



# Southampton & District Bowling Association

## Constitution

### 1. Title

The Association shall be called the 'Southampton and District Bowling Association'. It shall be an associate member of the Bowls England and shall adopt and enforce the laws and rules of the game of level green bowls as defined and recognised by Bowls England or any successor body.

### 2. Objects

The objects of the Association shall be to promote, foster and safeguard the game of outdoor level green bowls for males in the City of Southampton and adjoining area, to provide an organisation through which affiliated clubs can pursue matters of common interest and to organise an annual series of competitions and representative Association fixtures.

### 3. Membership

(a) Membership of the Association shall be open to any bowling club in the City of Southampton and adjoining area whose application is approved by a general meeting of the Association after due enquiries by the Management Committee of the Association as to the suitability of the club and its green and other facilities. Clubs admitted to membership are hereinafter referred to as "affiliated clubs".

(b) It shall be competent for the Emergency Committee of the Association or a Panel of five of its members to suspend or determine the membership of an affiliated Club, or Team or Club Individual or an Individual of the Association and its Management Committee, if, after due investigation by its Appointed Officer, such Club or Team or Club Individual or an Individual of the Association & its Management Committee, is found guilty of any breach of this Constitution or other Rules or Byelaws of the Association or should the activities of such Club or Team or Individual be likely to bring the Association or the game of bowls into disrepute.

(c) **Misconduct/breach of the Constitution/Rules & Byelaws of this Association.**

In the event of a proven case, the Membership of any Club, Team or Individual may be suspended or withdrawn following an Enquiry by the appointed Officer of this Association, into any case or alleged case of misconduct/breach of Rules & or Byelaws, presented for a hearing by the Emergency Committee of this Association or a Panel of five of its members. Such misconduct is as outlined in section 9 of the Rules & Regulations of Bowls England, 1-49 Issue B, dated April 2009 inclusive of its 83 Sub-Sections or subsequent amendments there to. All clubs are reminded that they will be held to be responsible for the conduct of their individual members & teams & supporters.

#### **4. Subscriptions**

(a) All affiliated clubs are required to pay an annual subscription to be determined at the Annual General Meeting for the playing season immediately following such Annual General meeting. Such subscriptions shall be paid by the 1st April in each year.

(b) The Association may fix fees in respect of leagues and competitions and such fees shall be paid before the first league matches or the initial round of competitions (as the case may be) are played.

(c) Any affiliated club which fails to pay the annual subscription or other fees by the due date shall be subject to such penalties as the general meeting of the Association shall from time to time decide.

#### **5. Presidency**

(a) The Association shall at each Annual General Meeting, elect a President, a Deputy President and a Vice-President (hereinafter called "the Presidential Officers").

(b) The Deputy President shall normally become the President for the year following his year as Deputy President and the Vice-President shall normally become the Deputy President for the year following his year as Vice-President. The retiring President will be expected to serve a further two years after his Presidential year of office.

(c) Each affiliated club shall in rotation have the right to nominate a member of an affiliated club for the Vice-Presidency. In the event of a Club being unable to nominate a candidate, a minimum of one year's notice must be given by that Club to the Secretary of the Association and the Club in question placed at the bottom of the Rota. The Association shall then invite or nominate a member of an affiliated club to fill such office.

(d) The President of the Association shall preside at general meetings of the Association and at meetings of all committees and sub-committees. In the event of the President not being present, the Deputy President, or failing him, the Vice-President, shall preside. If all three are absent, a chairman for that meeting shall be elected from and by the members present. The Chair of any meeting shall have a second or casting vote.

(e) Those serving as Life Vice-Presidents of the Association shall meet annually (three to form a quorum) and have the power to elect as an additional Life Vice-President any member of an affiliated club who shall, in the opinion of the Life Vice-Presidents, have rendered valuable service to the Association and the games of bowls in general. Any such appointment shall be reported to the next Annual General Meeting of the Association.

#### **6. Officers**

- (a) The Association shall at the Annual General Meeting, appoint the following Executive Officers:
- (i) Secretary
  - (ii) Treasurer
  - (iii) Competition Secretary
  - (iv) League Secretary
  - (v) Match Secretary
  - (vi) Meetings Secretary
- (b) The duties of the Executive Officers shall be as set out in the Association's Byelaws.
- (c) The Association shall at the Annual Meetings, also appoint the following Non-Executive Officers:-
- (i) a Tournament Secretary who shall organise and control an annual Open Tournament as agreed by the Association and to this end may be assisted by a Tournament sub-committee appointed in accordance with their separate tournament Constitution;
  - (ii) An Accounts Examiner to examine the Association's accounts and financial records;
- (d) The Association shall at the Annual General Meeting also appoint the following coordinating officers:
- (i) Fixtures Secretary
  - (ii) Membership Secretary
  - (iii) Events Secretary
  - (iv) Annual Manual Secretary/Webmaster
  - (v) Trophy & Awards Secretary
  - (vi) Child & Vulnerable Adult Protection Officer
- (e) The Association may at the Annual General Meeting appoint such other officers as may be required:

## **7. General Meetings**

- (a) The Annual General Meeting of the Association shall be held in January in each year.
- (b) All affiliated clubs shall be represented at general meetings of the Association by their duly-appointed delegate and one other affiliated club representative, together with the Presidential Officers, Past Presidents, Life Vice-Presidents, the Executive Officers and Non-Executive Officers and any other members of the Management Committee not represented in any other capacity, all of whom shall have a vote.
- (c) The Meetings Secretary shall give 14 clear day's written notice to affiliated clubs of all general meetings of the Association with details of the business to be transacted thereat. Likewise, such notice shall be given to the Association Officers & Past Presidents & Life Vice Presidents & Management Committee.
- (d) The annual report of the Meeting Secretary, the Secretary and the examined accounts and balance sheet of the Association shall be sent out with the notice of the Annual General Meeting.
- (e) Notices of motion to be dealt with at any general meeting must be lodged with the Meetings Secretary at least 28 days before the date of the meeting.

(f) The Meetings Secretary shall summon a special general meeting to be held within 28 days of the receipt by him of a written request from the President (or in his unavoidable absence from either of the other two Presidential Officers) or from the appointed delegates of any three affiliated clubs, such request to state the nature of the business to be discussed.

(g) The quorum at any general meeting of the Association shall be 25.

## **8. Management Committee**

(a) The business of the Association and the supervision of the Officers shall be managed between general meetings of the Association by a Management Committee consisting of the Presidential Officers, the Executive and Non-Executive Officers, the two immediate Past Presidents, any other Past Presidents or Life Vice-Presidents of the Association who indicate their wish to attend meetings of the Management Committee, and each affiliated club's duly appointed delegate.

(b) The appointed delegate may be represented by a substitute delegate from the same club.

(c) The Management Committee shall also have power:-

(i) To co-opt on to the committee or any sub-committee not more than three persons whose experience and expertise is such as to be considered by the committee to be of value to the Association;

(ii) To make Byelaws for the better regulation of the Association's affairs and may modify and amend the same as necessary from time to time.

(d) Meetings of the Management Committee shall be called on dates set by the Committee or at the discretion of the President and Meetings Secretary.

(e) The quorum of the Management Committee shall be fifteen.

## **9. Emergency Committee**

(a) Any urgent business arising between meetings of the Management Committee shall be dealt with by an Emergency Committee consisting of the Presidential Officers, the two immediate Past Presidents and the Executive Officers, together with any two affiliated clubs' delegates taken by the Secretary from a panel of five such delegates appointed at the Annual General Meeting.

(b) The Emergency Committee or a Panel of five of its members shall also have power:-

(i) to deal with any disputes or appeals involving affiliated Clubs or individuals or Team described in Rule 3 (b) in matters affecting the Association and the decision of the Committee on any such dispute or appeal shall be final, SUBJECT TO THE FINAL RIGHT OF APPEAL to the Management Committee of this Association if lodged with the Secretary within 14 days of the date of issue of the original decision or at any approved later date due to exceptional circumstances. The said Management Committee shall have the right to uphold or vary or dismiss the decision of the Emergency Committee or its Panel of five of its members.

(ii) To fill any casual vacancies arising among the elected officers between Annual General Meetings.

(c) The quorum of the emergency Committee shall be five.

## **10. Sub-committees**

(a) The Management Committee may appoint such sub-committees as shall from time to time be deemed necessary and shall specify in each case their terms of reference.

(b) The Secretary and Treasurer shall be ex-officio members of all subcommittees.

## **11. Alteration of Constitution**

No alterations or amendments to this Constitution shall be made except at a general meeting of the Association of which due notice has been given in accordance with paragraph 7 hereof. Any resolution to amend this Constitution shall be voted upon without amendment and must be carried by at least two-thirds of the persons present and voting.

## **12. Dissolution**

(a) Affiliated clubs may vote to wind up and dissolve the Association at a general meeting of the Association of which due notice has been given in accordance with paragraph 7 hereof. To be carried, any such proposal must have the support of at least two-thirds of affiliated clubs.

(b) The Management Committee will then be responsible for the orderly winding up of the Club's affairs.

(c) After settling all liabilities of the Association, the Management Committee shall dispose of the net assets remaining in one or more of the following ways as decided by a general Meeting of the Association:-

- (i) To any successor body to this Association or other local body whose objects are similar to those of the Association;
- (ii) To the affiliated clubs in proportions to be determined by the Management Committee;
- (iii) To Bowls Hampshire or any successor body responsible for organising and administering level green bowling in Hampshire; or
- (iv) To Bowls England or any successor body responsible for organising and administering level green bowling in England.

# **SOUTHAMPTON & DISTRICT BOWLING ASSOCIATION BYELAWS**

## **General:**

The Management Committee of the Southampton & District Bowling Association is empowered to make byelaws in accordance with Association Rule 8 (c) (ii) and these are listed in the following three sub-sections;

1. Administration 2. Cup Competitions 3. League

## **1. ADMINISTRATION**

1.1. Financial Year The financial year of the Association shall run from the 1st January to the 31st December.

### 1.2. Duties of Executive Officers

1.2.1 The Secretary shall have responsibility for the Administrative Affairs of the Association. This will include the oversight and any required supervision & coordination of the Administrative duties undertaken by all the appointed officers of the Association. His further duties shall include all required consultations & administrative undertakings with Bowls England, Bowls Hampshire & other allied affiliated Associations, Clubs / Councils & Youth organisations in pursuit of the promotion & fostering the objects of the Association (see Rule 2)

1.2.2 The Meetings Secretary shall carry out all the secretarial and administrative work of the Association which is not allocated to any other officer, including the keeping of records of business transacted at meetings of the Association & its committees except the Financial Records which is allocated to the Treasurer.

1.2.3 The Treasurer shall be responsible for the finances and the financial records of the Association & the carrying out of the financial Administration for the better regulation of the Association affairs and shall present to the Annual General Meeting of the Association an examined balance sheet and accounts for the financial year ending on the preceding 31st December.

1.2.4 The Competition Secretary shall organise and control the competitions referred to in the Competition Byelaws 2.1.2. to 2.1.9. & shall also ensure that Byelaws 2.2. to 2.13. Inclusive are fully observed. In addition he shall be responsible for receiving all entry fees to comply with the entry forms, & to ensure that these payments, made payable to the S. & D. B. A. are deposited, by him, with the Associated Bank within two weeks of receiving same. He shall also ensure that all Annual Trophies awarded to the Finalists for the previous season competitions are returned to the Trophy & Awards Secretary in accordance with Byelaw 1.6.1. Details of the payment received, in relation to the Entry Forms, are to be submitted to the Association Treasurer from time to time together with copies of the Bank Paying-in Sheets relating thereto & at the close of the Finals he shall prepare a statement of expenditure & income for the undertaken competitions & submit such to the Association Treasurer within two weeks of the completed competitions.

1.2.5 The League Secretary shall organise and control the operation of the leagues referred to in the Competition Byelaws 3.1.1 to 3.6. inclusive. All Fees & Capitation charges due from the Association Clubs for the current season are to be submitted by the Clubs to the Association Treasurer prior to the commencement of the first League Matches & the Association Treasurer shall consult with the League Secretary before such matches are played to ensure the said payments have been received to validate the respective entries. The League Secretary shall also ensure that all Annual Trophies awarded to the Champions of the respective Leagues for the previous season, are returned to the Trophy & Awards Secretary to conform to Byelaw 1.6.1.)

1.2.6 The Match Secretary shall organise and control all matches of the Association, with the exception of any competition matches or matches which fall within the purview of a Tour Secretary. He shall ensure that a record is kept of all income received from Players Match Fees & or Donations, & that such income he is to deposit with the Association Bank within two weeks of the event. & that he submits to the Association Treasurer within this period, a copy of the match sheet record inclusive of inventory items used & presented at each event & a copy of the Bank Paying-in sheet. All expenditure shall be met by cheque payment, issued by the Treasurer, from the Association Funds. The Match Secretary shall also send a copy of the match sheet records to the Secretary, together with Badge Match Details for stock recording.

1.2.7 The Presidential officers will appoint their own Tour Secretary to organise any tours required by the Presidents. Whilst detailed Accounts are to be prepared & kept, such will not form part of the Association's accounts as all tours will be self-financing. Reports of the tours are to be issued to the Association records.

1.2.8 The Tournament Secretary, appointed at the Association A.G.M. as per RULE 6 (c) (i) Shall invite entries to the tournament from the Association Club Members as well as from other kindred Associations & Clubs, in accordance with the approved Constitution of the Tournament, which shall be self-financing & with Self Insured Protection, including its own provision of Annual Trophies & Individual Awards, with all matches taking place on Greens selected at Clubs within our Association. The said Secretary, being a Non-Executive Officer of our Association & entitled to attend & vote at our A.G.M. & S.G. Meetings & all Management Committee Meetings, shall annually submit to our Association, for records, a copy of the Annual Report and the Income & Expenditure Account of the Tournament. The Finances will not form part of the Association accounting system, but the Association will assist the Tournament by way of reporting & advertising to encourage its growth & participation from within our Club Membership.

1.2.9 The Competition Secretary, the League Secretary and the Match Secretary may each seek the assistance of such other members of affiliated clubs in the performance of their duties as they may deem necessary thereby forming a liaison group.

1.2.10 The Executive Officers, together with the President and up to two club representatives appointed by the Management Committee, shall annually constitute the working party engaged to undertake any required review of the Association byelaws or the Association Constitution and make recommendations to the Management Committee.

1.2.11 Finance Committee; To consider all Financial matters affecting the Association, including the receipt & payment of monies & the setting & implementation of budgetary procedures & to make recommendations to the Association & the Management Committee as appropriate on all levels of subscriptions, fees & Officers expenses. To enable the Presidential Officers together with such Executive Officers as are appropriate for the subject matter, to make decisions on any urgent financial matters between meetings of the Management Committee which cannot wait for or are not of sufficient significance for consideration by the Emergency Committee of the Association. Any such decisions will be subject to report to & as far as is possible, ratification by the Management Committee.

1.2.12 Officers Duties. Any appointed Officer or Official of the Association, involved in duties involving the collection of income, shall deposit all monies with the Association Treasurer within 14 days of the event, complete with a schedule of costs & income for such event.

### **1.3 Standing Orders**

The following "rules of debate" shall apply at general meetings of the Association and at meetings of the Management Committee:

1.3.1. All motions or amendments must be proposed and seconded.

1.3.2. A member when proposing or seconding a motion or amendment may do so formally and reserve his right to speak until later in the discussion.

1.3.3. A member shall stand when speaking and shall address the Chairman of the meeting.



1.3.4. The mover of a motion (but not the mover of an amendment) shall have the right to reply immediately before the motion is put to the vote. If an amendment is moved, he shall also be entitled to reply at the close of the discussion of the amendment. A member exercising a right of reply shall not introduce new matter.

1.3.5. No other person shall be allowed to speak more than once on the same motion or amendment except on a point of order or by way of personal explanation.

1.3.6. Amendments must be relevant to the motion and not be a direct negative to the motion.

1.3.7. If an amendment is moved, another amendment to the motion may be moved, but only one amendment shall be considered by the meeting at any one time.

1.3.8. Any person present who has not spoken may move "That the question be now put" and on being seconded by another person who has not previously spoken, the Chairman must take a vote on this procedural motion and, if carried, discussion on the original motion or amendment shall cease. Then, provided the mover of the original motion has had the opportunity to exercise his right of reply, the vote on the original question must be taken.

1.3.9. Voting shall normally be by show of hands unless the Chairman considers that the issue requires voting by ballot.

#### **1.4. Dress Code**

1.4.1. Registered coloured shirts will be permitted in League and Cup competitions, with white or grey trousers (subject to uniformity throughout the team in question) and with white, grey or brown shoes. In the Association Cup Semi-Finals & Finals, white trousers will be worn. The wearing of Club ties is the prerogative of Clubs.

1.4.2. When representing the District in Association and President's Team matches, players shall wear white shirts and white trousers (unless grey trousers are specified for evening games) with white, grey or brown shoes and Association ties.

#### **1.5. Prizes and Awards**

1.5.1. Prizes and awards shall be at the discretion of the Management Committee.

1.5.2. Where substitution takes place and a prize or award is won, this will be made to the player(s) taking part in the Final game and shall be recorded in the Association records in the order in which the names appear on the score cards, except where mutually agreed by all players in the Finals.

#### **1.6. Trophies**

1.6.1. Annual trophies presented to League champions and winners and runners-up of Cup competitions organised by the Association are required to be returned by the recipients to the Association's Trophy & Awards Secretary by 12th August each year fully cleaned and in sound condition.

1.6.2. Failure to comply with 1.6.1. In this event, the Management Committee reserve the right to seek from the defaulter, reimbursement of any cost incurred by the Association for any resulting cleaning, repair or transportation.



## **1.7. Association Badges and Awards**

1.7.1. Blazer Badges will be awarded at no charge to all players who have played in four designated Association Badge matches since 1st April 1998.

1.7.2. A Star Award tie will be awarded at no charge to all players representing affiliated clubs who win any Hampshire County or Southampton and District Bowling Association singles, pairs, triples or rinks championships other than age related and Benevolent Fund related competitions. The Star Award tie shall also be awarded to players who have played in six designated Competition matches and may also be granted at the discretion of the Management Committee to recognize some outstanding achievement in the sport of bowls, including national championship winners and international honours. Star award ties shall only be awarded once to an individual.

## **1.8. Eligibility for Competitions & Leagues**

1.8.1. Players shall be full members of a club affiliated to this Association.

1.8.2. Players, who are members of more than one club, may only play in the S & D.B.A. Leagues from one and the same club during any one season.

1.8.3. Players who are members of more than one club in S & D.B.A. may only enter knock-out competitions (other than champion of champions) from the same club whom they play in the leagues.

## **1.9 Green Fees**

Where a Club has an obligation to make a charge on visiting players, these charges will be borne by the host Club for all Southampton & District Bowling Association League Games, Competition Matches and Friendly Inter-Association Games excluding Matches against a Tour Team.

## **Competition Rules**

### **1.8. Eligibility for Competitions & Leagues**

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1.8.2. Players, who are members of more than one club, may only play in the S & D.B.A. Leagues from one and the same club during any one season.

1.8.3. Players who are members of more than one club in S & D.B.A. may only enter knock-out competitions (other than champion of champions) from one and the same club during any one season.

## **2. COMPETITION Byelaws**

### **2.1. Introduction**

The Association shall organise and run, under current EBA Rules and S & D B A Rules/ Regulations/Byelaws, competitions in singles, pairs, triples and fours as set out below, or as agreed at a General meeting or by the Management Committee from time to time.

2.1.2. Single Handed Championship - Knock-out competition, Singles 4 bowls each player, 21 shots up.

2.1.3. Pairs Championship - Knock-out competition, 4 bowls each player, 21 ends.

2.1.4. Triples Championship - Knock-out competition, 3 bowls each player, 18 ends.

2.1.5. Fours Championship - Knock-out competition, 2 bowls each player, 21 ends.

2.1.6. Veteran Singles Championship - Knock-out competition. 4 bowls each player, 21 shots up. Open to any player aged 65 or over on 1st May in the current season.

2.1.7. U/25 Singles Championship - Knock-out competition, 4 bowls each player, Singles, '21 Shots up'. Open to a player under 25 years of age on 30th September in the current season.

2.1.8. Benevolent Pairs Competition (Handicap) In aid of the Association Members Benevolent fund) Knock-out competition, 4 bowls each player, 21 ends. Entries will be handicapped by the Competitions Liaison Group before the publication of the first (or preliminary) round. The handicap will be between 0 and 7 and clubs will be asked to give their assessment of their players on the entry form. Any handicap received will be retained throughout the Competition, except in the event of substitution of a player when the team will revert to scratch until the original entry resumes.

2.1.9. Champion of Champions Competition Knock-out competition, 4 bowls each player. Singles, '21 Shots up'. Open to one representative, the club singles champion of the previous season, from each affiliated club. Rounds up to and including the quarter final will be played on neutral greens nominated by the challenger, before a published date.

## 2.2. Entry Fees

Entry fees for all competitions shall be as agreed at a previous General Meeting and will be indicated on the entry forms.

## 2.3. Trophies

In addition to any trophies, prizes in vouchers, cash or kind shall be given to;

2.3.1. All winners

2.3.2. Losing finalists

2.3.3. Losing semi-finalists in the Single Handed Championship

## 2.4. Entries

2.4.1. Mixed club entries are not permitted.

2.4.2. Entry forms, with all players being individually named thereon, must be received by the Competition Secretary on or before the published closing date for each competition. All entry fees must accompany the entry. The players taking part in the first game shall constitute the team and should normally play together throughout the competition.

2.4.3. Should none of the original entry be available then the entry is void.

2.4.4. No player may withdraw from an original entry to join another team after the draw has been made.

## 2.5. Times, Dates and Venues

2.5.1. All fixed date competitions, except the semi-finals and finals should normally start by 6.00pm unless mutually agreed otherwise by the competitors.

2.5.2. The failure of players to arrive not later than 15 minutes of the agreed or stipulated starting time and their failure to notify their opponents of the reason for their nonappearance within this time, shall result in their elimination.

2.5.3. All competitions shall be played on or before the date stipulated, except the semi-finals and finals which will be played on the second full weekend in September each year. In exceptional circumstances any requests for alterations to playing dates will be considered and determined by the Competition Secretary. The Competition Secretary shall have the power to alter any times, dates or venues as published.

## 2.6 Challenges

2.6.1. The first named in the draws, are the challengers and shall have the choice of greens and be responsible for booking the rink and in singles providing a marker. Challengers shall, by the challenge date, offer their opponents two dates observing the following exceptions which may be waived if mutually agreed;

- (A) S&DBA League fixtures
- (b) S&DBA Fixed date competitions
- (c) HCBA Fixed date competitions
- (d) Sundays or Bank Holidays

2.6.2. If a challenge has not been received by the stipulated date, the non-challenger shall become the challenger and must act immediately, assuming the responsibilities and privileges of the challenger. Failure to agree shall result in the game being awarded to the then challenger provided the facts are reported to the Competitions Secretary.

2.6.3. No singles games shall be played without a marker.

## 2.7. Incomplete Teams

If one player of a pair or triple, or two or more in a four are absent, the incomplete team shall forfeit the game. In the event of a four being one player short, the game shall be played as arranged, the incomplete team forfeiting 25% of the total shots scored (except in the case of illness or injury to a player after the game has started, when no replacement is available, the defaulting four shall lose one quarter of the shots from that period only until the completion of the match). Fractions shall be taken into account. Once such a game has commenced it must be completed with the same players unless only the trial ends have been played prior to the arrival of the missing player.

## 2.8. Substitutes

2.8.1. No substitute is allowed in singles

2.8.2. One additional and the same player may be used as a substitute in pairs, triples and fours, provided he has not already entered or played in that competition.

2.8.3. In the event of death, long term disability, or departure from the District area on a semi-permanent or permanent basis of a player after the draw has been made, and where substitution has already taken place, the Competitions Secretary may permit one additional substitute, upon receipt of full written details.

## 2.9. Trial Ends

Before the start of play in any game, or on the resumption of an unfinished game on another day, not more than one trial end each way may be played by each player.

## 2.10. Green Closures (fixed date competitions)

When a green is officially closed the teams shall arrange to play the game within six days and the home skip must notify the Competition Secretary immediately of the re-arranged date. Failure to agree will result in the Competition Secretary making the necessary arrangements which shall be binding on both sides. The winners must advise the Competition Secretary as soon as the result is known.

#### 2.11. Game Stoppages

If a game is stopped for any reason it shall be resumed (within six days) as laid down in "Laws of the Sport of Bowls" with the scores as they were when the game stopped. Failure to agree a date will result in the Competition Secretary making the necessary arrangements. These arrangements will be binding on both sides. If in a resumed game any one of the original team is not available one substitute shall be permitted as laid down in byelaw 2.8. Above.

#### 2.12. Results and Score Cards

2.12.1. If the winner of a game fails to advise the Competition Secretary of the result by telephone, text message or email by the time published on the competition draw-sheet both teams may be eliminated. All results must be confirmed by the delivery of the completed scorecard as published on the draw-sheet. Where a handicap applies those players receiving shots shall add them to the first score on their card with the handicap clearly indicated.

2.12.2. When a game is being claimed a completed card shall be submitted by the player making the claim together with written details and advising if his opponent has been notified of his action.

2.12.3. Scorecards must show clearly the competition round, date, substitutes and any handicap where applicable. The cards must be signed by both skips and both singles opponents.

#### 2.13. Appeal

Any urgent business concerning the running of competitions during the season, shall in the first instance be dealt with by the Competitions Liaison Group set up in accordance with byelaw 1.2.6. Appeals will conform to the Association Constitution.

### 3. LEAGUE BYELAWS

#### 3.1. Leagues (See also clause 1.8 of Constitution re eligibility of players)

3.1.1. The Association will organize and control three separate Leagues as follows;

(a) Championship League comprising teams of four rinks normally played on a Thursday evening. All Affiliated Clubs shall have the right to enter one team only.

(b) Two Combination Leagues, comprising teams of three rinks and three triples, normally played on a Tuesday evening. Affiliated Clubs may enter more than one team.

(c) All Leagues shall comprise a number of divisions, each normally consisting of not more than eight and not less than six teams.

(d) Promotion and Relegation between divisions within each League shall take place on the basis of two up and two down. Where there is a need to reorganize the League due to a change in the total number of teams, then such reorganization will take place after effecting such relegation and promotion.

3.1.2. Any urgent business concerning the running of the League during the League season, shall in the first instance be dealt with by any League Liaison Group set up in Accordance with the Association Byelaws.

3.1.3. Application by clubs to enter new teams in the League for the ensuing season, must be submitted to the League Secretary not later than 31st December each year. Notice of intended withdrawal must also be submitted by the same date. Any new team will be admitted to the lowest division.

3.1.4. If a team withdraws before the start of the season and after the issue of the League Program, the League Liaison Group may decide how the vacancy shall be filled. If the withdrawal is during the season, all games played against that team shall be considered void.

### 3.2. League Rules

3.2.1. Each team shall play home and away with each other team in accordance with the program drawn up by the League Secretary, and approved by the Management Committee.

3.2.2. Where one club has more than one team in the same division, then the fixtures shall be arranged that these teams play each other as early as possible in each half of the season.

3.2.3. Where both clubs are in agreement, any League match may, with the approval of the League Secretary, be played before the stated date.

3.2.4. All League matches shall normally commence at 1815 hours unless mutually agreed between the two respective Teams.

3.2.5. It is expected that visiting teams will turn up prepared to play unless warned by an official of the home club, that weather or ground conditions preclude play.

3.2.6. Twenty-one ends (21) shall normally be played by each rink and eighteen ends in the case of triples. In each case the rinks being allocated by draw. No pre-selection of rinks is permissible. There will normally be 2 trial ends and the visitors will have the choice of casting the first jack.

3.2.7. Should any rink be short of a player at the due time of commencement of play (fifteen (15) minutes grace being allowed) the incomplete rink shall play 3.3.2 bowls respectively and forfeit 25% of their score. In the case of triples following the same 15 minute grace the rink shall play 4.4. and 3.3.2.bowls respectively and forfeit 33% of their score. Should a rink be more than one player short after the period of grace, the point for the rink plus (10) shots will be awarded to the complete team.

3.2.8. If during the course of the game, a player has to leave the green, owing to illness or other reasonable cause; his place may be taken by a substitute who shall be a member of the same Club. If no substitution is made, the defaulting rink shall lose 25% of their score from that period only until the completion of the match.

3.2.9. When it is impractical in the opinion of the captains of the teams (or in the event of disagreement by them, in the opinions of the majority of skips) either to start or finish a match on account of weather/green conditions, the remaining ends of the match shall be resumed, with the teams to oppose one-another with, as near as possible the same fours, within fourteen (14) days on a date agreed by the two captains. The result of the agreement shall be notified to the League Secretary within two days (2) of the original date by the home Club. In the event of eighteen (18) or more ends being completed by each rink, the total will be considered the final score. ***In the case of triples 15 ends must have been played before the score can count as the final score***. Should any match fail to be completed for whatever reason, the competing clubs are each required to submit their reasons for the non-completion within two days of the event, to the League Secretary, The outcome of awarding or deletion of points or any other

action shall be determined by the League Liaison Group, based on the facts submitted by the Clubs in written or oral form.

3.2.10. The Points for League Matches shall be;

Championship League; 1 point for each winning rink or 1/2 point for tie; 4 points to the team with the highest aggregate score or two points to each team for a tie.

Combination League; 1 point for each winning rink or 1/2 point for tie; 3 points to the team with the highest aggregate score or 1 1/2 points to each team for a tie;

### **3.3. Champions**

The Team which, on completion of the league program, scores the highest number of points shall be declared the Champion Team in that division for the Year. In the event of a tie in the number of points held by two or more teams in that division, shot difference shall be taken into consideration and the winner shall be the team with the best difference. In the event of equality on points and shot differences, and number of winning ends, the championship will be declared shared. (Clubs are required to retain all score cards for each match until the end of season and will produce said cards to the League Secretary if called upon to do so.

### **3.4. Match Results**

The result of league matches shall be detailed on a card on which the names of all participating players shall be entered together with individual rink and aggregate scores.

This result card shall be signed by both team captains and sent direct by the home team to the League Secretary immediately following each completed match. The League Secretary shall compile and issue league tables to each competing club, at two weekly intervals for the first eight weeks of the season and weekly thereafter. Individual rink score cards signed by the skips of each rink shall be retained by each club and produced at the request of the League Secretary. Each rink score card must contain the names of the competing players before the commencement of the game, and amended only when a substitute is used as per clause 3.2.7 and 3.2.8 above.

### **3.5. Restriction of Players (See also Clause 1.8)**

3.5.1. Any player, who has played during the current season as a skip in the Championship League, shall not be permitted to play as a skip in a Combination League match in that season. Any Club found in breach of this restriction shall have three (3) points deducted for each defaulting rink in any Combination League match in that season.

3.5.2. Any player who has played in a Combination League match in any week of the current season may not play in a different Combination team of the same Club in the same week (Monday to Sunday). Any team violating this byelaw shall be penalised as below for the rink in which that player played in his second game in the same week. This Rule shall not apply to a player who started in a game which is stopped because of bad weather, and where the game is resumed in a different week.

3.5.3. Defaulting Combination League Player For one defaulting player, the rink will lose their shots score in this game together with any rink point gained, the latter which in lieu, will be awarded to their opponents. The said opponents will retain their own actual shots scored in that rink game. For two or more defaulting players in the same team, in the same game all six (6) points will be automatically awarded to the opponents' team in that match, and said opponents will retain their own actual scored

shots. Any points and/or shots removed from the defaulting team in the manner described above will be deleted from the league records.

### **3.6. Appeals**

- a.) Any urgent business concerning the running of the leagues during the season, shall in the first instance be dealt with by the League Liaison Group set up in accordance with byelaw 1.2.6.
- b.) Any club wishing to complain about any violations within these league byelaws, should do so within seven days of the match, sent in written form to the League Secretary.
- c.) Any appeal from the decisions of the League Secretary or League Liaison Group shall be made to the Emergency Committee in accordance with the Constitution.

## **4. BENEVOLENT FUND**

4.1. Title The Fund shall be known as “The Southampton and District Bowling Association Benevolent Fund” (the Fund).

4.2 Objects The fund shall be used to relieve, either generally or individually, persons who are in conditions of need, hardship or distress and who are members or past members of any club affiliated to the Association or the dependants of such members.

### **4.3 Operating Procedure**

- (a) The Fund will be managed by a committee of four Trustees and the Association’s President. The four Trustees will be appointed at the Association’s AGMs. Each Trustee can serve for 4 years but will be eligible for re-election.
- (b) The Association’s Hon. Treasurer and Administrator will handle the accounts and general administration of the Fund as instructed by the trustees
- (c) Applications for support grants shall be made in writing to the Association’s Administrator who will forward the application to the Chairman of the Trustees. The Chairman will meet and consult with his committee to determine what level of support is appropriate. All discussions and grants will remain strictly confidential to the Committee.
- (d) The Trustees will make a written request to the treasurer for a cheque for any grant they award. The treasurer will sign the cheque and normally pass it back to the trustees for the second signature. Normally one of the trustees will be a cheque signatory of the Association.
- (e) The treasurer will keep all Benevolent Fund money as a Restricted Fund in the Association’s accounts, ‘the status of which will be shown in the Association’s Annual Accounts.
- (f) On request, the treasurer will provide the Trustees with a list of movements on the fund. The list should show the source of any in-coming donations and a list of all outgoing cheques (not showing payees). The net balance on the fund should also be shown.
- (g) The financial year will be the same as the Association’s. At the end of the financial year the Trustees will give a brief written report to the Association’s Annual General Meeting giving the essential details of the year’s activity.
- (h) The Fund will continue to receive donations. Cheques should be made payable to ‘Southampton & District Bowling Association’ with ‘Benevolent Fund’ written on the reverse of the cheque. The treasurer will acknowledge receipt of all donations.
- (i) The Association will organise an annual Benevolent Pairs Competition, with the entry fees being transferred to the Benevolent Fund.



(j) In the event of the dissolution of the Fund, the competition trophies will be given to the Association and all other assets of the Fund shall be presented to other 'Charitable Organisations' with similar Objects to the Fund.