



## **Constitution and Rules**

The name of the Association shall be **BOWLS CAMBRIDGESHIRE**.

### **Mission Statement**

To develop, promote and administer the game of Lawn Bowls in Cambridgeshire to achieve maximum participation enjoyment and success of the sport.

### **1. Aims**

- 1.1. To adopt and enforce the Rules and constitution of Bowls England and the Laws of the Sport of Bowls Crystal Mark Edition with the byelaws currently laid down by Bowls England
- 1.2. To promote, organise various competitions for the affiliated Clubs. Including the preliminary rounds of all National Championships qualifiers.
- 1.3. To interpret when called upon by affiliated Clubs, or members thereof, difficult or doubtful questions of law and practice and arbitrate in all disputes referred to the Association between Affiliated Clubs and members thereof.
- 1.4. To compete in National Competitions, Leagues, and other matches the Association deems appropriate.
- 1.5. To hold Inter County matches and arrange matches with other Associations
- 1.6. To promote the instruction and coaching of players in accordance with current standards and regulations

### **2. Membership**

- 2.1. Membership of the Association shall be open to Clubs in the County of Cambridgeshire possessing greens with banks and ditches in compliance with the Laws of the Sport of Bowls Crystal Mark Edition and having no fewer than 16 members and playing surface of at least 31 metres long in the direction of play.
- 2.2. Clubs playing on greens connected with licensed premises must be managed by an Executive Committee and must have sole and exclusive use of funds of the Club and the green on which they play.
- 2.3. Clubs playing on Council or other public greens must possess a permit from the local authority allowing them to use rinks for competitive purposes.

Clubs seeking to become members will be required to request an application form from the Secretary. All applications for affiliation will be dealt with by the Council.

- 2.4. Full Members** are the member Club. The member Clubs must provide the County Secretary with a full list of names, address, postcodes, telephone numbers of their members. This list must be attached to the affiliation documents. A copy of a valid Civil Liability insurance policy must also be returned with the affiliation documents. **Affiliated Members** are Association, Leagues, Affiliated members will provide the County Secretary with a list of Names, addresses, postcodes, telephone numbers of its members. A copy of a valid civil liability insurance policy must also be returned with the affiliation document.
- No Association can use the County name 'Cambridgeshire' without written permission granted by the Executive.
- Life membership** may be awarded for services to Bowls Cambridgeshire.

Bowls Cambridgeshire shall be open to all irrespective of nationality, gender, religion, disability, sexual orientation, race or colour.

- 2.5. Grievance and Disciplinary procedures:** It shall be a condition of membership of the Association that each member club adopts Bowls England current Regulation 9
- 2.6. Bowls Cambridgeshire** requires that Full Member clubs have, in the interest of their own membership, civil and public liability insurance cover.
- In the event of any Full Member club as defined in the constitution not meeting the requirements of Bowls Cambridgeshire by failing to have appropriate civil and public liability insurance cover they must advise Bowls Cambridgeshire in writing and indemnify Bowls Cambridgeshire against any action that may be forthcoming as a result of noncompliance.

### **Fees and Subscriptions**

Annual subscription will be based on the Clubs individual membership at a sum fixed by the Council. The Annual Affiliations & Subscription will be sent into Bowls Cambridgeshire in Two (2) parts as follows: **Part 1** being the Affiliation and Club Information document, along with the players County Competition entries for the following year, along with the prescribed fees. To be with the Treasurer NO Later than 23<sup>rd</sup> November each Year.

**Part 2** being the Affiliation Payment/s must be with the Treasurer by **1<sup>st</sup> April 2024**, this is based on your Membership Numbers at **31<sup>st</sup> March 2024** consisting of a List of Names, Contact Details, Competition info for all members as per the guidelines. This must be attached to your Affiliation Subscription form and be with the Treasurer by **1<sup>st</sup> April 2024**. Failure to comply will forfeit all rights and privileges of membership until the whole of the arrears have been discharged. Actual Competition entry fees will also be agreed by the Council on a yearly basis.

### **3. Management and administration**

- 3.1.** The affairs of Bowls Cambridgeshire will be conducted by a Council consisting of the President, SVP, JVP, IPP, Chairman, Vice Chairman, Administrator, Secretary, Assistant Secretary, Diary/Fixture Secretary, Competition Secretary, Treasurer, Safeguarding officer and two council members per Club and Life members. Bowls England elected delegates, Male & Female Match officials, Senior & Junior appointed Team Managers, Clubs must notify the Secretary of the names of the Clubs Council Delegates.

3.2. Bowls Cambridgeshire Executive Committee shall deal with the day to day running of the association and report back to the Council twice a year. The Executive committee will consist of the President, SVP, JVP, IPP, Chair, Vice Chair, Administrator, Secretary, Assistant Secretary, Diary/Fixture Secretary, Competition Secretary, Treasurer and Safeguarding officer, Bowls England elected male & female Delegates, Male & Female Match officials along with Team Managers as appointed each season. The Executive officers along with the SVP, JVP, IPP and the Council members of Bowls England, with others that may be elected at the Annual General Meeting. The Executive Committee may from time to time co-opt members for their expertise or knowledge of the sport onto the Executive Committee.

3.3. The Emergency Committee is the Chair, Vice Chair, Secretary, Administrator & Treasurer.  
The Executive will discuss or hold meetings as required to deal with the day to day running of the association and minutes will be issued with bullet points of resolved issues, copied to all Executive Committee Members.

#### 4. Annual and other General Meetings

4.1. The Annual General meeting will be held on or before the 2<sup>nd</sup> Sunday in December each year. To transact the following business

4.2. To receive and if approved adopt the following annual reports, Chair Annual report on the activities of the Executive, Secretary's Annual report on all the areas of the Associations Activities, Treasurer's financial statement on the associations accounts to end of the preceding year (Financial year 1st October to 30th September)

4.3. To receive amendments to the constitution, the secretary must receive any amendments by 30<sup>th</sup> October each year. In order to change the constitution there must be a 2/3 majority of those present and eligible to vote

4.4. to elect the Executive Committee and Presidential team. Any Nominations received for either the Presidential Team or the Executive Team members must be made in writing from a member club that the nominee plays at, it must be signed & dated by the Secretary or another officer of the club, sent with a picture (JPEG) of the applicant along with a short resume of their background and what they can bring to the role. This nomination must be supported or seconded in writing by another member club, either on the same application or separately.

The Executive team will review the application/s and forward details to all member clubs with the AGM notice. This will enable member clubs to know who they are voting for.

The Election for any of the posts will be Ballot, for which each Member Club & the Executive will be issued with 2 Ballot Cards **1 x Approved & 1 Against** (in Different Colours) in order take part in the Ballot at the AGM.

The Presidential team duties shall commence from the conclusion of the AGM and complete at the end of their as IPP, this is a 4-year term as you move through the roles involved.

4.5. to elect a financial statement examiner

Twenty one days notice of all Annual and General meeting shall be given and specifying matters to be dealt with.

A Special General Meeting may be convened at any time by the Executive Committee and shall be convened within twenty-one days from receipt of a requisition in writing signed by not less than six member clubs specifying the object of the meeting for any of the following purposes:

(i) to deal with any special matter which the Executive Committee may desire to place before the members

(ii) to deal with any special matter which the membership require the meeting may desire to place before them. Notice convening a Special General Meeting shall be sent to the members not less than fourteen days before the meeting specify the matter to be dealt with.

- 4.6.** A Council meeting will be held in the Spring, the meeting will be in Week 10 on a Sunday Morning, which will not be affected by Easter. (Approved 04/12/22). The Council will approve the affiliation fees and competition entry fees for the following year.

If required a further Council meeting will be held will be held in week 39 on a Sunday Morning.

## **5. Chair, Secretary and Treasurer**

The Chair will submit a report on the activities of the Executive committee, mindful of the Mission Statement and Aims of Bowls Cambridgeshire

The Secretary shall keep a record of all business transacted at Annual and Special General Meetings, Council Meeting and meeting of the Executive committee, and report on the proceedings of Bowls Cambridgeshire throughout the year

The Treasurer will tender a full and proper financial statement including an income and expenditure of the past year examined by a suitable person appointed for that purpose at the AGM

Copies of all reports shall be sent to every affiliated Club fourteen days before the Annual Meeting.

## **6. Rules and regulations**

Bowls Cambridgeshire will issue rules and regulations that will form part of the constitution.

## **7. Alterations to the rules**

These rules may be rescinded, amended or added to only by a resolution in that behalf when at least two-thirds of the eligible votes are cast in favour by delegates present and voting at the Annual General meeting or a General Meeting convened for that purpose.

Clubs wishing to propose amendments/alterations to the constitution or rules inform the Secretary at least thirty days prior to the AGM.

## **8. Matters Not Provided For**

If any matter shall arise which in the opinion of the Council or Executive Committee is not provided for in the Rules then the same may be determined by the Council in such manner as it deems fit, and every such determination shall be binding upon Clubs and members of Clubs unless and until set aside by a resolution at a General Meeting.

## **RULES OF BOWLS CAMBRIDGESHIRE**

- 1. Title**  
The name of the County Association shall be **Bowls Cambridgeshire**.
- 2. Vision of the Sport of Bowls**  
Bowls will deliver an exceptional sport and community development experience that is appealing, entertaining and accessible to all. (This is the vision of the National Governing Body, Bowls England).
- 3. Bowls Cambridgeshire Statement**  
to develop, promote and administer the game of lawn bowls in the County of Cambridgeshire to achieve maximum participation and access for all.
- 4. Membership**  
Details of membership are defined in the Bowls Cambridgeshire constitution and rules.
- 5. Election of the Executive Committee**  
Details of the election to the Executive Committee are defined in the Bowls Cambridgeshire constitution and rules.
- 6. Council**  
The Council shall comprise of two delegates from each Club, the Presidential officers, the Executive officers and elected life members. Member Clubs must provide the name and details of council members.
- 7. Annual and Special General Meetings**  
Details of Annual and Special meetings are defined in the constitution.
- 8. Competitions**  
All Championships and Competitions currently in force and relevant will continue until such time the Council decide to introduce change. Amended 05/12/21.
- 9. Licences, Sponsored, invitation and Open Tournaments**  
Bowls Cambridgeshire will adhere to the Bowls England rules and require member Clubs to adopt BE rules relating to tournaments.
- 10. Presidential appointments**  
as approved and defined by the Bowls Cambridgeshire constitution.
- 11. Disputes and Disciplinary Procedure**  
Disputes and Disciplinary Procedures shall be approved by the Council and shall be adhered to the Clubs and the members. All procedure must be dealt with under Bowls England Rules & Regulations 1 – 49 specifically Regulation 9.
- 12. Laws of the Sport**  
The Laws of the Sport adopted by World Bowl, the English Variation annexed, and the By-Laws and regulations of Bowls England and Bowls Cambridgeshire shall be binding upon all Clubs and individual playing members.
- 13. Safeguarding**  
Matters relating to Safeguarding are defined in the Bowls England Regulations and those adopted by Bowls Cambridgeshire.
- 14. Anti-Doping**  
Bowls Cambridgeshire will adopt Bowls England anti-doping policy.
- 15. Matters not provided for**  
Details defined in the constitution.

## **Bowls Cambridgeshire Council**

Clubs elect two (2) Delegates from each.  
Affiliated club to sit on the council,  
The Presidential Officers,  
The Executive Officers,  
Elected Life Members  
Past BC Presidents.

## **The Executive Committee**

President, Senior Vice President, Junior Vice President,  
Immediate Past President, Chairman, Vice Chairman,  
Administrator, Secretary, Assistant Secretary, Treasurer,  
Diary/Fixture Secretary  
Competition Secretary, Triples League Secretary, Safeguarding  
Officer, Female & Male Match Officials,  
Bowls England Delegates M/F  
All Team Managers are co-opted to meetings as required

## **The Emergency Committee**

Chairman, Vice Chairman, Secretary,  
Administrator & Treasurer

## **Executive Committee Responsibilities**

### **BC Regulation No 2 Issue 1.1**

The responsibilities of the Old Committee Structure transfers to the Executive Committee as agreed at AGM on 10<sup>th</sup> December 2017. The Executive Committee will hold at least four meeting per year, with the range of responsibilities being covered in the agenda at those meetings. Minutes to be taken and sent to all members of the Executive Committee with 14 days of the meeting. Many of these meetings are by Zoom system to reduce time & cost of travelling to meetings.

## **Membership**

### **BC regulation No 3 Issue 1.1**

#### **1. Full Membership**

The Full members of Bowls Cambridgeshire shall be the Clubs listed in the Bowls Cambridgeshire Regulations and have at least 16 members and who's rules have been approved by Bowls Cambridgeshire

#### **2. Application for Full membership**

Application by a Club to become a Full Member of Bowls Cambridgeshire shall be made to the Secretary.

#### **3. Clubs** (will be updated yearly) (approved 05/12/21)

Abbey BC	Littleport BC
Alexandra & Beehive BC	March Conservative BC
Bottisham BC	March Town BC
Cambridge & County BC	Meldreth BC
Chesterton BC	Newmarket Avenue BC
City of Cambridge BC	Romsey BC
Coton BC	Sawston BC
Cottenham BC	Soham BC
Ely Beet Sports & Social Club BC	St Neots Outdoor BC
Fordham BC	Stretham BC
Girton BC	Waterbeach BC
Haddenham BC	West Row BC
Histon BC	
Isleham BC	

#### **4. Resignation of Membership**

No Club shall resign as a member of Bowls Cambridgeshire without giving the Secretary at least two months written notice of its intention to do so. No resignation shall release the Club from any monetary or other obligation to Bowls Cambridgeshire incurred during its membership.

#### **5. Clubs**

**5.1.** all clubs affiliated to Bowls Cambridgeshire shall also be affiliated to Bowls England and as such they shall be bound by and subject to Bowls England Regulation No 3.

## **5.2. Club Rules/Constitution**

Each Club shall have the authority within Bowls Cambridgeshire to draw up and amend its own Rules/Constitution as it deems fit provided that the Rules/Constitution of every Club shall contain the following provision

‘All matches shall be played in accordance with the Laws of the Sport as approved by Bowls England. The Club and its members shall, as a condition of the continuance of affiliation to Bowls England at all times and in all respects, conform to and be bound by the Rules of Bowls England’

- 5.3.** Clubs must provide the Bowls Cambridgeshire with information on the details of the Club Secretary and other officers as request each year by the Secretary. Clubs will be required to provide the County Secretary with a list of its members, as of **31st March** each year.

## **6. Membership and Protection of Children and Vulnerable Adults - Safeguarding**

Clubs must discharge their obligation and responsibilities so far as the protection of children and vulnerable adults are concerned in accordance with the Government legislation and/or the regulations of Bowls England established therefore as outlined in the Regulations and any further enactments or amendments that may from time to time be forthcoming. All Clubs must appoint a qualified Safeguarding Officer by 1<sup>st</sup> May 2025. They must also display details in their clubs as per Bowls England Rules.

## **7. Honorary Membership**

All past Presidents and Life members of CCWBA and CCBA will be recognised as Honorary Members of Bowls Cambridgeshire.

## **8. Life Membership**

Bowls Cambridgeshire through the Council may award Life Membership to any person who has rendered exceptional services to the sport of Bowls and/or Bowls Cambridgeshire.

## **BC Regulation 4                      issue 1.1** **Election of the Executive Committee**

1. The Executive Committee shall consist of the following: - President, Senior Vice President, Junior Vice President, Immediate Past President, Chairman, Vice Chairman, Secretary, Assistant Secretary, Administrator, Treasurer, Competition Secretary, Diary/Fixture Secretary, Safeguarding Officer, Men's & Ladies Match Secretaries where possible, all Team Managers that may be co-opted to the meetings as required.
2. The Executive Committee members will be elected at the Annual General Meeting
3. Nominations for the Executive Committee posts must be received by the Secretary by the 1<sup>st</sup> October each year.
4. Job descriptions will be available along with application forms on request from the Secretary.



## **BC Regulation 5 Presidential appointments**

### **issue 1.1**

1. The nomination for Junior Vice President shall rotate amongst the genders as follows:-  
Women 2024 – Men, 2025 – Women 2026 – Men – 2027 – Women 2028 – Men 2029 (i.e., even year's women, odd year's men).
2. The nominations for Junior Vice President to be made in writing and sent together with a resume & photo (JPEG) to the Secretary no later than 01<sup>st</sup> October.
3. If no valid nomination for the position of JVP is received in accordance with this Regulation then a nominee may be sought out of gender rotation for that year only.
4. If an election is necessary for the position of JVP this will take place at the AGM
5. If No nominations are received for the Ceremonial Roles of President, SVP or JVP, then the Past Presidents will be asked to cover the Presidential duties for the coming season.

## **BC Regulation 6**

### **issues 1.1**

### **Protection of Children and Vulnerable Adults**

If we do not receive any nominations for The County will adopt the current policy and advice as adopted by Bowls England.

It is a legal requirement of Bowls Cambridgeshire that all Members have in place a Protection of Children and Vulnerable Adults policy and appoint a Child and Vulnerable Adults officer who will be cleared by the Disclosure & Barring Service (DBS)  
Members Clubs must appoint a Child and Vulnerable adult and have a policy to protect children vulnerable adults participating in our sport.

## **BC regulation 7**

### **issue 1.1**

### **Bowls Cambridgeshire Anti Doping Policy**

BC will adopt the Bowls England anti doping policy, and the fundamental rationale – World Anti Doping Code.

## **BC regulation 8**

### **issue 1.1**

### **Bowls Cambridgeshire Code of Conduct**

In 2019 the Code of Conduct was introduced to players representing the county in the Johns Trophy, Walker Cup, Amy Rose, Middleton Cup, Balcombe Trophy, White Rose, in order to control activities on all forms of Social Media.

Due to Equality legislation from the 8<sup>th</sup> of December 2019 this Code of Conduct will now also be issued to The Presidential & Executive Teams as well as all players representing the county in the above competitions.