



SUTTON AND DISTRICT

BOWLING ASSOCIATION

Website: <http://www.sdba.org.uk/>

e-mail: enquiries@sdba.org.uk

Hon. Secretary: John Morton

58 Banstead Road South, Sutton, Surrey SM2 5LG

tel : 020 8661 0743 e-mail : johndmorton@hotmail.com

7th January 2019

To Officers, Delegates, Hon. Vice Presidents and Life Members

The 69th Annual General Meeting of the Association will be held at Wallington Bowling Club, 13 Grosvenor Road, Wallington, on Monday, January 28th 2019, commencing at 2.30 pm when your attendance is requested. Any affiliated club member may attend but only appointed Delegates may vote on the Club's behalf. Recognising that one person may hold more than one office, voting is 'one person, one vote'.

Yours faithfully,

J.D.Morton

John Morton (Hon. Secretary)

Agenda

1. Welcome.
2. Apologies for absence.
3. Minutes of the 2018 Annual General Meeting (attached).
4. Matters arising (not covered by subsequent agenda items).
5. Correspondence.
6. Reports:
 - a. Hon. Secretary (John Morton)
 - b. Hon. Treasurer (Chris Ballard)
 - c. Outdoor Match Secretary (Don Davies / Geoff Garland)
 - d. Indoor Match Secretary (Paul Songer)
7. Club Affiliation Fees and Competition Entry Fees wef 1/12/2019 – unchanged from current rates
8. Change of Rules – Part II (attached).
9. Change of Rules – Part I para 7 Management (attached)
10. Data Protection Policy (attached)
11. Election of Officers for 2019:- the nominations received to date are
President:- Tross Gibbons
Senior Vice President – June Hope
Hon Treasurer:- Vacant. Hon. Secretary:- John Morton
Indoor Match Secretary:- Paul Songer. Outdoor Match Secretary (Geoff Garland / Don Davies)
Immediate P/President:- Don Davies. Committee Member:- David Ganney.
Any further nominations should be received by the Hon Secretary by January 14th at the latest.
12. Proposal to admit Southey BC as a member of S&DBA
13. Appointment of Auditors and Competition Secretaries
14. President's Remarks
15. Any Other Business
16. Date of Next Meeting - Spring Council, Monday 25th March 2019 @ Wallington BC



AGENDA ITEM 3 Minutes of the January 2018 AGM

Minutes of the 68th Annual General Meeting, held on 29th January, 2018 at Wallington Bowling Club

The Meeting was opened by the Hon Secretary at 7.30pm, with some 25 people present including officers, representing 20 of our 24 Clubs.

Apologies for Absence:- Harold Ashfield (Epsom Court), Mike Barrett (Cheam Fields), Clive Banderet, Richard Fowkes-Smith (Carshalton), Geoff Garland (Carshalton), Chris Jones (Epsom Park), Alan Painter (Merton), Mike Power (Sutton), John Willmer (Ashted), Keith Woods (Wallington)

Minutes of the 2017 Annual General Meeting were agreed and approved (Proposed Ron Watts, Seconded by Dave Ansell).

Matters Arising. None

Correspondence: Nothing to report

Reports: (a) Hon. Secretary (John Morton):-

I am pleased to say that although we did not have a President, we got through the year! Your committee worked hard and we overcame this absence – the biggest change occurred with our matches, where we introduced a Captain of the Day on a match by match basis. It was different, it worked and thanks to those people who stepped up to help.

I would specifically mention the Outdoor Match Secretary role – as you know, the role has been split between Geoff Garland who organises the specific fixtures and Don Davies who coordinates the player nominations, team selection and notification. It is probably not an ideal arrangement, but Geoff and Don have made it work, so well done to them.

I am pleased to note that we have a nomination for President this coming year – we still have vacancies for the Vice President position, and it would be great if we had someone in place to assume the Presidency for 2019.

You will see that we have a new nominee for Indoor Match Secretary for 2018. Peter Pankhurst has served S&DBA loyally for many years in different capacities – he assumed the Presidency in 2007, has been Indoor Match Secretary for many years and much more – but has decided that he and Ann will be moving away from the Sutton area. We will miss you Peter, whether for your wise counsel, organisation skills and a myriad of other features – but we do hope that you & Ann will still be able to play in some of our future indoor / outdoor matches. Paul – thank you for standing for the Indoor Match Secretary – you have a great example to follow.

With no President in 2017, there was no President's Day and we decided against holding the customary Presentation Dinner – which requires significant effort. We have also decided not to re-introduce this in 2018. Finals Day, however, was successfully held at Supreme BC, with the winners being presented with their trophies on the green.

The Past Times Trophy ran successfully for its second year under S&DBA custodianship, raising money for the Royal Marsden, and with finals held at Wallington. It has proved challenging, however, to incorporate the accounting into the S&DBA 'books'.

S&DBA continues to raise money for various charities – for Blesma and St Raphael's through the Mens and Mixed Pairs competitions. We are currently supporting the Shopland Select (SS) charities at various indoor / outdoor fixtures with donations going directly Ken Shopland. We shall consider introducing a Ladies Blesma Pairs competition later on the agenda.

We toured the Isle of Wight in 2017, but it was adversely affected by the weather. Thanks to David Gould for his commitment to our Tours; he is organising our next one based in Derby 22-28th July 2018.

Thanks to Peter Gammage who continues to keep the S&DBA website updated, along with his other activities for S&DBA, his Club and other Bowling matters.

In addition to the various thanks above, I would also like to record thanks to:

- Supreme BC for hosting Finals Day
- Wallington BC for allowing their club house to be used for our meetings
- The Clubs who 'donate' their greens for SDBA Home matches
- The Competition Secretaries who ensure smooth running of our competitions
- All clubs for your support of the Club competitions and your members who enter the pairs and singles competitions
- Individual members who have played for S&DBA in their indoor and outdoor fixtures
- All those who came to any of our matches, finals or other activities in support of S&DBA and our members.

Simplifying our Constitution remains on my personal agenda for the coming year.

Returning to Matches, your committee has discussed clothing, ie whites, ties, blouses, blazers etc. We have had positive feedback from our bowlers about the Red Polo shirts that have been worn on the previous two S&DBA Tours. It is our intention to move towards this as our standard clothing attire for future indoor and outdoor matches, and will be introduced during the 2018 programme.

I finish my report this year with Membership details. We have 24 Clubs affiliated this year – the same as last year. From the 24 clubs, we have entries for the Yonwin, Arthur Hughes and Paston Cups totalling 21 (22), 23 (22) and 22 (23) respectively which is similar to last year. We have also received a request from Sutton BC for an anniversary match in 2019 to celebrate their 90th Anniversary.

Reports: (b) Hon. Treasurer (Chris Ballard):-

The accounts have been circulated, but are currently being audited. The Association has a bank balance of £13,500, after a loss of £657 for the year. Items are as shown and include a valuation and trophy repair / enhancement for the Yonwin Cup. Match reconciliation data for monies received and paid out is much improved following introduction of the proforma sheet.

After discussion, the Accounts were accepted (Proposed David Gould, Seconded Tom Phillips).

Reports: (c) Outdoor Match Secretary (Don Davies):-

The outdoor matches for 2017, we should have played 12 matches, but had to cancel the trip to Hythe and the Jim Dutch due to lack of support. In 2018, we shall reduce the number of fixtures to 10, with just two 'early' matches – 6 rinks at Cheam on 27th May (Appleford Cup) and at 3 rinks at Purley on 6th June which we hope will make these fixtures easier to fulfil.

Remember – almost all our matches are open to both Men and Women, so please publicise our fixtures – the fixture list will be included on the Association website, together with application forms.

Reports: (d) Indoor Match Secretary (Peter Pankhurst):-

We had to cancel the matches vs Camberley and Arun – neither is particularly easy to get to, and these were proving unpopular with members. Otherwise the programme is going well, and I have been working closely with Paul Songer to acquaint him with the necessary information to take over my role.

Club Affiliation Fees and Competition Entry Fees wef 1/12/2018 – it was agreed to maintain the fees at the current rates.

Change of Rules re Blesma Ladies pairs (John Morton). The proposed rules regarding the new Ladies Pairs completion were agreed, with the new competition to be introduced in 2018.

Election of Officers:-

President – Tross Gibbons

Hon Treasurer – Chris Ballard. Hon Secretary – John Morton

Indoor Match Secretary – Paul Songer

Outdoor Match Secretary – Geoff Garland / Don Davies

Committee members – David Ganney and David Gould

No nominations have been received for the Senior and Junior Vice Presidents

The above were agreed unanimously.

Appointment of Auditors:- Denis Robinson and Ken Shopland were willing to stand again as Auditors, and were approved unanimously.

President's Remarks (Tross Gibbons):- Tross thanked members of the committee for their help prior to this meeting. He was delighted to have been appointed and will do everything he can to make it a success.

Any Other Business:

1. The quality of meals provided at King George's Field was raised. Paul Songer commented that he had spoken with Carolyn, and David Ganney also advised that catering was on the Club's agenda. We are sure that things will improve going forward.
2. The question about County approval for the Association's Red polo shirts was raised – J Morton advised that this was in hand

Date of next meeting:- Spring Council, Monday 26th March 2018 @ Wallington BC

AGENDA ITEM 8 – Change of Rules ...PART II.

The proposed changes to the existing text are shown – deleted text being struck through, and new text in italics. . The principal change is regarding Badge Points and their accumulation.

PROPOSED

In order to uphold the Associations objectives the following types of matches will be considered:- Executive, Anniversary, President's, Club and Association ~~and Indoor. Two Officers,~~ The Indoor and Outdoor Match Secretaries will supervise and arrange such matches.

A Executive Matches will be a challenge made by the President to an Affiliated Club. ~~Should the Club win, a suitable Bannerette or the like, will be presented later in the year.~~

B Anniversary Matches. Where Affiliated Clubs are celebrating an anniversary they may invite the President to send a team for a match. The Association will make a presentation to mark the Occasion.

C President's Matches are matches against Affiliated Clubs. The object of these matches is to bring in as many first time players as possible, within a balanced team. Where possible, Clubs will be offered such matches in rotation.

D Club Matches are matches against Affiliated Clubs or Clubs from other districts.

E Association Matches are matches against other Bowling Associations. ~~A member playing in an Association game for the first time will be awarded his 'Colts Badge' and after playing in six Association games will be awarded his Blazer Badge. There are special Badge awards for 25, 50, 75, 100, 125, 150, 175 and 200 Association Matches. Should a member go on an Association Tour this will count as an Association Match. Should any of the tour games be against another Association they will also count as 'Badge Games'.~~

~~**F Outdoor Matches.** The outdoor programme will be arranged by the Outdoor Match Secretary. A list and form of request for selection will be distributed to Affiliated Club members via the Delegates, email or post. The method of selection will be a small sub-committee chaired by the President. Notification of selection will be made by email, telephone or by post where necessary. It is incumbent on the member to acknowledge selection promptly, otherwise a replacement will be found.~~

~~**G Indoor Matches.** The indoor programme will be arranged by the Indoor Match Secretary. A list and form of request for selection will be distributed to Affiliated Club members via the Delegates, email or post. The method of selection will be a small sub-committee chaired by the President. Notification of selection will be made by email, telephone or by post where necessary. It is incumbent on the member to acknowledge selection promptly, otherwise a replacement will be found.~~

*A **Badge Point** is awarded after playing in any Association Match, participating in any S&DBA Tour, and for every 5 indoor and/or outdoor fixtures played against other Clubs. A member playing in an Association game for the first time will be awarded a 'Colts Badge', followed by a Blazer Badge after playing in six Association games. There are special awards at 25 badge points and for every 25 points thereafter.*

*The **Indoor and Outdoor match programme** will be arranged by the respective Match Secretary. A list and form of request for selection will be distributed to Affiliated Club members via the Delegates, email or post. The method of selection will be a small sub-committee chaired by the President. Notification of selection will be made by email, telephone or by post where necessary. It is incumbent on the member to acknowledge selection promptly, otherwise a replacement will be found.*

AGENDA ITEM 9 – Change of Rules ...PART I Para 7 “Management”.

The proposed changes to the existing text are shown – deleted text being struck through, and new text in italics. The changes remove the ‘gender specific’ terminology, and also advance the end of the accounting year by 1 month to coincide with the end of the Outdoor match programme. The accounting change will take effect from 30th September 2018.

PROPOSED TEXT

The Officers of the Association shall be:

- a). President, who shall be Chairman of the Council and all Committees, and will also act as Captain throughout ~~his~~ *their* term of office.
- b). Senior Vice President (SVP), who shall be Deputy Chairman and will take over if the President is unavailable for any reason.
- c). Junior Vice President (JVP) will deputise in case of the President or SVP is unavailable for any reason. The JVP is responsible for raising, lowering and looking after the Flag.
- d). Past Presidents for a period of two years immediately following the expiration of their term of office. No other duties except to advise from their term of office.
- e). Hon. Secretary, who shall keep a record of the business transacted at all meetings and conduct the correspondence of the Association.
- f). Hon. Treasurer, who shall keep an account of his receipts and disbursements and submit the same, duly audited to the A.G.M. The Association financial year shall end on ~~31st October~~ *30th September*.
- g). Hon. Indoor and Outdoor Match Secretaries. ~~As the name implies, †~~ *They* will organise their respective fixtures, including reservations for coaches if required.

The Management should meet typically three times each year, especially in February in order to formalise the procedures for the ensuing Presidential year. They shall have power to co-opt Competition Secretaries and any other member of the Association whose expertise they deem to be of benefit to them or the Association in general.

AGENDA ITEM 10 – Data Protection Policy

Sutton & District Bowling Association General Data Protection Policy

The Sutton & District Bowling Association (hereafter 'SDBA') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

What personal information do we collect?

When your Club becomes a member or renews membership of SDBA, you will be asked to provide information for a number of your officers, including Name, Telephone Number and Email address or, if unavailable, your Home address. Individual Club members will additionally be asked for Emergency Contact details and any relevant health / dietary needs if they wish to play in SDBA matches or enter individual competitions.

How do we collect this personal information?

All the information collected is obtained directly from your Club or individuals, via membership renewal forms, competition entry forms or match nomination applications. At the point that you provide your personal information, you are also providing consent for us to store and use your data in order to ensure our compliance with data protection legislation.

How do we use your personal information?

We use your personal information:

- To provide and communicate SDBA activities and services to you.
- For administration, planning, development and management of SDBA

We will send you messages by email, telephone or post to advise you of SDBA activities.

Who do we share your personal information with?

We may disclose information about you, including your personal information to SDBA Executive, Competition Secretaries and SDBA team members as required to facilitate your participation in SDBA activities. In the rare event that we need to share personal information outside of SDBA, we will seek your permission and inform you as to whom the information will be shared with and for what purpose.

How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. In most instances personal information will not be stored for longer than 12 months after your Club has left SDBA. The exceptions to this are instances where there may be legal or insurance circumstances. Where this is the case, the individual will be informed as to how long the information will be held for and when it is deleted.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, individuals need to inform SDBA as to any changes to their personal information. You can do this by contacting the appropriate SDBA Officer.

On an annual basis your Club will be asked to update your information at the time of renewal. Should you wish to view the information that the Association holds on you, you should contact the Honorary Secretary of SDBA. We will try to respond within 14 days of the request, unless there are circumstances where we are not able to comply with this request, for example where the information may contain reference to another individual or for legal, investigative or security reasons.

How do we store your personal information?

The data and subsets are stored on individual PCs – which will include those used by the Hon Secretary, the Indoor and Outdoor Match Secretaries, Competition Secretaries and other members of the SDBA Executive. The SDBA website holds details of competition entrants.

The data stored is reviewed annually. Old and incorrect data is deleted from the system and from any backups

Availability and changes to this policy

This policy is available via the Honorary Secretary of SDBA, who should be contacted if there are any queries or complaints. Any subsequent material changes in policy will be advised to members via email and/or meetings.