quo shall prevail. A quorum of 15 clubs represented is necessary for formal voting to take place, with one vote per club. Officers and Officials of the Association are not allowed to vote, unless they are voting on behalf of their club in the absence of their club delegate.
- 9.8 The **October Divisional Delegate Meetings** shall have the following business :
1. To agree the minutes of the previous Delegate Meeting as a true record.
 2. Any matters arising from the minutes.
 3. Reports from Divisional Officers and Officials.
 4. Receive and adopt the Divisional Annual Balance Sheet and Statement of Accounts, subject to external examination.
 6. Vote on any changes to the divisional working arrangements, as previously circulated.
 7. Election of Divisional Officers and Officials.

8. Any other business.
- 9.9 All matters relating to the nomination and appointment of members of the GBA Divisional Presidential Teams and other Divisional Officers and Officials are considered under 6.3 to 6.10.

10 Financial matters

- 10.1 The Association's finances shall be the responsibility of the GBA County Treasurer. These accounts are referred to as the 'GBA 2010 Accounts'.
- 10.2 All monies either paid to or received from Bowls England shall be via the GBA County Treasurer.
- 10.3 The accounting year for all Association financial matters shall be from the 1st October to the 30th September the following year. The Annual Consolidated Balance Sheet shall be presented at the Association's AGM by the GBA County Treasurer, after an external examination has been carried out.
- 10.4 The finances of both divisions are dealt with by the Divisional Treasurers and presented at the October Divisional Delegate Meetings. All accounts shall be presented in the same format, overseen by the GBA County Treasurer.
- 10.5 The Divisional Treasurer shall ensure that immediate warning is given to that division of any pending change in the state of the divisional finances.
- 10.6 The primary income for the GBA Divisions shall be the annual affiliation fees paid to the County by the clubs, divided in proportion to the registered affiliated membership numbers in each division as at 30th September.
- 10.7 The primary income for the Association (paid to the GBA 2010 account) shall be a levy per affiliated member as at 30th September. The magnitude of this levy shall be determined by the GBA Joint Executive Committee once the state of the GBA 2010 finances become known in August, as required to maintain a balance.
- 10.8 All expenditure by and through a Divisional Secretary and by Section Secretaries shall be to the relevant division.
- 10.9 Each Member of the Association shall (to the extent that such a person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of any and all funds available to the Association, which may lawfully be so applied, against all previously authorised costs, expenses and liabilities.
- 10.10 Divisional Treasurers have the power to set up a Divisional Finance Sub-Committee.
- 10.11 No person, or their agent, shall receive cash or kind for playing or appearing in any match, competition or team organised by the Association.
- 10.12 **Expenses** The GBA County Treasurer or the relevant Men's or Women's Divisional Treasurer shall make direct payment of agreed expenses incurred by Association Officers & Officials in the course of their normal duties, including travel rates agreed by the GBA Joint Executive Committee.
- 10.13 The GBA County Treasurer or the appropriate Men's or Women's Divisional Treasurer shall refer to the GBA Joint Executive Committee or to the Divisional Management Meeting, as relevant, any claim considered unusual or not in line with accepted custom and practice.
- 10.14 Allowances shall be paid to the Divisional President, Divisional Secretary, Divisional Fixture Secretary and Divisional Treasurer, or any other Officer or Official, as determined at their respective Management Meetings.
- 10.15 Allowable expenses for GBA Joint Executive Committee claimants shall be hiring of meeting venues (where a charge is incurred), postage, travel expenses, stationery, telephone calls, and the cost of examining accounts.

11 Matches

- 11.1 Divisional Match/Fixture Secretaries shall be nominated and elected at the October Divisional Delegate Meetings, as per clauses 6.3 to 6.8. They shall have responsibilities as defined in **Schedule E: Protocols for GBA County matches.**

- 11.2 GBA county matches will be played in general under BE rules.
- 11.3 Matches will be defined as one of: 1) National inter-county team competitions. 2) Inter-County friendly matches. 3) GBA Presidential matches. 4) GBA Executive matches. 5) Invitation matches. Protocols relating to each category of match are dealt with in **Schedule E: Protocols for GBA County matches**, which also includes protocols for GBA mixed matches.
- 11.4 Divisional dress codes will be as described in the annual divisional handbooks. These will include information on where particular county badges or flashes should be worn. Men and women should wear county playing shirts of the same design.
- 11.5 Players and reserves must report to the Match Official 45 minutes before the announced starting time for all matches. In the event of a non-appearance 15 minutes before the starting time, attending selectors, the County Team Manager, the Divisional President or Vice-President or the Divisional Secretary must be advised by the Match Official and a suitable substitute chosen, where available.
- 11.6 At the termination of their first Association match of type (1) or (2) a player will be presented with a GBA Colts badge.
- 11.7 At the termination of their third Association match of type (1) or (2) a player will be presented with their Association county badge.
- 11.8 A flash will be awarded to a player having played in their third match in the Middleton Cup and Walker Cup and their fourth match in the John's Trophy.
- 11.9 Special badges or flashes will be awarded to players who have played in 50, 100 or 200 county matches. Matches played during any President's tour will not be credited to this count of matches.
- 11.10 The County flag will be flown at all County games. County stickers will be provided for players.
- 11.11 In accordance with BE rules, the following prohibitions shall exist in all county matches:
- The use of mobile telephones on the green
 - Smoking or vaping on the green

12 Selection

- 12.1 **Men's Division** The county selectors shall be two members nominated and elected by each of the four Sections, who will be formally approved at the October Divisional Delegate Meeting. No two members of any one Club may be nominated as Selectors.
- Women's Division** One selector from each section will be nominated and elected at the October Divisional Delegates Meeting, for a term of three years. They serve on a rotational basis, and then may not serve again until a year has elapsed.
- 12.2 **Men's Division** The selectors will be appointed for the purpose of selecting the teams for inter-county friendly matches and each section will select six players for each match. The Middleton Cup, White Rose and Balcomb Trophy sides shall be selected by the Team Manager who will be assisted by four other persons who he has chosen, one from each section. Selection processes for GBA Presidential matches, GBA Executive matches and Invitation games are covered in detail in **Schedule E: Protocols for GBA County matches**.
- Women's Division** Selection is administered by the Selection Committee, which meets on a regular basis. The Selection Committee comprises: President, Vice President, Immediate Past President and the selectors from all four sections. They are responsible for selection of all teams, for all levels of county matches, but not for GBA Presidential games or Invitation games. The Match Secretary (or another officer if she is not available) may attend meetings to record minutes and take appropriate actions.
- 12.3 A register of players eligible to play for the County will be kept by each division and updated continuously.
- 12.4 **Women's Division** County players are obligated to advise their section selector(s) of non-availability dates prior to the relevant selection meetings; in the event of a player being selected

who is not available, but who has not previously advised her availability, a penalty will be imposed for not so doing. In the Women's Division dates of selection meetings are published in the divisional handbook.

12.5 To be eligible to play for the County a player must have:

- a. Reached the Final of their club 2-Wood Singles competition.
- b. Reached the Final of their club 4-Wood Singles competition.
- c. Have earned their place at the National Championship Finals by winning the semi-final of a County competition leading to the National Finals.
- d. Have won the County Unbadged Singles competition (Women's Division only).
- e. Transferred from another county with a *curriculum vitae* which meets the GBA requirements and which will be accepted by the relevant Divisional Management Committee.
- f. Received a 'wild card' offered by the County selectors. A player's name may be recorded on the County register only when recommended by the appropriate Divisional Selection Committee.

12.6 The selectors will keep records of matches and individuals and advise the Match Secretary, Treasurer and President of impending badge awards. These will be recorded on the team selection sheet.

12.7 **Men's Division** The BE Senior & Junior International Trial nomination forms will be completed by The Middleton Cup Manager after consultation with the player(s) nominated. **Women's Division** The BE Senior & Junior International Trial nomination forms will be completed by the Divisional Secretary after consultation with the Divisional Selection & Management Committees.

13 Competitions

13.1 All competitions shall be organised and controlled by the Divisional Competition Committee and shall be played under the Laws of the Sport of Bowls current Crystal Mark Edition and within the appropriate GBA Competition Rules.

13.2 **Men's Division** The Competition Committee shall consist of the Senior Vice President (Chair), the County Competitions Secretary and the Bristol, Cheltenham, Gloucester and Stroud Section Competition Secretaries. **Women's Division** The Competition Committee shall consist of the Bristol, Cheltenham, Gloucester and Stroud Section Competition Secretaries. The Chairman of that Committee is agreed between the four Secretaries.

13.3 County competitions are open to all affiliated GBA members. A player will not represent or allow their name to be submitted to play for more than one club, in any one competition, in any one year of the Association competitions.

13.4 The rules of the County competitions shall be reviewed annually – through the relevant Competition Committee and Divisional Management Committee - and printed in the current divisional handbooks. They shall include dress code.

13.5 Competition Secretaries may co-opt the assistance of any other GBA Officer or Official to assist with their duties, particularly in relation to the running of dedicated competition events.

13.6 The Association requires that all the players in any team should wear either white shirts or their registered club colours. Players must also use club stickers for all rounds in County competitions.

13.7 In accordance with BE rules, the following prohibitions shall exist in all GBA competitions :

- The use of mobile telephones on the green
- Smoking or vaping on the green

14 Greens

14.1. A GBA Greens Committee will be elected annually, with each section being represented by two members. A Chairman will be elected by the members of that Committee at the first meeting held following the Men's Division October Divisional Delegate Meeting.

- 14.2 The Greens Committee will advise the Association on the suitability of greens for use in national competitions, county matches and county competitions.
- 14.3 In consultation with the GBA Competitions Secretaries the Committee will devise an annual venue programme for the final stages of county competitions and will inspect the preferred greens each season, but not later than four weeks before the scheduled event, to confirm the suitability of the venues. The clubs concerned will be notified of the inspection date and will be expected to prepare the green to match standard.
- 14.4 In the event of a green or rinks on a green being considered unsatisfactory, the Greens Committee are able to take action on behalf of the Association and advise the club(s) accordingly. The protocols involved in this process are dealt with in **Schedule F: GBA Greens Committee Protocols**

15 GBA Presentation Luncheon

- 15.1 The Annual Presentation Luncheon will be held on a date recommended by the GBA Joint Executive Committee, normally during October.
- 15.2 The arrangements will be reviewed each year by the GBA Joint Executive Committee, but will normally be the responsibility of an elected or co-opted Presentation Luncheon Sub-committee.

16 Legal matters

- 16.1 The Association will be mindful of its legal responsibilities in relation to any UK legislation which impinges upon sport in general and upon the sport of outdoor flat green bowling in particular. In this, it will be advised and guided by Bowls England and the policies of the national governing body.
- 16.2 It is the responsibility of the County Administrator, Deputy County Administrator and the Bowls England County Authorised Representatives to keep abreast of any changes in legislation which may have implications for the administration of the Association. However, Clause 10.9 indemnifies these officers against liabilities arising in this respect.
- 16.3 Included in the above would be the following areas :
- Equality. Discrimination. Equal opportunity
 - Health & Safety
 - Safeguarding (see Clause 19)
 - Anti-doping
 - Betting integrity
 - Data Protection

17 County Life Members

- 17.1 This honour may be awarded to a member who has given exceptional service to the Association. A member may be proposed by a Management Committee and, if approved by a Delegate Meeting, will have their nomination submitted to the GBA Joint Executive Committee for consideration. If approved, the candidate will be declared a County Life Member by the GBA Joint Executive Committee Chairman at a GBA Annual General Meeting.
- 17.2 An entry recording their County Life Membership will appear in the relevant divisional handbook.
- 17.3 At the expense of the Association, a suitable presentation will be made, as agreed by the GBA Joint Executive Committee.
- 17.4 County Life Members may attend and speak at General or Divisional Delegate Meetings of the Association, but have no voting rights beyond those associated with other roles.

18 Misconduct / Disciplinary matters

The Association will adopt the current policy and guidelines of Bowls England under Regulations Number 9 and 9A. All GBA clubs must also adopt Bowls England Regulation Number 9.

19 Safeguarding of children and vulnerable adults

The Association will operate in accordance with the current guidelines of Bowls England. All GBA clubs must also operate in accordance with the current guidelines of Bowls England.

20 Dissolution

20.1 A decision to wind up the Gloucestershire Bowls Association (GBA) shall require a majority of at least two thirds of those present and entitled to vote and voting at an AGM or an SGM called for that purpose.

20.2 In the event of the Gloucestershire Bowls Association (GBA) or a Division of the GBA being dissolved, the decision as to how the Association of Divisional monies would be distributed to be taken at the time of the dissolution, decided democratically from options outlined by the Joint Executive at that time.

21 Matters not provided for in the GBA Constitution & Rules

If any matter shall arise which in the opinion of the GBA Joint Executive Committee is not provided for in the GBA Constitution & Rules then the same may be determined by the GBA Joint Executive Committee in such manner as it deems fit; the details of this must be notified directly to all GBA clubs. Every such determination shall be binding upon clubs and members of clubs unless and until set aside by a resolution at a GBA General Meeting.