

WWCBA



ASSOCIATION RULES AND BYE-LAWS, STRATEGIES & GUIDELINES

2017

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MISSION STATEMENT

"To promote and manage a quality calendar of bowling activities providing a high level of choice and satisfaction to client groups."

ASSOCIATION RULES & BYE-LAWS **NAMES, OBJECTIVES AND CONSTITUTION**

- 1: The Association is to be known as the 'Warwickshire and Worcestershire Counties Bowling Association' and is to be affiliated to the British Crown Green Bowling Association.
- 2: The objectives and powers of the Association are to develop, encourage, control, manage and regulate the game of Crown Green Bowling in the Counties under the direct jurisdiction of the Association.

Committees

- 3: (A) The business of the Association shall be a transacted by a Management Committee consisting of a President, Deputy President, Chairman, Past Presidents, Life Members, Association Secretary, Treasurer, Fixtures and Referees Secretaries, a Development Officer, a Coaches Officer, County Matches Link Officers and a Merit and Cups Officer and a Welfare Officer and 4 other members all of whom shall be elected at the January Annual General Meeting. Member clubs and Affiliated Leagues/Associations will be invited before the January AGM to submit nominations for Management Committee membership which will be considered along with retiring committee members seeking re-election. Nominations will also be invited from the floor at the AGM.

(B) The Management Committee may fill Management Committee vacancies by co-opting voting members should the need arise after having first exhausted the nominations list generated at the last AGM. Co-opted members will retire at the next AGM but may make themselves available for election.

(C) A Management Committee quorum shall consist of the President or Chairman, Treasurer or Secretary, and six other elected Committee Members, Past Presidents, or Life Members as defined in Rule 3(A). A minimum of 8 Committee Members must attend to form a quorum. All decisions shall be taken by a simple majority. In the event of a tied vote by those in attendance the Chairman, or President in the absence of the Chairman shall have the casting vote. In the absence of the President or Chairman, and Treasurer or Secretary, an entitled member of the Committee delegated by the Chairman, President, Treasurer or Secretary shall assume their position. The delegation must be made in writing by the Official and notice signed by him or her. This document will be presented to the meeting. If these criteria are not met then the meeting is invalid and no business can be conducted.
- 4: (A) The following sub-committees shall be formed by and from the Management Committee at a meeting to be called on a Monday immediately following the Annual General Meeting, and each of the 4 elected Committee Members must serve on the League Sub-Committee or the Competitions Sub-Committee and each Sub-Committee shall select its own Chairman at that meeting viz:
 - (i) A League Sub-Committee of three members, plus Fixtures Secretary.
 - (ii) A Competitions Sub-Committee of five members, plus Fixtures Secretary.
(B) Additionally, the following Sub Committees shall be formed from the total Management Committee, such Sub-Committees to elect their own Chairmen.
 - (i) A Senior, Veterans and Midlands Alliance County Selection Sub-Committee consisting of 2 Management Committee Members who will be the Team Managers, 2 Co-opted voting members who will represent squad players and the Association Chairman who will chair Sub Committee meetings. The Sub committee will be serviced by the County Matches Link Officer.

- (ii) A Junior County Selection Sub-Committee consisting of five members, four appointed by the Management Committee and one appointed by the Warwickshire Ladies County Crown Green Bowling Association.
 - (iii) A Disciplinary Sub Committee consisting of five members.
 - (iv) A Referees Sub-Committee, consisting of two members, together with two co-opted voting members elected annually from the Referees' Society.
 - (v) A Development Sub-Committee of 6 members comprising of the Development Officer (acting as Chairman), the Association Secretary, Fixtures Secretary, the Referees Secretary and two other elected members.
 - (vi) A Ladies County Selection Sub-Committee consisting of 5 members
- (C) The Senior, Junior, Veterans County and Ladies Selection Sub-Committees will be responsible for setting and enforcing a policy on attire. For administrative purposes the sub-committees will be serviced by the Association Secretary.
 - (D) Each Sub-Committee shall be empowered to co-opt further members should the need arise.
 - (E) The officers of the Association, i.e. the President, Deputy President, Chairman, Association Secretary and Treasurer, shall be ex-officio members of all sub committees, and they, together with elected members only, shall be entitled to vote, other than the Senior County Selection Sub Committee. Past Presidents and Life Members wishing to have power of vote must gain election to a sub committee.
 - (F) Finance, Rule Book, Entertainment and Social matters shall be dealt with by the full committee.
 - (G) Management members wishing to hold a voting seat on a Sub-committee must be in attendance at the election meeting or, have submitted an apology to the Association Secretary indicating their wish to seek election. Absent/non-apology members will be placed on a sub-committee as deemed appropriate by the Management Committee.
 - (H) The Fixtures, Referees, Senior, Junior, Midlands Alliance, Veterans County and Ladies Selection Secretaries shall be responsible for all matters appertaining to the respective competitions during the playing season.
 - (I) All other matters will be dealt with by the Association Secretary who will communicate on behalf of the Association by current postal services or electronically.
- Membership**
- 5: (A) Any bona fide bowling organisation which may be deemed by the Management Committee to be of 'Club' status, shall be eligible for membership but must be accepted by the Management Committee; only such approved Member Clubs shall be allowed to take part in the Association League Competitions.
- Other Clubs and bona fide Organisations wishing to be affiliated for the purpose of promoting or taking part in competitions other than League bowling, within the framework of the Association, shall also be accepted by the Management Committee.
- (B) (i) Member Clubs will notify the Association Secretary annually by 31st January of their intention to enter teams in the Premier, Alliance and/or Business Houses Leagues for the ensuing season.

- (ii) Divisions of 12 teams will be set by the League Sub-Committee annually during February and clubs will then be advised by the Association Secretary of their league status for the ensuing season.
 - (iii) In the event of an imbalance in the league formations the League Sub-Committee will then determine how to proceed with teams not set into a division of 12 teams. (iv) Clubs that then withdraw a team, or teams, after the 31st January but before the first league matches will be fined £50.
- (C) New clubs wishing to participate in the Premier league, Business Houses league or existing clubs wishing to field a second team in the Alliance league or Business Houses league must notify the Fixtures Secretary not later than 30 November prior to the forthcoming season. The application must be accompanied by a deposit of £20 which will be credited to their account for the following season. Any default will result in the loss of the £20 deposit. After the 30 November new clubs may be accepted if a vacancy exists.
- (D) It is the duty of the Host Club to ensure that every effort is made to provide a green of acceptable quality. The Management Committee may terminate the membership of any club that does not agree, when instructed by the Management Committee, to implement a 'Green Improvement Plan' deemed necessary, following inspection, by the League Sub Committee.
- (E) Member clubs must supply e-mail addresses for their Secretaries and another Official as part of the registration procedure. Any change of e-mail address within the period must be immediately reported to the Association Secretary.

Meetings

- 6: Two General Meetings shall be held annually, one in January for the presentation of the Balance Sheet and consideration of financial matters (which shall not require notice of motion) together with the election of Officers and transaction of business for the ensuing season; the other in September/October for consideration of Association Rules and Bye-Laws, League, Cup and Merit Rules, which shall require notice of motion. Standing Orders will be applied. Each club shall be required to be represented at both meetings and any club failing to be represented at any of these three meetings shall be fined £20.00.
- 7: (A) Each Club shall be entitled to send one delegate to each meeting, together with a representative, exclusive of Members of the Management Committee, but only the delegate together with Members of the Management Committee shall be eligible to vote. Officers, Past Presidents, Life Members and Members of the Management Committee shall not be eligible to act as delegates.
- (B) In respect of the two General Meetings, the General Secretaries meeting and any Special General meeting a quorum shall consist of the President or Chairman, Treasurer or Secretary and six other elected Committee Members, or Past Presidents, Life Members as defined in Rule 3(A), plus 66% of Member Club Delegates who are eligible to vote. All decisions shall be taken by a simple majority. In the event of a tied vote by those in attendance the Chairman or President in the absence of the Chairman would have the casting vote. In the absence of the President or Chairman, and Treasurer or Secretary then an entitled member of the Committee delegated by the Chairman, President, Treasurer or Secretary shall assume their position. The delegation must be made in writing by the Official and notice signed by him or her. This document will be presented to the meeting. The meetings will have validity only if held on dates and times determined by the Management Committee. If these criteria are not met then the meeting is invalid and no business can be conducted.

- 8: (A) The Association Secretary shall convene a Special General Meeting at any time on receiving a requisition to that effect signed, or submitted electronically, by the Secretaries of not less than three Clubs belonging to the Association, such Special General Meeting shall have power to amend or alter these rules.
- (B) The Management Committee shall have power to convene a Special General Meeting for any purpose including the amendment or alteration of any Rules or Bye-Laws.
- (C) Each club shall be required to be represented at such a Special General Meeting and any club failing to be represented shall be fined £20.
- 9: (A) Annual General Meetings and any other Special General Meetings shall be non-smoking meetings.
- (B) All registrations, subscriptions and finances due prior to the first league match of the season may be transferred to the Association Treasurer and Secretary via one of two means:-
- 1 Electronic transfer of subscriptions, finances and registrations.
 - 2 Face to face submission of subscriptions, finance and registration paperwork.

The WWCBA Management Committee will advise annually a date and venue when face to face submission can take place. BCGBA Handbooks will also be available for collection on this date.

Those clubs using the option of electronic submission will be charged a further cost to cover postage of BCGBA Handbooks, unless they are collected by hand.

Clubs that do not submit the required subscriptions, finances and registration paperwork on time will be subject to fines or termination of membership of the Association as per Rule 11.

Subscriptions and Finance

- 10: (A) The Annual Subscription for Member Clubs shall be:
- (i) a fee of £45.00 for Premier Teams, and/or Business Houses 'A' teams.
 - (ii) a fee of £35.00 for Alliance Teams, and/or Business Houses 'B' teams.
 - (iii) a fee of £10.00 per team for the Cup Competitions.
 - (iv) a levy of £1.00 for each registered member, of all Member Clubs, to be used for a Junior Development Fund.
 - (v) a levy of £0.50 for each registered member, of all Member Clubs, to be used to assist the funding of the Senior County Team.
 - (vi) a levy of £0.50 for each registered member, of all Member Clubs, to be used to assist the funding of the Ladies County Team.
- (B) The annual affiliation fee for Clubs and other Organisations not taking part in the Association League Competitions shall be £10.00, which shall be paid by June 30th. If any affiliation fees due to the association are unpaid by 30th June the Management Committee will, by ordinary resolution, terminate that club's or organisation's affiliation and they will be suspended forthwith from playing within the auspices of the association. All Clubs whether affiliated to another county or not which play in leagues which are directly affiliated must affiliate to the Association. All Affiliated Leagues shall provide the Association Secretary, by the end of May each year, with a complete list of clubs competing within their Associations and a current list of their rules and/or regulations.

- (C) All Organisations of 'Club' status wishing to take part in the Cup Competitions shall pay an entrance fee of £10.00
- (D) All member clubs will pay £10 annually, prior to the first league fixture of the season, to fund the provision and maintenance of an electronic Official Yearbook accessible on the website www.wwcba.com.
- (E) All Member Clubs will participate in the Personal Accident Insurance Scheme and will pay annually a fee, to be determined by the Management Committee, per registered player in accordance with the list of registered players required by Rule 15. All Affiliated Clubs, Leagues and Associations may participate in the Personal Accident Insurance Scheme.
- (F) All Member Clubs will be required to pay any fines imposed by either the Management Committee or an appropriate Sub- Committee within one calendar month of due date of the issue of a fine statement. In the event of clubs failing to comply the fines will automatically be doubled and must be paid to the Treasurer, otherwise membership will be considered as ceased and re-entry into the League will be at the lowest Division.
- (G) All clubs are responsible for their methods of payment of subscriptions, registrations or fines. Any charges incurred by revoked cheques will be the direct responsibility of, and be passed on to, the submitting club for payment in addition to the original sum.
- 11: All Fees shall be forwarded to the Hon. Treasurer of the Association not later than the 1st June each year. If any monies due to the Association are unpaid by 31st October in any year, the Management Committee will, by ordinary resolution, terminate that organisations membership of the Association. Should such organisation wish to continue its membership dues for the past year, together with fees for the ensuing year, must be paid to the Treasurer prior to the January General Meeting, otherwise membership will be considered as ceased and re-entry into the League will be at the lowest Division.
- 12: The Accounts shall be audited by professionally qualified accountants or other persons experienced in financial or administrative matters and the printed Balance Sheet sent to each Club belonging to the Association, together with notices calling the January Annual General Meeting.
- Mode of Altering Rules and Bye-Laws**
- 13: (A) With the exception of financial matters, notice of any proposed amendment or alteration of the Rules and Bye-Laws of the Association, together with the names of the proposer and seconder of every such amendment or alteration shall be given in writing, or electronically, to the Association Secretary 28 days at least before the General Meeting at which such amendment or alteration is to be considered.
- (B) The proposer (any Member Club or Management Committee Member) must obtain a seconder (another Member Club or Management Committee Member) to be identified in accordance with (A) above.
- (C) Notices containing all valid amendments and alterations are to be circulated to all Clubs, Officers, Past Presidents, Life Members and Members of the Management Committee, 10 days before the General Meeting by the Association Secretary.
- (D) The Chairman of any General Meeting at which amendments and alterations to Rules and Bye-Laws are considered, shall allow an amendment or alteration to be moved, by any delegate or Management Committee member, to any notified amendment or alteration, providing such amendment is relative to and does not alter the context of the notified amendment or alteration unduly, and in the event of the same being seconded by another delegate or Management Committee Member and being carried by a bare majority of those present, and entitled to vote, shall be considered as a notified amendment or alteration.

14: No Rule or Bye-Law, League Competition Rule, Cup Competition Rule or Individual Merit Rule, shall be altered, rescinded or added to, without the consent of the majority of those present, and entitled to vote, at the General Meeting.

Membership and Affiliation for Individual Players

15: A list of all members of Association Clubs must be forwarded to the Registrar of the Association each year before such members take part in any Association Competition, and all players selected or taking part in such competitions must be from the list furnished. It is the responsibility of the submitting club to ensure that any new member who has joined them is a fully paid member of the previous club.

Failure to establish that any new member is a fully paid member of the previous club will, if proved, lead to the loss of any shots scored in League and/or Cup matches by that player for the new club, also making the player liable to be debarred from all Association competitions until any previous debt is fully paid. Supplementary registrations can be made at any time during the playing season and shall become effective immediately such registration is received by the Association Treasurer. All registrations to be on the official forms provided and all listed members of Association Clubs will each pay an annual registration fee to be determined by the Management Committee. All competitions excluding the W&W Mens and Ladies Individual Merits shall be open to all bowlers of either gender. It shall be a condition of Membership that all clubs will allow properly registered players of member clubs to participate on their greens as visitors in competitions under the control of the Association, unless specifically prohibited by that club.

Transfers

16: An official transfer form will be provided by the Association Secretary on request. Transfer requests will be considered by the Association Secretary at any time during the league bowling programme subject to:

(i) the player being a fully-paid member of the Club from which he/she is transferring.

(ii) the player having deposited his/her membership fee with the Club to which he/she is transferring.

(iii) the player having obtained the support of both Clubs in writing on the official transfer form and having submitted the form to the Association Secretary.

(iv) the player paying a transfer fee of £10.00 to the Association which will be returned if not approved by the Management Committee.

(v) if approved the transfer request will become effective up to 14 days after receipt by the Association Secretary. The Association Secretary will inform the player, his new club and the League Secretary of the effective date of the transfer within 14 days of receipt.

(vi) the player not playing in the current league programme in away fixtures for his/her new club on a green on which he/she has played a league game, Premier, Alliance or Business Houses, during the current league programme.

(vii) Having submitted a transfer request the player will not be eligible to play for the club from which he is transferring during the 14 days (or less) in which the Association Secretary deals with the transfer request.

17: Any player taking part in League or Cup matches for two Clubs in the same season shall be suspended from the Association for twelve calendar months. This rule does not apply to an authorised transfer.

Promotion of Contests

18: (A) Member or Affiliated Clubs and Associations organising competitions and inviting entries from outside their Club or Association but not from outside the WWCBA must apply to the County authority for affiliation and approval and pay a fee of £6.00 BEFORE they advertise the event in any way. Any advertising literature MUST state 'Approved by and affiliated to the WWCBA'.

- (B) Member or affiliated Clubs and Associations organising competitions and inviting entries from outside the WWCBA must apply to the County authority for approval BEFORE the event is advertised in any way. Further they must send to the WWCBA a remittance of £6.00 which, if approval is granted, will be forwarded to the BCGBA for affiliation under their Rule 11b. Any advertising literature MUST state 'Approved by WWCBA and affiliated to the BCGBA'.
 - (C) Member or affiliated Clubs and Associations organising merit competitions, whether restricted or open, MUST invite the Referees Society to provide qualified referees to control final stages. A referees fee as determined by the Referees' Society will be paid by the organising body to the Secretary. Referees will be provided with travelling expenses, lunch and tea. The organisers will be responsible for providing all measuring equipment likely to be required by the referees.
 - (D) PENALTY - Any Club or Association who fails to comply with Rules 18a, 18b and 18c may be barred from running any competition, other than one involving its own members only, for a period of not less than one and no more than five years. Penalty for a subsequent offence under these rules may lead to the offending Club or Association being barred from running competitions sine die. Further, any player who knowingly takes part in any event which is not affiliated and approved under these rules may be suspended for a period of not less than one year. Any subsequent offence under these rules may lead to the offending player being barred from the Association sine die.
- 19: Only properly licensed Betting Book facilities will be allowed to operate at WWCBA controlled events, and then only with the prior written consent of the WWCBA Management Committee following a written application and the payment of a fee of £20.00. The fee payable will be reviewed and determined annually by the Management Committee of the WWCBA.

Appeals

- 20: An enquiry into any suspected breach of these Association, League, Cup or Merit Rules and Bye-Laws, by a Player, Club or Affiliated Organisation may be instituted by the Management Committee:
- (A) at the request of the Player, Club or Affiliated Organisation which may lodge a complaint provided that such complaint is in writing, or submitted electronically, and has been submitted to the Secretary within 3 calendar months of the alleged offence, etc., taking place.
 - (B) at its discretion.
- 21: In the event of any enquiry being instituted on the complaint of any Affiliated Organisation, Club or Player, such Affiliated Organisations, Club or Player shall forthwith deposit with the Association Secretary the sum of £20.00, which will be returned if the complaint is upheld. On the deposit being made and a written statement of the facts placed with the Association Secretary, an enquiry shall be instituted by the Management Committee.
- 22: The Management Committee shall have the power to Caution, Reprimand, Suspend, Fine or Expel any Player, Spectator, Club or Affiliated Organisation who shall infringe any Rule & Bye-law, or whose conduct shall, in their opinion, render him/her or them unfit for membership, but no Player, Club or Affiliated Organisation shall be dealt with, without first being summoned to appear before the Management Committee to explain his/her or their conduct, and given opportunity to advance his/her or their defence unless in the opinion of the Management Committee such matters are serious enough to warrant immediate action.
- In the case of such breach of conduct meriting suspension or expulsion, at least two-thirds of the Management Committee then present must vote in support for suspension or expulsion.

Anyone so summoned to appear before the Management Committee shall be entitled to receive at least seven days' notice in writing by Recorded Delivery, or electronically from the Association Secretary giving particulars of the breaches of conduct being the subject of complaint.

Where a Player and/or Spectator is found guilty of infringement of any Rule & Bye-law the WWCBA Management Committee would provide the following interpretation of the term "suspension".

For the period determined by the Management Committee such Player or Spectator MUST NOT

- Play for any Member Club
- Play for any Affiliated Club
- Play in any WWCBA Cup games
- Play in any WWCBA League games
- Play in any WWCBA Merits

For the duration of the suspension the Player, Club or League MUST NOT

1. Participate, take part, engage, join, get involved, play a part, play a role, be a participant, partake, contribute, take part in any WWCBA event or activity.
2. Be an active member of any Club, Affiliated Club or Affiliated League within WWCBA.
3. Be permitted to attend, organise or manage any event where crown green bowling takes place.

The Management Committee may consider elements of the suspension as listed but not limited to the above, when deciding the suspension. The Management Committee may also seek to place such suspension in abeyance, but this would be conditional upon no further incident or event becoming known or requiring action by the Management Committee otherwise such deferred suspension shall be immediately applied.

Should any Member Club, Affiliated Club or Affiliated League fail to manage compliance of the suspensions at their venues they shall be considered to be in breach of the WWCBA Code of Conduct.

- 23: The Management Committee may demand the production of any books, documents or other evidence deemed necessary in dealing with any complaint or enquiry. Should any Affiliated Organisation, Club a Player refuse to furnish such evidence as may be required or refuse to attend the enquiry, the Management Committee shall have power to suspend such Affiliated Organisation; Club or Player.

Reinstatement

- 24: Any Affiliated Organisation, Club or Player suspended or expelled by the Association shall automatically be reported to the BCGBA for confirmation, and if confirmed, reinstatement shall be by written application, to be in the hands of the Association Secretary not later than the last day of January in each year.
- 25: No application for reinstatement shall be entertained, under any circumstances whatever, from a Player who has once been reinstated.

Eligibility

- 26: With the exception of normal team changes, where Premier and Alliance teams are competing in corresponding Premier and Alliance leagues (i.e. in a Premier Division 1 and Alliance Division 1) no visiting player shall be allowed to compete in a Warwickshire and Worcestershire league or cup match on a green where he/she has practised or played in other competitions during the preceding 14 days, otherwise than when such competition has been a County Match Warwickshire and Worcestershire Cup or Merit competition or a Local League, Cup or Merit Competition directly affiliated to the WWCBA or the BCGBA.

Awareness

- 27: It is the duty of every member of every club affiliated to this Association to acquaint himself/herself with the Rules and Bye-Laws of the Association, and of the Rules and Bye-Laws

governing the League, Cup and Merit competitions. The Management Committee of the Association will at no time accept a plea of ignorance when considering any breach of the Rules and Bye-Laws as laid down in this Manual.

- 28: Each Club shall be furnished with a copy of the British Crown Green B.A.'s Official Handbook each year, and each Club and every member thereof shall be bound by the Rules and Bye-Laws of the Association in like manner, as though such Club and each member thereof had entered into, and signed, an agreement with the Association to that effect.

Interpretation

- 29: The Management Committee shall have powers to deal with any matters not provided for in these Rules and Bye-Laws.
- 30: The WWCBA shall be the interpreter of these Association Rules and Bye-Laws governing the League, Cup and Merit Competitions, and from its decision there shall be no appeal other than where a player makes a complaint and fails to get satisfaction from his/her Club, League Association or County Association, he/she shall have the right to appeal to the British Crown Green Bowling Association on depositing £100.00, which shall be refunded at the discretion of the Management Committee of the BCGBA.
- 31: The Management Committee shall at all times have authority to select any green belonging to Member Clubs for the purpose of promoting County Matches and other Associations Competitions.
- 32: Heeled foot-wear of any kind should not be worn by participants on greens where league, cup or merit events are played under the jurisdiction of the Association. Nothing in this rule shall apply to any player who suffers a disability.

Captains to act as Adjudicators

- 33: In League matches and Cup matches (except the finals) the Captains, or their nominees, will act jointly as Adjudicators. They are allowed on the green during play and will act as measurers. No other persons other than the players are allowed on the green.

Merit & Cup Finals - Players Clothing

- 34: On all association finals' days (Merits and Cups) players are to wear conventional clothing and are not permitted to wear tracksuit bottoms, denims or shorts. In the Junior Merit Final, this dress code will apply from the quarter final stage onwards. In the case of team contests, any offending player failing to comply with the dress standard must be substituted before the start of the game. Enforcement of the dress code will be the responsibility of the Officer in charge and/or the Referee.

Club Closure/Amalgamation

- 35: A Club or Associated Club on application to the Association may by agreement amalgamate with another Club. The receiving club may if so desirous retain the league status of the merging club only if the number of merging club members exceed the registered playing membership of the receiving club. The name of the merging club, if retained, will only be used in conjunction with the above arrangement for one year, after which time the name will revert to that of the receiving club.

Child Protection

- 36: All member clubs are required to identify a Welfare Officer for Child Protection issues within their club and to notify the W&W Welfare Officer who will maintain a database of identified Welfare Officers.

Dissolution

- 37: Should the Management Committee decide, by a majority, on the grounds of expediency or otherwise, to dissolve the Association, the Committee shall call a Special General meeting of the Association, giving 21 days notice to Member Clubs. At this Special General meeting, if a two-thirds majority of those present and eligible to vote decide to dissolve the Association, the Management Committee shall have power to dispose of the assets of the Association after all liabilities and debts have been cleared. The beneficiaries of such assets shall be the Member Clubs.

WARWICKSHIRE LADIES COUNTY **CROWN GREEN BOWLING ASSOCIATION**

Rules & Bye-Laws

1. The Warwickshire and Worcestershire Ladies County Crown Green Bowling Association (WWLCCGBA) is incorporated to and an integral part of the Warwickshire and Worcestershire Counties Bowling Association and is to be affiliated to the British Crown Green Ladies Bowling Association.
2. The objectives and powers of the Association are to encourage, control, manage and regulate the game of crown green bowling for Ladies in Warwickshire.
3. A Selection Committee consisting of 5 members shall be elected at the Annual Players Meeting. The County Liaison Officer should also be present at Selection meetings. In the event of a Selection Committee member not being available for a meeting the voting shall be given over to the Captains.

Committees

4. The business of the Ladies County falls under the control of the WWCBA in liaison with the Ladies Delegates and Ladies Selection Committee.

Meetings

5. The Annual Players Meeting shall take place following the BCGBA AGM to discuss rule changes and to elect delegates and selection committee for the following season.
6. Elected delegates will have the power to amend or alter any rules. This may take place by convening a Special General Meeting of players.
7. Delegates for the BCGLBA AGM shall be the Ladies County Liaison Officer and the Secretary of the WWCBA. 1 further delegate may attend.

Subscriptions/Affiliations

8. The annual affiliation fee for Clubs and Leagues shall be £10.00. All Leagues and Clubs playing in league matches or any competitive bowling must be affiliated to the WWCBA.

9. Prize winners will forfeit their prize money if they do not attend the Presentation Evening unless they have sent an apology.
10. Affiliation fee to W&W shall be paid each year.

Mode of Altering Rules and Bye-Laws

11. The WLCGGBA is responsible for the preparation, amendment, maintenance and control of its own Rules and Bye Laws.
12. Notice of any proposed amendment or alteration of the Rules and Bye-Laws of the Association shall be given in writing to the delegates and players 7 days before the Annual players meeting.
13. No Rule or Bye-Law shall be altered, rescinded or added to, without the consent of the majority of those present and entitled to vote at the Annual players meeting.

Matches/Competitions

14. County colours agreed with the WWCBA must be worn by all county players and officials.
15. An Individual Merit competition will be held each year. The winner of the Merit will also represent Warwickshire and Worcestershire at the Champion of Champions at the Waterloo Hotel, Blackpool.
16. A Dorothy Pearce Ladies Pairs competition will be held each year.
17. A Junior Merit competition will be held each year.
18. Finalists for all BCGLBA competitions should wear their respective county colours if they have them otherwise navy and white or black and white should be worn.
19. Entry fees will be increased by £1.00 per person on the BCGLBA and Dorothy Pearce Pairs entry fee for prize money.

Interpretation

20. The delegates shall have the power to deal with any matters not provided for in these Rules and Bye-Laws.

THE REFEREES' SOCIETY (Established 1986)

NAME, OBJECTIVES AND CONSTITUTION

Rules & Bye-Laws

- 1: The Society be known as "The Referees Society of the Warwickshire and Worcestershire Counties Bowling Association".
- 2.: The objectives of the Society are to operate in a complementary manner to the WWCBA Management Committee, recruit and encourage qualified referees from all member clubs to achieve and maintain high standards of refereeing performance, dress and to ensure that the laws of the game are upheld, and to promote competent referees to the British Crown Green Referees Society.
- 3.: The business of the Society shall be transacted by a committee of four elected from the members and four co-opted voting members from the WWCBA Management Committee, elections shall take place annually.
- 4: All BCGBA qualified referees within the WWCBA shall be registered members of the Referees Society of the WWCBA.

Meetings

- 5: The Annual General Meeting shall be held in January for the election of Officers, and should it be deemed necessary by the Referees' Society Committee, a further meeting may be held in August or as per WWCBA Rules and Bye-law No.9 for the consideration of Society Rules, all member referees shall be entitled to attend and shall be eligible to vote.

- 6: The Society shall elect annually at the January General Meeting a Secretary, who shall be proposed by the Society to the W&W AGM for ratification, and four other members to serve on the Committee (as per 3 above), one of these five being the delegate who shall represent the Society at BCGBA Referees' Society meetings. These five members together with the four members from the W&W Management Committee, shall elect their own Chairman as per WWCBA Rules and Bye-laws No. 4 at the first meeting held after the January General Meeting.

Subscriptions

- 7: There shall be no membership fee.

Mode of Altering Rules and Bye-Laws

- 8: No rule shall be amended or altered without the consent of two thirds majority of the members present at the August or Special General Meeting.
- 9: Notice of any proposed amendment or alteration of the Society's Rules must be given in writing to the Secretary at least 28 days prior to the August or Special General Meeting.
- 10: Notices containing all valid amendments and alterations are to be circulated to all members no later than 10 days before the August or Special General Meeting by the Secretary.

Matches/Competitions

- 11: The Secretary will act as the point of contact between the Society and all open and restricted merit competition organisers, and shall be responsible for allocating appointments on behalf of the Society.

LEAGUE COMPETITION RULES

Composition

1: That the competition be known as the “Warwickshire and Worcestershire Counties Bowling League” and to be open to all bona fide bowling organisations deemed by the Management Committee to be of bona fide ‘Club’ status. The League shall consist of Male and Female Premier and Alliance sections, the latter to be open only to Alliance teams of clubs taking part in the Premier section. Clubs entering the Premier and Alliance shall be divided into divisions comprising of 12 teams where permitting by the Management Committee and all games shall be governed by the BCGBA’s “Laws of the Game of Crown Green Bowls”.

Promotion and Relegation

- 2: (A) Each Premier and Alliance team shall be represented by 12 players and each Business Houses team by 10 players. Points shall be awarded as follows: 2 points for a home win, 1 point for a home draw, 3 points for an away win and 2 points for an away draw. Games to be 21up, Singles, Home and Away matches to be played.
- (B) In the event of a tie in points at the end of the season, aggregate will count and in the further event of aggregate being identical then shots scored will count, and in the event of a tie in points, aggregate and shots the clubs affected shall play a deciding match on a neutral green selected by the League Committee.
- (C) At the end of each season, the three lowest clubs in Division 1 shall be relegated to Division 2 and the three highest clubs in Division 2 shall be promoted to Division 1, and so on through the Divisions, the three lowest clubs in the last Division to retire but to be eligible for re-election together with any other clubs wishing to join the competition.
- (D) A withdrawal by a Premier, Alliance or Business Houses Team after the approval of the league programme and/or during the season will lead to two clubs only being relegated from that particular division.

- (E) Participation in a special Alliance Holding League will be offered to Member Clubs with both Premier and Alliance Teams for teams comprising 10 players only. Clubs wishing to play in this special league in the ensuing year must secure their place through the Fixture Secretary by 31 December annually.
- (F) Any team which can only field 8 or less players (in a team of 12 players) or 6 or less players (in a team of 10 players) does not constitute a match and the game must be conceded to their opponents. Penalties will be imposed in accordance with Rule 14.

Trophies

3: The winners in each division shall be the holders of the trophy provided for that division, and shall be held responsible by the Association for its satisfactory security and safe keeping and for the return of such trophy in good condition to the Hon. Treasurer of the Association on or before the date of the September AGM. Clubs failing to return the trophies by this date and/or in good condition will be fined £10.00.

Player Restrictions

- 4: (A) All members playing in league matches must be selected from a list of registered members, furnished as per Association Rule 15.
- (B) One player only is permitted to take part in both Premier and Alliance matches scheduled for the same day. No other players are permitted to take part in both Premier and Alliance matches scheduled for the same day, and should it become necessary to bring forward or postpone either or both the matches scheduled for the same day, the same ruling shall apply to those particular rearranged matches as if they had been played on the scheduled day.
- (C) Any breach of this rule,
- (i) when both matches are played on the same day, will entail the forfeiture of the player’s score in both matches, and,

- (ii) when the matches are played on different days, will entail the forfeiture of the players score in the game played last, also making the player and his/her team captain liable to be debarred from all Association Competitions for twelve calendar months from the date of the offence, and the team to be penalised as per Rule 17.
- 5: A player who is a member of more than one club shall be eligible to bowl on either green as a member of a visiting side in league matches as long as they make the home side aware in writing before the fixture and the home side confirm they have no objection to that player playing. For the purpose of this rule a member is defined as one who pays a subscription to a Bowling Club or to a Bowling Section of a Sports or Social Club, or is a member of an Organisation which utilises the green(s) of such Club or Section. If this rule is transgressed then the game shall be awarded to the opponent, 21 points to nil.
 - 6: At the conclusion of a match the visiting players shall not continue to play on the green unless invited to do so by the home players.
 - 7: (A) Member clubs shall - prior to the first fixture - identify the green on which all their Premier matches will be played, and if more than one team, identify the green on which all their Alliance/Business Houses team will be played.
 - (B) League games shall be played on the basis of four "ends" commencing the game and thereafter being maintained throughout the duration of the game. The Management Committee may authorise clubs to play three "ends" in league games where the Committee is satisfied that there are exceptional circumstances which justify the variation.
- Match Rules (League Competitions)**
- 8: (A) League games shall be played in a programme that provides for clubs playing their opponents on consecutive Saturdays (home and away, or vice versa).
 - (B) All matches to be played on or before the date scheduled by the Management Committee to start at 3pm. The away team may practice for 15 minutes, 2.40pm to 2.55pm.
 - 8c: If inclement weather develops and the green becomes subsequently playable matches will commence at that time, i.e. when the green is playable. The match cannot be called off until 4.30pm.
 - 9: Management Committee arranged fixtures must be played on or before the scheduled date. The following are the only exceptions to this rule:
 - (A) Inclement weather (see League Rule 8).
 - (B) Any club unable to fulfil Premier and Alliance fixtures on the same day shall fulfil the Premier fixture and give 7 clear days notice in writing to the Fixture Secretary and their opponents of their intention to postpone the Alliance fixture. If any club fails to comply with this requirement both their Premier and Alliance fixtures shall be conceded to their opponents, both their Premier and Alliance Teams shall have one point deducted from their total for the season and the club shall pay a penalty of £10 for each team. Their opponents shall be awarded shots as set out in League Rule 14 and points as set out in League Rule 2a depending on whether they were due to play at home (2 points) or away (3 points).
 - (C) The successful qualification of one or more players from a Member Club in any BCGBA and/or BCGLBA managed event which generates support from the qualifiers or qualifiers' club.
 - (D) When 2 or more players are selected to play (or as reserve) at home in a County match (Senior or Junior), at a venue where they would be playing as visitors during the 2 weeks practice period preceding the County match, the host club may postpone the league match (or matches) which will then be played in accordance with League Rule 15.
 - (E) Circumstances covered in Merit Rule 11 (iii)

Numbered Draw

- 10: A full ordered, numbered draw, shall be made 5 minutes before the schedule start time by the Captains together placing their ordered, numbered cards face down, this being the order of play. Players drawn and present when called in the order of play are not allowed to be substituted (unless medical or emergency conditions allow). Players drawn but not present when called in the order of play may be substituted by a reserve otherwise they will forfeit 21 shots. The green must be fully occupied as long as the match is in progress.
- 11: The visiting players are allowed first cast of the jack. All matches shall be played under supervision of the captains of the competing teams, whose duty it is to insist on and see that the games are carried out strictly in accordance with the "Laws of the Game" without waiting for an objection to be made by any player or players. If at the commencement or during the progress of the game, the green be considered unfit for play, the captains shall have the power to adjourn the match, but no match shall be called off before 4.30pm. In the event of the match being adjourned the points already scored will count. No player shall leave the green during the course of a game without the consent of the captains, as per "Laws of the Game", Rule 9.5.
- 12: In all matches the home club shall provide not less than six jacks, of British Crown Green "Standard", such jacks to have distinguishable bias marks, to be available for practice by the visiting team and be used in the match. The home club shall also be responsible for providing a tape measure of not less than 19 metres in length also six "footer" mats which shall be round and have a diameter of not less than 128mm (5 inches) and not more than 154mm (6 inches).

Result Sheets

- 13: (A) The captain (or delegated member) of the home club shall in respect of all league matches, enter match results directly onto the Association's results portal as soon as possible following the conclusion of the game and by no later than the Monday following the fixture. The away captain (or delegated member) may then log in and verify the results online no later than the

Tuesday of the same week.

- (B) If the club does not have any club member with access to the automated online system the match card can be sent electronically to the Fixture Secretary in the form of a photograph or scanned document. Electronically sent match cards must be sent no later than the Monday following the fixture.
- (C) Team results not dealt with in this manner shall be deemed by the Association Management Committee to have been submitted late and the responsible home team shall automatically, and without exception, be fined £10.00.
- (D) All match cards submitted that do not use the online system, shall be completed to include the players' full names - i.e. first name (not just initial) and surname. Any club which fails to satisfy these requirements will automatically generate a fine of £10.00.
- (E) Any club which identifies false registrations or players will invoke 'Ineligible Players Penalties' set out in League Competition Rule 17.

Postponements and Penalties

- 14: With the exception as stated in Rule 9, clubs shall only be permitted to postpone a league match from the date scheduled if on arrival and by 16.30 hours the green is found unfit for play. The Fixture Secretary to be notified immediately of the postponement. Clubs specifically not in attendance, without prior notice to and the agreement of their opponents, and therefore unable to be a party to reaching agreement on the unfitness of the green shall forfeit, if the home club three league points to their opponents and shall have one league point deducted from their total for that season, and if the away club two league points to their opponents and shall have one league point deducted from their total for that season. Further, the team that is in attendance will be awarded the average of their home or away plus (appropriate to the fixture) or 50 shots, whichever is the higher. Any average adjustment in excess of 50 shots shall be forfeited also by the defaulting team, such adjustments to be made by the Fixtures Secretary at the end of the season.

15. All postponed games shall be played within 29 days of the scheduled date, on a date and time mutually agreed by the clubs concerned. The Fixtures Secretary shall be advised both of the postponed and rearranged dates. Should clubs fail to reach agreement about a date to play the postponed fixture within 29 days, then the match must be played on the 29th day, this being the Sunday four weeks after the scheduled date, the match to start no later than 6.30 pm and in the event of either or both clubs failing to comply with this ruling, the following penalties will be applied:

- (A) Should both teams fail to put in an appearance at the scheduled green, the match will be declared void, and both teams will have one league point deducted from the total for that season.
 - (B) Should one team fail to put an appearance at the scheduled green, the penalties as outlined in Rule 14 shall be applied.
 - (C) New members MUST be provisionally registered with the Fixtures Secretary and the Registrar by phone or text one hour prior to the scheduled start time of a match and a Supplementary Registration Form and fee must then reach the Registrar within 7 days of the match being played. Failure to do this will result in the score being deleted and the opponent will be given a walk over. A fine of £10 will be imposed on the offending club.
- 16: (A) Should a further postponement become necessary due to the green being unfit for play on the 29th day then Rule 15 will again be applied.
- (B) In the event of any of the last 3 league programmed fixtures being postponed in accordance with Rule 15, or because of inclement weather, the matches must be played within 15 days or on the 15th day following the final league programme fixture for the relative division. Again the rearranged match to start no later than 6.30 pm and in the event of either or both clubs failing to comply with this ruling, the penalties set in Rule 15 will be applied.

Ineligible Player Penalties

17: The playing of an unregistered or otherwise ineligible player, as determined by the Fixture Secretary or the League Sub Committee, shall be deemed an offence, the penalty for which shall be a £10.00 fine for each offending player and the deduction of any points won by an offending player from his/her team's aggregate total.

If, by deduction of the offending player's score from his/her team's aggregate, the opponents are shown to have an equal or higher score, the opponents shall be awarded the appropriate points. If such a deduction shall still leave the offending player's team with an equal or higher score, the team shall be penalised by the forfeiture of any points scored.

Should the offence be committed by a losing side, the offending player's score(s) shall be deducted from his/her team's aggregate and the team shall have one point deducted from their total for that season.

If it is proven by the League Sub Committee and endorsed by the full Management Committee that a team has deliberately tried to cheat or mislead their opponents the Team Captain and the offending player(s) shall be liable to be debarred from all association competitions for twelve calendar months from the date of the offence.

18: In the event of the unfortunate death or life threatening illness i.e. stroke/heart attack of a player during the course of a match:

- (A) the match shall be adjourned forthwith and shall subsequently be continued as provided for by rule,
- (B) the scores of the player and his opponent and the scores of other incomplete games shall be maintained pending continuation and,
- (C) the player may be replaced on the date of the mutually agreed continued game by another eligible player.

19: The Management Committee shall have the power to deal with any matters arising which are not covered by these Rules and Bye-laws.

BUSINESS HOUSES

LEAGUE AND CUP RULES

- 1: All matches to be played on or before the date scheduled by the Management Committee to start at 3 pm. The away team may practice for 15 minutes, 2.40 pm, to 2.55 pm. Any team which can only field 6 or less players (in a team of 10 players) does not constitute a league match and the game must be conceded to their opponents. Penalties will be imposed in accordance with Rule 14.
- 2: (A) WWCB Alliance/Business Houses Cup Matches will be played on Friday evenings commencing at 7pm. Cup games will not be scheduled for Bank Holiday weekends. An open draw will be made prior to the commencement of the competitions each season. Each round not to be redrawn but the winner of match 1 to play the winner of match 2, etc, in subsequent rounds. The selection of greens by the Competitions Sub Committee will be by placement and not by open draw. The Business Houses Cup teams will comprise of 8 players per team.

(B) No practice allowed on the green. Friendly and rearranged league matches are to be considered practice up to fourteen days preceding the cup match.
- (C) All cup matches must be played on the dates identified in the approved fixtures list. No team is permitted to postpone or call off a cup match other than by arrangement with the Fixtures Secretary. Matches which fail to start or are abandoned due to inclement weather must be played or completed the following Friday evening at 7pm. If this falls on a Bank Holiday weekend the next Friday.
- (D) Any team failing to put in an appearance at a green specified will be eliminated from the Competition and, unless the defaulting team has given at least 3 days clear notice to their opponents and the Fixtures Secretary, may be required to give an explanation to the Management Committee.
- 3: WWCB Business Houses League teams will comprise of 10 players (male and/or female).
- 4: Players from clubs with a Premier Team only may play in their Premier Team and their Business Houses "A" team on the same scheduled day.
- 5: (A). Players from clubs with both Premier and Alliance Teams may double up with their Business Houses Teams (Premier players with their Business Houses "A" team only and Alliance players with their Business Houses "A" team or "B" team) on the same scheduled day.

- (B) (i) When a Business Houses League match is not played on the original programmed date because of a negotiated and agreed postponement, only 3 Premier Team players and/or only 3 Alliance Team players who have already played on the programmed Premier and/or Alliance League date shall be permitted to play in the corresponding re-arranged league match when it is played.
- (ii) Failure to comply with this rule will lead to the scores of all players, both Premier and Alliance, who played on the original programmed date, Being deleted and games will be awarded to their opponent 21-0.
- 6: Premier and Alliance players may NOT double up in both Business Houses "A" and Business Houses "B" league teams on the same scheduled day.
- 7: Players from clubs with both Premier and Alliance teams may double up from both teams with their Business Houses "A" team where clubs have only one Business Houses team on the same scheduled day
- 8: Players from teams that play only in the WWCBA Business Houses League may NOT double up in both Business Houses "A" and Business Houses "B" league teams on the same scheduled day.
- 9: The Annual Subscriptions shall be:
- (i) £45 for an "A" Business Houses Team and £35 for a "B" Business Houses team when clubs enter 2 Business Houses teams.
- (ii) £45 for a Premier Team and £35 for a Business Houses team for clubs that maintain a Premier team and enter one team only in the WWCBA Business Houses League.
- (iii) £10.00 per team for the WWCBA Business Houses Cup Competition.
- 10: All players (male and/or female) who play in the WWCBA Business Houses League may enter the Business Houses Cup Competition.
- 11: Male players only who play in the WWCBA Business Houses League may enter the Individual Merit and Junior Merit Competitions.
- 12: Points shall be awarded in a League match as follows:
2 points for a home win, 1 point for a home draw, 3 points for an away win and 2 points for an away draw. Additionally, 1 point shall be awarded for each individual win (10 points available)
- 13: These WWCBA Business Houses League/Cup Rules and management procedures are administered by the Fixtures Secretary. Club secretaries should consult the Fixtures Secretary in respect of any unavoidable management difficulties which prevent adherence to these Rules, giving 14 days advance notice. The Fixtures Secretary will whenever possible apply an appropriate level of tolerance.
- 14: There shall be no appeals against the management judgements made by the Fixtures Secretary.
- 15: Unless otherwise dealt with by these Business Houses League/Cup Rules WWCBA Rules for League and Cup Matches will apply.

MERIT COMPETITION RULES

Warwickshire and Worcestershire Counties Merit

- 1: The Senior Individual Merit shall be open to all properly registered male members of the Association as per Rule 15 and the Junior Individual Merit shall be open to all properly registered junior and female members. The number of greens to be used to be determined by the Fixtures Secretary, influenced by the number of entries received. The first and subsequent stages shall be played only on the greens of member clubs but including greens identified in response to League Rule 7a.
- 2: (A) The Fixtures Secretary shall determine how many greens are used in the qualifying round, dependent on the number of entries. There will be 32 qualifiers for the final stage. The BCGBA will subsequently determine how many players take part in the BCGBA All England Merit and, where necessary, best scores will apply.

(B) The Competitions Sub Committee will undertake an open draw, by random selection, for the preliminary and final stages of the Merit.

(C) Only those players that have entered and been drawn to play by the Competitions Sub Committee in the preliminary stage will be allowed to compete.

The Draw

- 3: (A) Preliminary stages of W&W Merits will generally start at 2.00pm but the Fixtures Secretary will be empowered to bring forward the starting time if the number of entrants deems it necessary. The actual pairings shall be drawn by the green Official at the designated time, and only those competitors who have reported at that time shall be included in the draw. Players failing to answer their names when called shall be struck out of the competition. The Official will identify two competing players, in the circulated draw, who will witness the draw.

- (B) The final stage of the Individual Merit will commence at 11am, unless otherwise determined by the Competitions Sub-Committee, when all 32 qualifiers must be in attendance.

Green Restrictions

- 4: No competitor shall be permitted to play on a green of any Club of which he is a member, either in the qualifying rounds or in the final stages. Competitors who are members of more than one Club must give full details to their Club Secretaries on entering, and Club Secretaries will furnish such details on the form provided for such purpose when submitting entries. Any competitor failing to furnish correct details will be disqualified.

Duties of Host Clubs

- 5: (A) The Clubs on whose green the first stages are played shall provide one Official, who shall have full charge of that stage of the Competition. They shall also provide six Jacks of BCGBA. 'Standard', Mats and Measuring Equipment, together with a copy of their current 'Official Year Book' to which they can refer in time of dispute. The Final Stages shall be controlled by officials appointed by the Management Committee of the Association.

(B) In the event of a Host Club failing, for whatever reason, to provide an Official the Competitions Sub Committee may require the Secretary or Senior Team Captain to attend personally at a formal meeting to give evidence. Where it is established at an enquiry that a Club has failed in this duty a fine of £10 will be payable. Fines will be paid to the Treasurer before clubs are accepted into membership for the following season.

(C) Should any Official of the host club declare the green unfit for play, at any stage, alternative arrangements must be made at the time and agreed with all players who remain in the competition. The alternative arrangements should be communicated to the Fixtures Secretary as soon as possible.

- 6: All games to be under the control of the Official, who shall see that the 'Laws of the Game of Crown Green Bowls' as published in the current BCGBA Official Year Book are strictly adhered to, without waiting for an appeal against any infringement of same.
- 7: 15 minutes practice shall be allowed, at either the preliminary stage or at the final stage, for any competitor who is required to play his first game against an opponent who has already completed one game. The appointed Official only shall determine when such practice is to commence, but the practice period shall be taken during the course of the opponents first game.

Ineligible Players

- 8: No player shall be eligible to play in the Preliminary stage of a Merit Competition unless he has been correctly entered by his Club by name; no substitutes are allowed at either the Preliminary or Final stages in singles competitions. In doubles competitions one substitute is allowed in preliminary stage only, provided the substitute player has not already entered the competition in his own right. Competitors must play on the green allocated to them by the Competitions Sub-Committee; a breach of any element of this rule will render the offending player and/or his club liable to reprimand, suspension or expulsion at the discretion of the Management Committee
- 9: In the event of a Preliminary Stage being completed and an ineligible player being subsequently identified the result of the Stage will stand, other than when the ineligible player wins the Stage, in which case the losing finalist is to be treated as the qualifier.
- 10: (A) The WWCBA Individual Merit shall be played on a 'Knock-out' basis, games to be 21 up. The preliminary stage will be played on a Saturday or Sunday.
- (B) The W&W Mens Doubles Merit shall be played on a 'Knock-out' basis, preliminary and final stage games to be 21 up.
- (C) Competitors in the W&W Mens Doubles Merit need not be from the same member club in the WWCBA.
- (D) After the draw has been made one player only may be substituted in the preliminary stage unless the substitute has been entered and drawn to play at another venue .
- (E) No substitutes shall be allowed in the Final stage.

Player Restrictions

- 11: No player shall be eligible to compete in the Final Stage and Sub Final Stage of a Merit Competition on a green on which he has practised or played during the fourteen days preceding the Merit Final, other than:
- (i) as a visitor in a Premier or Alliance match, where no more than 2 players have qualified.
- (ii) as a visitor in a W&W Cup Competition, (Premier, Alliance, Arthur Mitchell and 4 Man) Affiliated mid week league and cup games (but not Merits), a BCGBA Merit or Competition managed locally by the Association or any other competition managed by the Association.
- (iii) when a club has more than 2 players qualifying for a Merit Final and has a league match programmed within the fourteen days of the Merit Finals the League match may be postponed (in accordance with League Rule 9) and any re-arrangement will be in accordance with League Rule 15.
- (iv) all other competitions not previously excluded are to count as practice.

Result Sheets

- 12: The onus for notifying the Fixtures Secretary as to the winner of a preliminary stage and for returning the Competition Sheet to the Fixtures Secretary shall lie with the qualifier. Failure to return sheet could result in exclusion from the Finals stage.

Final Stages

- 13: Players must be in attendance at the designated start time on the scheduled date. Any qualifier not answering to his name at that time shall be scratched and shall not be paid prize money. The Referee's decision shall be final.

RULES FOR CUP COMPETITIONS

Definition of Competitions

- 1: The Competition is to be known as the Warwickshire and Worcestershire 'Knock-out' Cup and is to be played in three sections. Section 1 for Premier Teams of Member Clubs in Divisions 1 to 3. Section 2 for Premier Teams of Member Clubs on Division 4 and downwards. No Premier Team shall play in both Sections. Section 3 shall be for Alliance Teams and Business Houses Teams. This Alliance/Business Houses Cup Competition being open only to those clubs that participate in the Premier Competitions and to Business Houses Clubs. The Business Houses Cup Competition will not take place in 2017.

All clubs entering the competition as per Association Rule 10 and all games shall be governed by the BCGBA's 'Laws of the Game of Crown Green Bowls'.

- 2: Premier and Alliance/Business Houses Teams shall be represented by 8 players, games to be 21up singles. All matches to be played on neutral greens and the draw to be made by the Competitions Sub Committee who shall also select the greens. The losing team in each round to be eliminated from the Competition. All cup matches shall be played only on greens of member clubs but including greens identified in response to League rule 7a.

Trophies

- 3: The winning team in the Finals of each section shall be the holders of the Trophy provided by the Association and shall be held responsible by the Association for its satisfactory security and safe keeping. Such trophy to be returned in good condition to the Hon. Treasurer of the Association on or before the date of the September AGM. Clubs failing to return the trophies by this date and/or in good condition will be fined £10.00.

Player Restrictions

- 4: All members playing in Cup matches must be selected from the list of registered members, furnished as per Association Rule 15. No player shall be allowed to take part in both Premier and Alliance/Business Houses matches scheduled for the same day, and should it become necessary to postpone either or both of the matches scheduled for the same day, the same ruling shall apply to those particular re-arranged matches as if they had been played on the scheduled day. Any breach of this rule to entail the forfeiture of the player's score in both matches, also making the player and his team captain liable to be debarred from all Association competitions for twelve calendar months from the date of the offence, and the team to be penalised as per Cup Rule 16.
- 5: A Premier Cup-tied player shall be ineligible to bowl in the Alliance/Business Houses Cup.
- 6: An Alliance/Business Houses Cup-tied player shall be eligible to bowl for the Premier Cup, bearing in mind the restrictions as laid down in Cup Rule 4.

It is important to note that Alliance Teams and Business Houses Teams will both be able to enter in the Alliance/Business Houses Cup Competition in 2017. The take-up of places in 2017 and the format for the Knock-out Cup Competition in future years (after 2017) will be set by the Competitions Sub Committee following their review.

- 7: At the conclusion of the match the visiting players shall not continue to play on the green unless invited to do so by the Host Club.
- 8: No player shall be eligible to compete in a Cup Match on a green on which he has practised or played during the fourteen days preceding the Cup Match, otherwise than permitted by Association Rule 26.

Match Rules

- 9: (A) All matches in the Cup Competitions will be played on Friday evenings commencing at 7.00pm. Cup games will not be scheduled for Bank Holiday weekends. An open draw will be made prior to the commencement of the competitions each season. Each round not to be redrawn but the winner of match 1 to play the winner of match 2, etc. in subsequent rounds. The selection of greens by the Competitions Sub Committee will be by placement and not by open draw.
- (B) No practice allowed on the green. Friendly and rearranged League matches are to be considered practice up to fourteen days preceding the Cup match.
- (C) All Cup matches must be played on the dates identified in the approved fixtures list. No team is permitted to postpone or call off a Cup Match other than by prior arrangement with the Competitions Officer. Matches which fail to start or are abandoned due to inclement weather must be played or completed the following Friday evening at 7.00pm. If this falls on a Bank Holiday weekend, the next Friday.
- (D) Any team failing to put in an appearance at the green specified will be eliminated from the competition and, unless the defaulting team has given at least 3 days clear notice to their opponents and the Competitions Officer, may be required to give an explanation to the Management Committee.
- (E) When a Premier team withdraws from the Premier cup competition without having played a preliminary round match in the open draw, or following a bye in the first round and then not playing a match, their Alliance/Business House team will be eliminated from the Alliance/Business House cup competition.
- 10: Any team not sending its full complement of players shall forfeit 21shots for each absentee. The green must be kept fully occupied as long as the match is in progress, and all players present must play unless the opposing captain consents to a substitute. Any player who is substituted in the draw by a reserve, cannot for any reason subsequently take part as a player.
- 11: In all Cup-ties the captains shall toss a coin before the draw is made, the winner to choose whether his side shall lead with the jack on odd or even ends. The draw to be made by each captain placing his opponent's cards.
- 12: In the event of a tie in any round of the Competition the captains of each team concerned shall select three of his players, who shall then each play a further game on the same green, the draw being made as per Cup Rule 11. Should a further tie result, the same procedure shall be followed from the remaining players.
- 13: (A) All matches, except Finals, shall be played under the supervision of the captains of the competing teams, whose duty it is to insist on and see that the games are carried out strictly in accordance with the 'Laws of the Game' without waiting for an objection to be laid by any player or players. If at the commencement or during the progress of the game the green shall be considered unfit for play, the captains shall have power to adjourn the Match. In the event of an adjournment, the shots already scored will count.
- (B) No player shall leave the green during the course of a game without the consent of the captain, as per 'Laws of the Game' Rule 9.5. The Final Ties shall be played under the entire supervision and control of the officials appointed by the Management Committee.
- 14: (A) The captain of the winning team shall, on the evening of each contest, forward the score sheet to the Fixtures Secretary, such sheet to bear the signature of the captains of the respective teams. Teams not forwarding their team sheet to be in the hands of the Fixtures Secretary by the first post on Wednesday following the scheduled date of the Competition will be fined £10.00.
- (B) All team sheets shall additionally be completed to include the player's BCGBA Registration Numbers and a statement to the fact that they are authentic.

- (C) Any club which fails to satisfy these requirements will automatically generate a fine of £10.00.
 - (D) Any club which identifies false numbers, will invoke 'Ineligible Players Penalties' set out in League Competition Rule 17.
- 15: The Fixtures Secretary must be informed immediately of any matches not played, in accordance with Cup Rule 9(c). Postponed games must be played within 7 days of the scheduled date on dates to be mutually arranged by the teams concerned, and in the case of a dispute the Competitions Sub-Committee shall set a date. Any team which does not conform to the Competitions Sub-Committee's decision will be eliminated from the competition.

Ineligible Player Penalties

- 16: (A) The playing of an unregistered or otherwise ineligible player, as determined by the Fixtures Secretary or the Competitions Sub Committee, shall be deemed an offence, the penalty for which shall be a £10.00 fine for each offending player and, if committed by a winning team, elimination from any further part in the competition. If the offence is committed by a losing team a further £10.00 fine shall be imposed. If it is proven by the Competitions Sub Committee and endorsed by the full Management Committee that a team has deliberately tried to cheat or mislead their opponents the Team Captain and the offending player(s) shall be liable to be debarred from all association competitions for twelve calendar months from the date of the offence.
- (B) No player shall be eligible to bowl on a Cup green venue as a member of a visiting side in any Cup Matches if he/she is a member of the host venue club. For the purpose of this rule a member is defined as one who pays a subscription to a

Bowling Club or to a Bowling Section of a Sports or Social Club, or is a member of an organisation which utilises the green(s) of such Club or Section

Duties of the Host Club

- 17: All Clubs on whose green a Cup Tie is scheduled shall provide not less than six jacks of BCGBA 'Standard', such jacks to have distinguishable bias marks, also six mats (Footers) with diameter measurements of not less than 128mm (5ins) and not more than 154mm (6ins). They must also provide a tape measure of not less than 19 metres in length. Clubs are also requested to make available any other equipment, score boards, chalks, etc., which they themselves would consider necessary for the smooth running of such a competition. Where it is established at an enquiry that a club has failed in this duty a fine of £10 will be payable.
- 18: In the event of the unfortunate death of a player during the course of a match:
- (A) the match shall be adjourned forthwith and shall subsequently be continued as provided for by rule,
 - (B) the scores of the deceased player and his opponent and the scores of other incomplete games shall be maintained pending continuation, and
 - (C) The deceased player may be replaced on the date of the mutually agreed continued game by another eligible player.
- 19: The Competitions Sub-Committee shall have power to deal with any matter which is not covered by these Rules.

RULES FOR ARTHUR MITCHELL

CUP COMPETITION

1. (A) Arthur Mitchell Trophy Competition (Entrance Fee £10.00 each team). Dates for these matches will be made known by the Competitions Sub-Committee. Matches will then, without exception, be played on or before the closing dates set by the Competitions Sub-Committee. Matches not played by the date specified for each round will result in the elimination of the offending team from any further part in the current competition.

(B) The Competitions Sub-Committee may grant up to 7 days extension, at the request of the host Club, at any stage in the Competition if the closing date falls within a practice period at their green identified for the Senior and/or Junior County Team and/or the Warwickshire Ladies County Team. The 7 days extension will follow the date of the County fixture.
2. All games shall be 21 up and teams shall comprise 12 players 6 to play at home and 6 to play away. The home and away venues for the final to be played under the control of referees appointed by the Management Committee. Corresponding home and away legs must be played at the same time unless prevented from doing so by inclement weather.
3. The Competitions Sub-Committee shall have priority use of greens on the dates specifically identified for each round of the Cup Competition. Matches (except the semi-finals and final) to commence at 7.00 p.m. Practice for home players is allowed up to the agreed start time.
4. (A) The Fixtures Secretary will make available a standard Arthur Mitchell Cup Competition Result Sheet on the WWCBA website to be downloaded and completed by the Captain of the winning team on the evening of each contest signed by himself and sent to the Fixtures Secretary.

(B) Captains not forwarding their team sheet to be in the hands of the Fixtures Secretary by the first postal delivery on the Thursday following the scheduled date of the competition will be fined £10.00.

(C) All team sheets shall be completed to include the players' full names – i.e. first name (not just initial) and surname. All team sheets shall additionally be completed to include a statement to the fact that they are authentic.

(D) Any Club which fails to satisfy these requirements will, without exception, automatically generate a fine of £10.00.

(E) Any Club which plays an ineligible player shall be fined £10.00 for each offending player.

5. Member Clubs may enter one team only. Clubs with both Premier and Alliance or both Premier and Business Houses Teams may enter one team only and Clubs with a Business Houses Team only may enter. Competition for teams will be played on a Handicap of 8 shots per division as follows:-
- Premier 1 – 0 shots
 - Premier 2 – 8 shots
 - Premier 3 – 16 shot
 - Premier 4 – 24 shots
 - Premier 5 – 32 shots
 - Premier 6 – 40 shots
 - Business Houses 1 – 48 shots
 - Business Houses 2 – 56 shots
6. In the event of a tie in the Arthur Mitchell Trophy Competition the match shall be replayed on or before 7 days following the tied match, on a 2 home 2 away basis. Only one half of the handicap shall apply to this and subsequent replays, players to be selected from the original 12 players. In the event of a second tie or subsequent ties this procedure will apply but the players must be changed for each replay from the original 12 players.
7. (A) Players who are members of more than one Member Club must play only for the Club for whom they play in the Association.
- (B) The playing of an ineligible player shall be deemed an offence, the penalty for which, if committed by a winning team, shall be elimination from further part in the Competition and, if by a losing team, the fine of £10.00. The offence shall also make the player and his team captain liable to be debarred from all Association Competitions for twelve calendar months from the date of the offence.
- (C) When the offence is committed by a winning team, if by the deduction of the offending player's score from his team's aggregate, the opponents are shown to have the higher aggregate the opponents shall be awarded the match. If the deduction shows the score to be tied then Cup Rule 12 shall be applied.
8. An open draw will be made prior to the commencement of the Competition each season. Each round not to be redrawn but the winner of Match 1 to play the winner of Match 2 etc. in subsequent rounds. Progress in the competition throughout the season will be shown on the website by the Fixtures Secretary.



POLICIES, STRATEGIES AND GUIDELINES

WWCBA CODE OF CONDUCT STRATEGY

1. The Context For A Strategy

A Strategy for the management of the game of Crown Green Bowling within the WWCBA responding to the Association's commitment to the maintenance of behavioural standards as a prime objective.

The Strategy imposes responsibilities at all management levels within the national framework in which the game is played as follows:

- It imposes self discipline on all bowlers playing within the auspices of the WWCBA.
- It requires all bowlers to have respect at all times for their opponents, for referees and for selectors alike.
- It requires all Member Clubs to ensure that their internal disciplinary rules are adhered to.
- It charges all Member Clubs and Affiliated Clubs that do not currently have disciplinary rules to adopt appropriate rules.
- It requires all Affiliated Leagues to have disciplinary rules within their formal constitutions and to submit copies of their Rules and Constitutions annually to the WWCBA.
- It requires all bowlers playing in internal club events, in Affiliated League's activities, in WWCBA league, cups and merit events, in Inter County (Senior, Junior, Veterans and Midlands Alliance) and finally in national competitions to respond in a positive way to this Strategy.

The Strategy has the full support of the WWCBA and its contents will be managed by those identified in the Strategy with a view to enhancing the image of the WWCBA and maintaining the integrity of the game.

2. The Referees Society

The Referees Society has a key role to play in the pursuance of the Strategy. The Society will:

- Organise seminars/forums at which key developments in the rules and interpretations of the rules will be debated thereby generating consistency in approach.
- Arrange annually for referees examinations to be held to provide for more qualified referees who in turn will extend the base of consistency and influence.
- Target clubs with no qualified referees.
- Assemble a Core Group of referees who will:
 - (i) officiate, on a rota basis determined by the Referees Secretary, at all merit finals,
 - (ii) officiate, at Senior, Junior, Veterans and Midlands Alliance County matches,
 - (iii) officiate at finals and sub finals of competitions managed by Member Clubs where such competitions are required to be approved by the WWCBA,

- (iv) officiate at any other competitions which require the presence and involvement of qualified referees,
- (v) pro-actively promote the services offered by the WWCBA Referees Society.

In response to a professional and pro-active refereeing service managed by the Referees Secretary host clubs are invited to provide a high level of support and hospitality to referees.

3. The Competitions Sub Committee

The Competitions Sub Committee will provide a range of services responding to the multi-functional management responsibilities discharged on behalf of the WWCBA by the Competitions Officer including:

- the identification of all sub final and final venues and early contact with host clubs, the identification of two members of the Competitions Sub Committee, together with a minimum of one other Officer/Member of the Management Committee, who collectively will be responsible for all aspects of a finals day including discipline. This arrangement will apply to all merit finals and selection will be on a rota basis thereby generating equality in involvement,
- nominated Referees, Competitions Sub Committee Members and Officials will be identified in all pre-event documentation circulated by the Competitions Officer,
- the availability of catering facilities, extended bar facilities, approved betting arrangements and liaison, at local level, with the Chief Constable,
- the production of BCGBA Registration Cards by all competitors at sub final and final stages will be imposed, without exception, and this requirement will be set out in all pre-event documentation issued by the Competitions Officer,
- the decision of the Officers and Members of the Competitions Sub Committee regarding conduct and any other aspect of finals days are to be responded to by host clubs expeditiously and without challenge.

4. The County Selection Sub Committees

The County Selection Sub Committees (Senior, Junior and Veterans) have set good conduct high on their agendas. It is at this level of competition that the effectiveness of the Strategy will be regularly tested. Disciplinary matters at all County matches will be in the custody of the President, Deputy President, Team Managers and County Sub Committee members. These Officers and Members will *work* closely with formally appointed referees.

5. Strategic Objectives

The Strategy seeks to eliminate:

- foul and abusive language by players and/or spectators directed at other players and/or spectators,
- foul and abusive language directed at Referees and other appointed Officers,

- sledging, vociferous, intimidating behaviour directed at players with the apparent objective of securing unfair advantage,
- any physical contact or challenge by any player or spectator directed towards the referee, and other player or spectator,
- unacceptable churlish behaviour as perceived by others,
- mis-use of facilities specifically provided by host clubs for the general enjoyment of guests, spectators and players.

Players and/or spectators within the control of the WWCBA found guilty of misconduct, following a formal disciplinary hearing, will be suspended forthwith, the period determined by the Disciplinary Sub Committee.

The Strategy seeks finally to generate a climate of competitiveness, effective management, comfortable ambience and hospitable venues which may encourage sponsors to emerge in a positive way.

6. Ownership Of The Strategy

The WWCBA is totally committed to enhancing the image of the Association. WWCBA is a leading county in terms of its ability, its geographical and numerical size, its extensive programme of activities and its management competence. WWCBA's strengths are best demonstrated when representing the County at Inter County matches and/or national merits. The barriers which present themselves at league level disappear or are less obvious at County level and it is this climate of mutual support and trust which this Strategy is seeking to generate, and which should permeate our entire programme of activities.

The Strategy will be successful only with the full involvement and commitment of clubs. This was secured at the January 1995 AGM when the Strategy was endorsed by Member Clubs. The Strategy, which was modified in September 2004, is to be monitored by the Management Committee and reviewed and amended (if necessary) annually.

7. Communication

Communication is vital. That is why all clubs are to display copies of the Strategy for the benefit of all players in their membership. Disciplinary matters will inevitably emerge. They will be dealt with by the Disciplinary Sub Committee in a positive yet fair way having full regard to antecedents and precedents. The Strategy however seeks to reduce the problem to a level which is consistent with the status of WWCBA.

8. Acknowledgement

The Strategy was drafted by a Project Team of Officers and Management Committee Members. Correspondence on the Strategy should be referred to Darren Simpkin (Association Secretary).

WWCBA GUIDANCE NOTE – MATCH CANCELLATION COURTESY

If prior to a match due to start, it is, in the opinion of the host club, that the green and weather conditions will mean that it is unfit for play then the Hosts Club Secretary or nominated Captain shall endeavour to contact the Away Team Captain & Club Secretary to avoid unnecessary travel.

Upon receiving this call:

- The Away team may choose to attend the green to make the decision final and not postponed until 4:30pm. The Away Team should advise the Host club of this intended action.
- The Away Team may choose to agree to the postponement on the advice of the Host Club. If this is the case both the Host club and the Away team shall advise in electronic format SMS or E-mail their agreement to each other and this agreement to postpone must be sent to the fixture secretary.
- Both Teams where possible shall agree alternative match date.

The Host Club shall inform the Away Team whether after match hospitality will be provided for the rearranged match. In the event this is not possible the Host team may consider an offer to compensate to the Away team for provision of Hospitality at the reverse fixture.

The alternative match date would be preferred to be agreed at the same time as the agreement to postpone match, however if this is not possible the Host Club shall offer 3 alternative dates and alternative start times within one week of the postponed game and one of these shall either be accepted or the match shall be played on the 29th day.

Roll-ups: 15 minute roll up for the away team shall be provided again on the revised fixture date.

If alternative date needs to be evenings it can be suggested to split the match into 6 on one evening and 6 on the next.

Host Clubs shall be permitted to consider comfort and safety of players and spectators during inclement weather and provide suitable shelters. If the playing surface is affected by visible puddles then this may be a cause for rain delay or postponement. If the weather is extended electrical storms then it would be wise to temporarily postpone games until they have passed.

Postponement for greens not able to be prepared for matches (i.e. not cut due to rain) might not be a sufficient cause for postponement but may be agreed by both Captains.

Away teams should not consider that sweeping puddles etc. is suitable treatment to ensure a match takes places as long term health of the playing surface is the responsibility of the Host Club.

Away teams who encounter unforeseen problems with travel arrangements, i.e. road closures, accidents etc. should notify the Host Club as soon as possible. Penalty for non attendance will apply except in exceptional circumstances and with agreement of the Both Teams and Fixture Secretary.

If a host Club waits until the start of roll up for the Away Team and they have failed to arrive. Then the Host Club should contact the Away Team to determine the cause of delay. The Away team may request a delay of start but may also forfeit their roll up unless agreed by the Host Club. The Host Club should end their roll up at 2:40pm

The Host Club should make allowance that the Away team may be travelling and unable to answer mobile telephone calls

If an Away team fails to attend then the Host Club should contact the Away team and notify the Fixture Secretary by SMS or Email. There is no need to make agreement to a rearranged game unless exceptional circumstances can be proven by the Team failing to attend and agreed with the fixture secretary who will then give guidance regarding the rearranged game requirements

Away Teams, who dispute Host Clubs green fitness for play and alternative dates may request independent judgement by the Fixture secretary, however be aware that it is likely the Fixture Secretary may not be able to perform or arrange an inspection. The Fixture Secretary may be able to provide assistance with interpretation of rules for further rearrangements. (Be aware that the fixture secretary may not be immediately available to respond at short notice especially during match dates).

The Fixture Secretary will monitor the rearranged fixtures and players used to ensure fair play and consider any breach in Rules and Bye-Laws.

BOWLING COURTESIES TO BE OBSERVED BY BOTH GENDERS

The development of the Ladies Bowling Association in recent years has inevitably led to more female bowlers playing in Premier, Alliance and Business Houses League and Cup matches than ever before. This is a development much welcomed by the WWCBA Management Committee and its Disciplinary Sub Committee.

Gender issues are never far away however and disciplinary matters are arising occasionally involving female bowlers and their male opponents which is a new experience and a very real challenge for the Disciplinary Sub Committee. Historically competitive edge issues and spontaneous conflicts have become a manageable irritant when male only bowlers are involved.

The Disciplinary Sub Committee recognises that all bowlers are different and approaches to League and Cup matches will vary significantly. Good discipline, courtesy to and tolerance of others should however prevail as a key objective in our Association.

Disciplinary issues arising out of competitive edge approaches and spontaneous conflicts involving both male and female bowlers are becoming more prevalent. The Disciplinary Sub Committee requests that:-

- Bowlers of both genders treat their opponents with respect and
- Refrain from sledging and the use of foul and/or abusive language and
- Report any intimidating behaviour directed at opponents to the Association Secretary.

This policy guidance note has been adopted for application by the WWCBA Management Committee.

October 2014

WWCBA EQUALITY POLICY

The Association has set out broad principles for achieving equality of treatment and opportunity in its Management Committee's practices.

These principles relate to ensuring fairness throughout the Association in crown green bowls, equality of access, recognising inequalities and taking steps to address them.

The policy will be supplemented by specific action plans as priorities are either determined or deemed necessary.

It is the Management Committee's intention:-

- To recruit crown green bowling members from all sectors of the community, and not to discriminate on the grounds of age, gender, race, ethnicity, colour, religion, sexual orientation, socio-economic status or ability.
- To recognise the importance of ensuring that membership reflects the makeup of society in general in order to ensure that the special needs and individual differences across the whole of the community at large can be adequately catered for.
- To actively seek to promote social inclusion by encouraging and engaging bowlers from all walks of life to participate in crown green bowls.
- To take seriously and deal expeditiously with all complaints of discrimination.

The Management Committee is collectively responsible for overseeing the effective implementation and adherence to this Equality Policy.

The Association believes that discrimination of any form is unacceptable, and can be unlawful. In addition to its legal responsibilities, the Association further acknowledges the need for Equal Opportunity Programmes to enable the effective development and maximum utilisation of its potential as a sports and social organisation. In doing so a parallel objective is to provide the means whereby all members can individually realise their talents and fulfil their potential.

This Equality Policy documents current practice and outlines the broad principles under which the Association operates. The Equality Policy is subject to ongoing review, annual re-evaluation and review and development.

Management Committee – January 2014

WWCBA RECRUITMENT OF EX-OFFENDERS POLICY STATEMENT

Addendum to equal opportunities policy statement.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), WWCBA complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. WWCBA undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

WWCBA can only ask an individual to provide details of convictions and cautions that WWCBA are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), WWCBA can only ask an individual about convictions and cautions that are not protected.

WWCBA is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

WWCBA has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

version: 2.1

WWCBA actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. WWCBA select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

WWCBA ensures that all those in WWCBA who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. WWCBA also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, WWCBA ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

WWCBA makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.

WWCBA undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

WWCBA CHILD AND VULNERABLE ADULTS PROTECTION POLICY

Introduction

The Association will make provision for children (defined as under 18 in The Children Act 1989) and vulnerable adults to ensure that:

- The welfare of the child is paramount.
- Vulnerable adults and all children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All Officers, Selectors and Team Managers all of whom shall be Criminal Records Bureau Accredited shall be responsible to report concerns to the Welfare Officer.

Policy Statement

The Association has a duty of care to safeguard all children and vulnerable adults involved in Crown Green Bowls from harm. All children and vulnerable adults have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The Association will ensure the safety and protection of all vulnerable persons involved in Association controlled events through adherence to the Child and Vulnerable Adults Protection Guidelines adopted by the Association.

Policy Aims

The aim of the Policy is to promote good practice:

- Providing children and vulnerable people with appropriate safety and protection whilst in the care of the Association.
- Allow all Officers, Selectors and Team Managers to make informed and confident responses to specific child protection issues.

Commitments

The Association will use its best endeavours to ensure that:

- All allegations of abuse are taken seriously by the Management Committee.
- The response to all allegations is swift and appropriate.
- The effectiveness of the Policy is reviewed annually.
- A Welfare Officer shall be appointed to whom Members can address any concerns
- For further reference go to www.bcgba.org.uk



WWCBA GUIDELINES FOR MEMBER CLUBS/AFFILIATED CLUBS ENGAGING IN DISCIPLINARY/APEALS PROCEDURES

These guidelines are recommended for any type of alleged misconduct by members that is considered to bring the game into disrepute, and/or alleged misconduct which is considered to justify suspension or exclusion.

The guidelines may be activated by Member/Affiliated Clubs by:

- a) the receipt in writing of a formal complaint,
- b) an allegation of misconduct made verbally or in writing, or
- c) an alleged breach of club rules.

In these circumstances, the Secretary of the Member/Affiliated Club, without undue delay, shall convene a meeting, as appropriate, of the Management Committee (or Disciplinary Committee) to deal with the complaint, alleged misconduct or alleged breach of club rule. The date and timing of the meeting should facilitate the attendance of all interested parties.

The individual and/or club member charged with misconduct shall be advised in writing at least 7 clear days before the Management Committee (or Disciplinary Committee) of the exact nature of the alleged misconduct against him/her. He/she shall be invited to attend personally at the Management Committee (or Disciplinary Committee) meeting to respond to the allegation/s and/or invited to call witnesses and/or invited to be represented.

The Management Committee (Disciplinary Committee) will:

- 1) Hear the response to the complaint from the accused member who may be represented and may bring forward witnesses.
- 2) Provide for questions to be put to the accused member by the complainant and/or Committee Members.
- 3) Hear the complaint/allegation from the complainant, who may also be represented and bring forward witnesses.
- 4) Provide for questions to be put to the complainant by the accused member and/or Committee Members.
- 5) Invite a summary/final statement from the accused member.
- 6) Invite a summary/final statement from the complainant.
- 7) Invite all interested parties to withdraw to allow the Management Committee (Disciplinary Committee) to consider the evidence.
- 8) Make a decision on the complaint.
- 9) Invite interested parties to return to the meeting and deliver the verdict of the Management Committee (Disciplinary Committee) verbally after which no further debate will be allowed.
- 10) Request the interested parties to withdraw at this time from the meeting.
- 11) Thereafter convey the decision of the Management Committee (Disciplinary Committee) to all interested parties in writing within 7 clear days.
- 12) If the decision of the Management Committee (Disciplinary Committee) is to suspend, exclude or expel the member he/she should be advised of his/her right of appeal to the WWCB Association against the suspension, exclusion or expulsion.

Finally in the event of the Management Committee (Disciplinary Committee) deciding to suspend, exclude or expel a member the Club Secretary should immediately advise the WWCB Association Secretary.

PRESIDENT, CHAIRMAN AND ASSOCIATION SECRETARY

STANDING ORDERS FOR **GENERAL MEETINGS**

- 1: All amendments to a motion, not required to be submitted as under Rule 13, shall be submitted to the Chairman in writing with the names of the mover and seconder attached.
- 2: Amendments will be put before the meeting in the order in which they are received.
- 3: Whenever an amendment to a motion is accepted no second amendment shall be considered until the first is disposed of. Should an amendment be carried it shall then become the substantive motion upon which a further amendment may be moved. Should an amendment be lost then a further amendment may be moved to the original motion, but only one such amendment shall be submitted for consideration at a time.
- 4: Only one delegate from each Club, together with members of the Management Committee shall be eligible to vote.
- 5: The Chairman shall have the power to order a second vote, or to give a casting vote.
- 6: No member shall speak more than once on the same motion except the mover thereof who shall have the right of reply, thereby closing the debate. The several speakers shall address the Chair.
- 7: That should a motion be made "that the question be now put" and on being put to the vote is declared carried, further consideration of the question shall cease with the exception of the mover's right to reply.
- 8: Should the "next business" be moved and carried, the meeting shall proceed to the next item on the agenda.
- 9: Motions and amendments may only be withdrawn upon leave being granted by the meeting without any negative voice.
- 10: The Chairman shall have the power to suspend Standing Orders for a short, specific time.
- 11: If, at any meeting, AOB is allowed, it shall be of such a nature as to exclude the formulation of resolutions.
- 12: The decision of the Chairman on any point of order shall be final.

PROCEDURE TO BE USED BY WWCBA CLUBS FOR GRANT APPLICATION

1. Apply to the Association Secretary, who will put you in touch with the BCGBA Financial Officer. You will then be sent an application form with a unique reference number.
2. Complete the form and return it to the Association Secretary for counter-signing, together with copies of any planning permission, plans, photographs and quotations, whichever and wherever necessary.
3. The Association Secretary will forward it to the BCGBA Financial Officer, after approving that the application is correct.
4. An acknowledgement should be received within a week.
5. If everything is in order, a response should be received within six weeks.

Guidelines for Grants

New Bowling Green.....	£750
New Floodlights.....	£300
New Pavillion	£300
Irrigation for the Bowling Green	£250
Toilets	£200
New Shelter.....	Up to £200
Fencing and Paths.....	Up to £100
Extending a Bowling Green	Up to £100
Legal Fees to fight Green closure	Up to £250

Procedure on Completion

1. Take appropriate photographs.
2. Send to Chris Price for counter-signing.
3. On receipt by the BCGBA Financial Officer, payment of the grant will be made provided that the receipt of 'Proof of Completion' is received **within 12 months** of the Grant Approval.
4. If you cannot complete within 12 months then contact the Financial Officer with an explanation.

GUIDELINES FOR CLUBS WHOSE GREENS FACE CLOSURE

- 1: The club should take immediate steps to form a working group to coordinate plans for objections to closure.
- 2: Notification should be sent to Chris Price, Association Secretary.
- 3: Notice should be given to all respective Leagues and Associations who may be affected by the proposals. A request should be made for their support in any objections made.
- 4: Commence a petition with copies to all Clubs in the area.
- 5: Local residents should be consulted and asked for their support by way of letters of objection and the petitions available.
- 6: City Council members should be asked to support any objection and in particular elected members who may sit on the Council Committee to which the proposals may be discussed and approved.
- 7: Contact the Planning Department and make a request to examine the plans.
- 8: Objections should also be made to the body responsible for the proposals by all parties supporting the action.
- 9: Letter(s) to your Local and Regional Sports Council. The Development Officer will assist the working group and will also communicate with the Sports Council and the BCGBA, who will write letters of objection.
- 10: Attendance at public meetings is essential.

In co-ordinating such objections the *working* group must ensure that a convincing argument is put forward highlighting reasons why the planned proposals should not be agreed to. In compiling a case for objection here are some points to include in your written objections:

- What benefit arises from the current use of the green?
- How much is the facility used and how does it serve the local community?
- What other options are available?

You should utilise your green as much as possible during the period of objection, consider competitions, coaching sessions, involve bowlers of both sexes and all ages. If necessary, seek legal advice from Chris Price and contact the BCGBA regarding possible financial assistance in this respect.



INSURANCE

Information Notes have been issued to all clubs by Darren Simpkin in respect of both Personal Accident Insurance and Public Liability Insurance.

PERSONAL ACCIDENT INSURANCE

Responsibility rests with WWCBA Member Clubs to ensure that they take up Personal Accident Insurance cover for all their registered players - male and female.

PUBLIC LIABILITY INSURANCE

The British Crown Green Bowling Association offers a Group Public Liability Insurance cover to all clubs whether Member Clubs or Affiliated Clubs. This cover, or an acceptable alternative, must be taken up annually to comply with the British Crown Green Bowling Association Rule.

WWCBA will not accept into Membership or Affiliation Clubs, League or Associations that are not covered by Public Liability Insurance.



WWCBA COACHING SCHEME

- 1: Having attended the official BCGBA coaching seminar you will become a member of WWCBA coaching scheme
- 2: You would have signed the personal disclosure form. (Child /Adult Protection act) and thereby report any subsequent offence relating to abuse, sexual offences, violence or drugs to the county coaching Officer.
- 3: Agree and abide to practice all the ethics of the professional requirements of a coach ensuring fair play and never condone violation of the laws of the game of crown green bowls, and to make aware of the WWCBA procedures, rules and regulations.
- 4: Expect help and guidance in order to advance to level 1 and then progress to achieve level 2; i.e. a qualified coach status.
- 5: To promote the game of crown green bowls through the coaching of beginners, improvers, experienced bowlers and to assist the coaching officer in the placement of a coach in every club.

