

SUTTON & DISTRICT BOWLING ASSOCIATION

Associate Members of Bowls England

Founded 1949

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

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Rules, Regulations and Constitution

SUTTON & DISTRICT BOWLING ASSOCIATION

Rules, Regulations and Constitution

PART I

1. Title

The name of the Association is The Sutton and District Bowling Association.

2. Eligibility

The Association shall consist of Bowling Clubs Affiliated to the Surrey County Bowling Association, and whose greens are within a seven mile radius of Sutton Railway Station.

3. Objectives

The objectives of the Association are to foster the spirit of friendly competition amongst Clubs in the Association, and to further and promote the game of Bowls by arranging Competitions and Friendly Men's or Mixed Matches with Affiliated and other Clubs and Associations.

4. Membership and Subscriptions

The Annual Subscription from each Club, payable on or before 1st December, shall be such a sum as agreed by the Annual General Meeting or Special General Meeting. The annual subscription for individual Associate Membership shall be determined and paid in the same way.

4.1 Application for Membership of the S&DBA

a). Application by clubs to join the S&DBA shall be made in writing to the S&DBA Hon. Secretary, using the S&DBA application form. Applications must be received by the Hon. Secretary at least 90 days before the S&DBA AGM in order to be considered for admission to play in S&DBA matches in the season immediately following the AGM. Upon the receipt of an application, the S&DBA Hon. Secretary shall immediately inform all existing member clubs by email.

b). Applications to join shall be voted on in a secret card vote by the delegates of the existing member clubs at the S&DBA AGM. Only one (1) vote per club shall be permitted. Approval by a minimum of 80% of the total votes cast shall be required to gain membership of the S&DBA.

c). A bowling member of a non S&DBA affiliated Club, who regularly plays in club matches, but who wishes to play for SDBA once they have moved away from the area, may apply to join the S&DBA as an individual Associate Member. The applicant should be proposed and seconded by individuals of affiliated S&DBA clubs and details sent to the S&DBA Hon. Secretary; the S&DBA committee will decide whether to accept or reject the applicant, with the outcome communicated by the Hon. Secretary.

4.2 Penalties for Non-compliance with S&DBA Constitution and Rules

In the event of a S&DBA member club or an individual Associate member failing to comply with the S&DBA Constitution and Rules, the S&DBA Officers shall consider what, if any, penalties will be applied to the offending club or member. Repeated offences may result in the S&DBA Officers deciding to expel the offending club or member immediately from the S&DBA, and the Hon. Secretary will write to advise the club or member of their expulsion.

The expelled club or Associate member will have the right of appeal to the S&DBA President against such an expulsion; this appeal shall be made within 30 days of the date of the advice of expulsion. The S&DBA President will convene the S&DBA committee, which will determine the outcome of the appeal; their decision will be final. This decision will be communicated to the club or member concerned.

5. Annual General Meeting

The A.G.M. of the Association shall be held during the last 14 days of January, and shall elect President, Senior and Junior Vice Presidents, Hon. Secretary, Hon. Treasurer, an Indoor and an Outdoor Hon. Match Secretary, and appoint Hon. Competition Secretaries and two Hon. Auditors.

At this Meeting the Association may elect Hon. Life Members, provided the total does not at any time exceed six. They may also agree to the adding to the list of Hon. Vice Presidents the name of

the Past President, who has held that position for two years. Those who lose contact with the Association shall be removed from the list of Hon. Vice Presidents.

Any member of an Affiliated Club may attend the A.G.M. or a Special G.M. and take part in the proceedings, but only appointed Delegates along with the Officers, Hon. Vice Presidents and Life Members may vote on any matter. Recognising that one person may hold more than one office, voting is 'one person, one vote'.

6. Special General Meeting

A Special General Meeting (for such purpose as defined in the requisition) may be convened at any time either by the Council or Management Committee or, on receipt by the Hon. Secretary of a requisition signed by the Delegates of not less than eight different Affiliated Clubs.

7. Management

The Officers of the Association shall be:

- a).** President (who shall be Chairman of the Council and all Committees). He will also act as Captain throughout his term of office.
- b).** Senior Vice President (who shall be Deputy Chairman). If the President is unavailable for any reason, he will take over as President.
- c).** Junior Vice President will deputise in case of either the President or S.V.P. is unavailable for any reason. He is responsible for raising and 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
- g).** Hon. Indoor and Outdoor Match Secretaries. As the name implies, they will make and look after all 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.

8. The Council

The Council shall consist of all Officers of the Association, Competition Secretaries, Delegates from each Affiliated member Club and, should they wish to attend, Hon. Vice Presidents and Life Members. They shall meet twice yearly (Spring & Autumn) to deal with any other business that may arise. It shall be empowered to deal with any matter not provided for in these rules. Delegates representing at least eight Affiliated clubs must attend in order to form a quorum.

The names of up to two club Delegates must be sent by Club Secretaries to the Hon. Association Secretary not later than 30th November each year. Any vacancy occurring among Delegates during the year shall be filled by the Club concerned, and details given to the Hon. Secretary. Nominations for Association Officers may be submitted to the Hon. Secretary at any time, but these should be received at least two weeks before the date of the AGM.

Appointed Delegates, Officers, Competition Secretaries, Hon. Vice Presidents and Life Members may vote on any matter. Recognising that one person may hold more than one office, voting is 'one person, one vote'.

9. Safeguarding

The Association complies with the Bowls England policies on Safeguarding.

10. Disciplinary and Disputes

The Association will conform to the procedures contained within Bowls England Regulation 9.

11. Website and e-mail

The Association's website, www.sdba.org.uk provides useful information about our activities. Included on it are contact details of all Affiliated Clubs including location maps, a list of the Associations Officers and Delegates, competition draws, Rules, Regulations and Constitution and much else. All Clubs are encouraged to promote the website to their members so that they can be kept fully informed about the Association. Enquiries relating to the Association can also be e-mailed to us at: enquiries@sdba.org.uk.

PART II: MATCHES

In order to uphold the Association's objectives the following types of matches will be considered : Executive, Anniversary, President's, Club, 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.

PART III: COMPETITIONS

A) REGULATIONS APPLICABLE TO ALL COMPETITIONS

1. Competitions shall be played in accordance with the current edition of the 'Laws of the Sport Of Bowls' laid down by World Bowls Ltd., Bowls England version. Additionally, all Affiliated Clubs and Competitors shall conform to the Association's Competition Regulations defined herein.
2. All clubs affiliated to the Association are eligible to enter all Competitions.
3. Competition entries for the Yonwin Cup, Arthur Hughes Triples and Paston Cups shall be made by the Clubs on their annual Association subscription forms which shall be returned to the Association's Hon Secretary by 1st December. The Competition entry fees, as laid down at the AGM, shall be paid by the Clubs to the Association's Hon. Treasurer by 1st December.
4. Entries for the Blesma Pairs, the St Raphael's Mixed Pairs and the Ted Peirce Singles shall be made using the Association's appropriate official competition entry forms; entry fees and entry forms must be sent to and received by the S&DBA Treasurer by the date specified on the entry form.
5. Clubs that have been newly admitted to the Association at the most recent AGM may also enter the Paston Cup, the Arthur Hughes Cup and the Yonwin Cup providing the applicable entry forms and fees are received by the Association no later than 28 days after that AGM. Newly admitted clubs may also enter the Blesma Pairs, St Raphael's Pairs and Ted Peirce Singles in accordance with the Regulations defined below for these competitions.
6. A Competition Secretary for each Competition will be appointed annually by the Management and shall be responsible for the smooth running of the Competitions. The duties include compiling the competition draw sheets and competitor contact details, regularly updating the competition draw sheets for posting on the Association website, e-mailing the draw sheets to the Hon. Secretaries and Delegates of all affiliated clubs, and resolving promptly any relevant queries if these arise. The minimum frequency for updating and distributing the draw sheets, and posting them on the website shall be immediately following completion of each round.
7. The results of individual matches must be advised by the winners to the relevant Competition Secretary immediately following the match by telephone, and confirmed in writing by letter, text, e-mail or letter.
8. Competitors should contact the applicable Competition Secretary regarding any queries or problems relating to a specific Competition.
9. The dates by which the various rounds are to be played shall be set by the Management and must be strictly adhered to.
10. All rounds of the Competitions will be played upon the Green of the Challenger, excepting the Semi-Finals which will be played on a Neutral Green mutually agreed between Challenger and Opponent, and the Final which will be played on a green organised by the Management.
11. For the Preliminary Round matches, or First Round matches when there is no Preliminary Round, the Challenger shall offer the Opponent three (3) alternative match dates and start times in accordance with the following :

Yonwin Cup	}	Within 28 days of the draw being made at the S&DBA Spring Council Meeting
Paston Cup Singles		
Arthur Hughes Triples		
Blesma Men's Pairs	}	Within 7 days of the initial draw sheet(s) being distributed to the Hon. Sec's and Delegates of affiliated clubs
St Raphael's Mixed Pairs		
Ted Peirce Singles		

Of the match dates offered by the Challenger at least one (1) shall be a weekend or Bank Holiday and at least one (1) a weekday. The Opponent shall, within three (3) days, reply accepting one of the offered dates.

Should the Challenger fail to comply with the above timings, the Opponent will then take over the rights of the Challenger and offer three (3) choices of dates for the game to be played, but on the

original Opponent's green.

The same procedure as above shall be adopted for all subsequent rounds except that the Challenger shall offer the three (3) dates within five (5) days of the closing date of the previous round.

12. The time for commencing the match shall be mutually agreed. If a Competitor has not arrived at the Green, or a Pair or Team is incomplete more than half an hour after the agreed time, the non-offending side may claim a walkover.
13. The start time for the Semi-Final matches in the Yonwin Cup, Arthur Hughes Triples, Blesma Pairs, and St Raphael's Pairs, must reflect the shortening daylight hours and should be no later than 4.30pm to ensure the match is completed.
14. In the event of inclement weather such that the Green is unfit for play, the Competitors must arrange another date within the time limit for that particular round.
15. An abandoned match shall be resumed at the point and the score where it stopped. Any substitutes must comply with the Laws of the Sport.

If it is known that there will be no possible chance of continuing the game at another time to comply with the round closing date, then:

- a) the Competitor / Team with the highest score will be declared the winner,
or, if the scores are equal, then
 - b) a count back of the highest number of winning ends will be used to declare the winner,
or, if scores are equal and winning ends are equal, then
 - c) a toss of a coin shall be used to declare the winner.
16. All Competition Finals shall be played on the Association's Finals Day, the date for which will be published on the SDBA website and in the Association's Fixture List.
 17. The Finals Day 'Order of Play' will be arranged and timed in a way which is considered to meet the best interests of the Association, but it will also endeavour to meet the needs of individual clubs and their players where they are represented in more than one Final.
 18. Once the Finals Day Order of Play has been published, changes will only be considered in exceptional circumstances, and only with the agreement of the Management.
 19. Each Competition's Champion and Finalist, or their representative, is expected to attend the Presentation Dinner to receive their trophies. Failure to attend could result in their exclusion from all the following year's Competitions.

B) PASTON CUP SINGLES REGULATIONS

1. The Cup to be played for is an annual Singles Competition open to the current Men's Singles Champion or Runner-Up, or in the event that there is no Men's Champion, the Club Champion or Runner-Up of any Club Affiliated to the Association. The nominee, subject to Regulations 2 and 3 below, must be a current member of the Club.
2. Under no circumstances can the same person represent more than one Club in the same season. In the event of any person being nominated by two or more Clubs, precedence will be given to the first nomination received by the Hon. Secretary (or other designated Officer) of the Association. The other Club(s) shall be notified and be entitled to enter their Runner-Up.
3. Should the nominated Champion of a Club be unable to enter the Competition owing to illness, removal from the District, or other unforeseen circumstances, the Club's Runner-Up may be nominated to represent the Club subject to the provisions of Regulation 4 below.
4. In the case of a substitution as envisaged in Regulation 3 above, the Club concerned must forward written notification to the Hon. Secretary (or other designated Officer) of the Association at least seven days prior to the date upon which the person originally nominated was due to play his first tie. Any substitute must adhere to the date fixed with his opponent by the original nominee, unless such opponent shall agree an alternative date.

5. The winner in each match will be the first player to reach the score of 21 shots.
6. The draw will take place at the Spring Council Meeting of the Association.

C) ARTHUR HUGHES TRIPLES CUP REGULATIONS

1. The Cup to be played for is an annual Men's Triple Club competition, whereby each Club Affiliated to the Association is permitted to enter one Men's Triple team.
2. There is no restriction on the number of players used. It is therefore permissible for different players to represent the Club in each round.
3. Each match shall be played over 18 ends and the winner will be the Club with the highest number of shots scored. However, should the scores be equal at the end of the 18th end, an-extra end shall be played to determine the final result.
4. The draw will take place at the Spring Council Meeting of the Association.

D) YONWIN CUP REGULATIONS

1. The Cup to be played for is an annual Club Competition whereby each Club Affiliated to the Association is permitted to enter one team of three Men's Rinks (i.e. 12 players).
2. There is no restriction on the number of players used. It is therefore permissible for different players to represent the Club in each round.
3. Each match shall be played over 21 ends and the winner will be the Club with the highest number of shots scored aggregated over the three rinks. However, should the aggregate scores be equal at the end of the 21st end then all three rinks will play an extra end, the first shot on each rink to determine the final result.
4. The draw will be made at the Spring Council Meeting of the Association.

E) BLESMA PAIRS REGULATIONS

1. The Cup to be played for is an annual Men's Pairs Competition. The draw will take place in conjunction with the St. Raphael's Mixed Pairs Competition. The Association's Hon. Secretary or other Officer will observe that the draw is made fairly.
2. All players must be current members of Clubs Affiliated to the Association. The number of Pairs entering is unlimited. A pair may consist of members from the same or different Affiliated Clubs.
3. Each match shall be played over 21 ends and the winner will be the Pair with the highest number of shots scored. However, should the scores be equal at the end of the 21st end an extra end shall be played to determine the winner.
4. All Competitors shall pay an entry fee as laid down at the Annual General Meeting of the Association. The proceeds shall be donated to Blesma.
5. The dates by which all entries must be received and paid for, and the closing date of each round will be set by Management. The rounds closing dates will be the same as those for the St Raphael's and Ted Peirce Competitions.
6. The two players named on the official entry form should normally play together throughout the Competition. One substitute may, however, be used provided he has not already played in or entered the Competition. The substitute may play in either position.

F) ST. RAPHAEL'S TROPHY MIXED PAIRS REGULATIONS

1. The Trophy to be played for is an annual Mixed Pairs Competition. The draw will take place in conjunction with the Blesma Pairs Competition. The Association's Hon. Secretary or other Officer will observe that the draw is made fairly.
2. All players must be current members of Clubs Affiliated to the Association. The number of Pairs entering is unlimited. A pair may consist of members from the same or different Affiliated Clubs.

3. Each match shall be played over 21 ends and the winner will be the Pair with the highest number of shots scored. However, should the scores be equal at the end of the 21st end an extra end shall be played to determine the winner.
4. All Competitors shall pay an entry fee as laid down at the Annual General Meeting of the Association. The proceeds shall be donated to the St Raphael's Hospice.
5. The dates by which all entries must be received and paid for and the closing date of each round will be set by Management. The rounds closing dates will be the same as those for the Blesma and Ted Peirce Competitions.
6. The two players of opposite gender named on the official entry form should normally play together throughout the Competition. One substitute of the same gender may, however, be used provided he / she has not already played in or entered the Competition. The substitute may play in either position.

G) TED PEIRCE SINGLES TROPHY REGULATIONS

1. The Trophy to be played for is an annual Singles Competition open to the Men and Women who are Officers, Delegates, Life Members and Hon. Vice Presidents of the Association, currently in office from the AGM of the current year.
2. Current members of S&DBA affiliated clubs may also enter providing they have played in two or more indoor or outdoor matches for S&DBA in the preceding year ending 31st December.
3. The winner in each match will be the first player to reach 21 shots.
4. All Competitors shall pay an entry fee as laid down at the Annual General Meeting of the Association.
5. The dates by which all entries must be received and paid for, and the closing date of each round will be set the Management. The rounds closing dates will be the same as those for the Blesma and St. Raphael's Competitions.

PART IV

1. Resignations

An Affiliated Club may withdraw from Association membership on giving written notice to the Association Hon. Secretary, and thereafter shall forfeit all rights and interests in the Association.

2. Termination of the Association

The Association shall exist so long as two Clubs continue to carry out its objectives, and in the event of all Clubs except one having withdrawn or refused to carry out the objects of the Association, the property of the Association (with the exception of the Yonwin Cup which shall be handed to Rose Hill Bowling Club) and funds shall be held in trust by that Club for use in the event of the Association being reformed.

3. Alteration to the Rules

No alteration to the Rules shall be made except at the Annual General Meeting. Any proposed alterations shall be submitted in writing to the Secretary at least 28 days before the Meeting of which at least 7 days notice shall be given. Alterations to the Rules may also be made at a Special General Meeting convened for that purpose. No proposal for alteration of an addition to the Rules shall be deemed to have been approved unless at least two thirds of those entitled to vote at the A.G.M. or S.G.M. do vote in favour of the alteration.

4. Addendum to Rules as advised by Bowls England and our Insurers

a). The Officers of the Association and each and every Representative (the Management) shall, except in the case of wilful default or fraudulent acts or omissions, be indemnified by and out of the funds of the Association against any loss, damage, expenses or liability incurred by reason of or in connection with any legal proceedings instituted against them or any of them for any act done, omitted or suffered in relation to the performance of any duties in respect of the Association.

b). The Officers of the Association (the Management) shall effect any appropriate insurance cover in respect of the indemnity provision in this clause at the expense of the Association.

These Rules, Regulations and Constitution may be copied for the use of each member Club, they must not be changed or altered in any way.

By order of the Management.

Revised, proposed and passed at the AGM, January 30th, 2017.