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# The British Crown Green Bowling Association

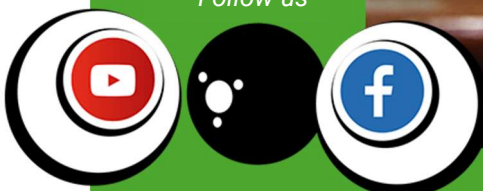
Founded in 1907



## Bye Laws



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# **Bye Laws**

## **Name, Objects, Constitution**

### **1. Title**

The name of the Association shall be “British Crown Green Bowling Association”.

### **2. Objects**

The objects of the Association shall be to promote, organise, develop and govern crown green bowling.

### **3. The BCGBA Board**

- a. The Association shall be governed by the BCGBA Board which shall consist of the following members:
  - i. The Chair
  - ii. The Chief Executive Officer
  - iii. The Financial Officer
  - iv. The National Safeguarding Officer
  - v. Region 1 Representative
  - vi. Region 2 Representative
  - vii. Region 3 Representative
  - viii. Region 4 Representative
  - ix. Region 5 Representative
  - x. Independent Board Member 1
  - xi. Independent Board Member 2
  - xii. Independent Board Member 3
- b. All Officers on the Board shall be ex-officio members of the Board and will cease to be members of the Board when their term of office expires.
- c. All Regional Representatives shall be proposed by an affiliated County/Association to the region concerned and shall be elected by members of that region to serve for a period of three years. No Regional Representative may serve for more than three consecutive periods of three years.
- d. The BCGBA Board shall appoint a Performance Review/Remuneration Committee comprising of three Board members, to undertake an annual performance review, and reviews of salary and contractual expenses, for the CEO. This review will be reported to the BCGBA Board. All Officer reviews are to be performed by the CEO, with the support of two Board members, and are to be placed before the BCGBA Board for the Board’s consideration.
- e. The BCGBA Board shall appoint a Nomination Committee to consider, and review nominations, when required, for the advertised positions of Chair of the BCGBA Board and

Independent Board members to the BCGBA Board. The BCGBA Board shall also appoint a financial review committee, to be responsible for reviewing the BCGBA finances.

- f. The Chair of the BCGBA Board, or the Chief Executive Officer, may convene a meeting of the BCGBA Board at any time. Further, upon the request of three members of the BCGBA Board to the Chair of the BCGBA Board, they shall convene such a meeting within 14 days.
- g. The BCGBA Board may delegate any business to Sub-Committees, who shall be responsible for electing their own Sub-Committee Chairperson.
- h. The BCGBA Board shall have powers to apply, act upon and enforce the Bye Laws of the Association, and shall have jurisdiction over all matters affecting the Association. This shall include any such matter not provided for by the Bye Laws of the Association. Decisions of the BCGBA Board shall be final and binding on all Member Associations and Constituents.

#### **4. The Executive Committee**

- a. The Association shall have an Executive Committee, that shall consist of the Officers of the Association, who shall be tasked with the day-to-day running of the Association, and shall consist of the following members:
  - i. The Chief Executive Officer
  - ii. The Financial Officer
  - iii. The Competitions Officer
  - iv. The National Safeguarding Officer
  - v. The National Administrator
  - vi. The Chair of Discipline
  - vii. The National Development Officer
  - viii. The National Registrar
  - ix. The Referee's Society Secretary
  - x. The Commercial Officer
  - xi. The Media Officer
  - xii. Representative of the Trustees
- b. All Officer roles shall be advertised, and a Nominations Committee shall be appointed, by the BCGBA Board, of which the Chief Executive Officer shall be a member (for all other roles). The successful applicant will receive a letter of appointment containing the terms and conditions of the role, along with method of remuneration.

## **5. The National Advisory Council**

- a. The Association shall be advised by a National Advisory Council, which shall consist of the following:
  - i. An Appointed Chair
  - ii. The President of the Association
  - iii. The Lady President of the Association
  - iv. The Deputy President of the Association
  - v. The Deputy Lady President of the Association
  - vi. The National Administrator
  - vii. Two representatives from each merged County/Association in Membership
  - viii. One representative from each non-merged County/Association in membership
  - ix. A representative from the British Parks Crown Green Bowling Association
  - x. A representative from the Federation of Crown Green Bowls
- b. The Appointed Chair may, on two weeks' notice, invite any Officer of the Association to attend the National Advisory Council meeting.
- c. The President and Deputy President shall be elected annually at the January AGM in accordance with procedures set out in Bye Law 6.
- d. The Lady President and the Lady Deputy President shall be elected annually at the January AGM in accordance with the procedures set out in Bye Law 6.
- e. All other Past Presidents, Honorary Life Members and BCGBA Board members may attend at their own cost, may contribute to debate but not vote on any recommendations to be put to the BCGBA Board.
- f. Applications for Honorary Life Membership must be made in writing to the Chief Executive Officer

## **6. General Meetings**

- a. The Annual General Meeting shall be chaired by the Chair of the BCGBA Board or, in the absence of the Chair, by a person appointed by the BCGBA Board.
- b. Nominations for the position of Deputy President and Deputy Ladies President must be sent to the Chief Executive by the first Saturday in January preceding his/her proposed Year of Office. During this preceding year, the nominees will be expected to attend all National Advisory Council Meetings as an observer, unless a delegate. The positions shall be offered to each County/Association in turn, as per the Presidential rotas.
- c. One General Meeting shall be held annually on the Third Saturday in January. This AGM will be utilised for the election of the President, Deputy President, the Ladies President and the

Ladies Deputy President, and the transaction of BCGBA business, followed by consideration of amendments or alterations referred to the Rules Revision meeting. Notice of the Annual General Meeting, together with full details of all agenda items to be considered, shall be sent by the National Administrator to all Associations in membership, by the first Saturday in December.

- d. Each merged County/Association shall be entitled to send two representatives to any General Meeting. Each non-merged County/Association shall be entitled to send one representative to any General Meeting. Each County/Association shall have one extra vote for every 60 Primary Affiliated Clubs they represent at any General Meeting. Each representative shall be entitled to vote. BCGBA Board members do not count as County/Association representatives.
- e. The Chief Executive shall convene a Special General Meeting, at any time, on receiving a requisition to that effect, signed by the Secretaries of not less than three member Associations. The contents of such requisition shall be circulated to all member Associations at least 28 days prior to the convened date of the Special General Meeting.

## **7. Finance**

- a. The accounts of the Association shall be subjected to an annual independent examination and a copy included, in full, within the Association Handbook. Electronic copies of the Balance Sheet shall be sent to the Secretary of each member Association, together with the notice convening the General Meeting, by the first Saturday in January prior to the General Meeting.
- b. Five Trustees shall be appointed by the BCGBA Board, with no more than one Trustee to come from any one affiliated member Association.
- c. The Trustees shall appoint the Chair of Trustees from amongst themselves.
- d. Trustees may be removed from role by a two-thirds majority of those present, and voting, at a duly constituted BCGBA Board meeting.
- e. The reserve funds of the Association shall be placed under the control of the Association's Trustees who shall not unreasonably refuse any request by the BCGBA Board to draw on those funds, in the case of major project investment or requested need.
- f. The Trustees shall determine the investment policy in respect of the Association's reserve funds.

## **8. Safeguarding**

- a. Every member Club must have a named Safeguarding Officer who holds a current DBS certificate. Failure to comply will result in an appropriate penalty. For good practice, DBS certificates should not exceed 3 years from issue. Applications should be carried out in accordance with BCGBA guidelines, which is crown green bowls specific, Official DBS applications and BCGBA/GDPR data protection forms are completed and checked by BCGBA Counter signatures, or BCGBA Trained Evidence Checkers, and then forwarded to BCGBA National Safeguarding Officer. The DBS process is only complete when the DBS Certificate is witnessed by the evidence checker and details recorded. Failure to complete the process will be determined as "failure to comply" in Bye Law 8(a).
- b. BCGBA and member Association Officials having any supervision duties of Junior bowlers, running of competitions and Junior representative teams must go through the DBS procedure. Details of the Disclosure Scheme can be obtained from your County/Association Signatory, Safeguarding Officer, County/Association Secretary or the BCGBA National Safeguarding Officer (phone number of the latter in the BCGBA handbook).
- c. Each member Association will appoint a trained County/Association Safeguarding Officer and a Counter signatory or evidence checker. The BCGBA has safeguarding policies and procedures and further information can be found at [www.bowlsdevelopmentalliance.com](http://www.bowlsdevelopmentalliance.com). Any allegations in respect of Safeguarding should be referred to the County/Association Safeguarding Officer or to the National Safeguarding Officer.

## **9. Promotion of Competitions**

- a. No approval shall be granted at any level for any contest which does not possess the Public Liability insurance cover defined in Membership Policy 2(b).
- b. Promoters of bowling contests accepting or inviting entries from Clubs within the County/Association of promotion, must apply to the County/Association Secretary for affiliation and approval.
- c. Promoters of bowling contests inviting or accepting entries from outside the County/Association staging the event, must obtain an 'Open Competitions Certificate'. After applying to their County/Association Secretary for approval, they must pay an annual fee of £10.00, at least 28 days before the commencement of the contest, to their County/Association. The application must state the name of the Club and venue where the contest is being held. Such competitions shall be deemed 'Open Competitions'. No final stages, or qualifying rounds, of Open Competitions shall be contested on the date of, and within the County/Association where the BCGBA Senior Merit Finals are taking place.

- d. Promoters of contests referred to in clause (c) must display on entry forms and all forms of publicity relating to the event the words 'Affiliated to and Approved by the British Crown Green Bowling Association', the maximum number of entries, the entry fee and the total prize money. Promoters accepting both male and female entries must clearly indicate that it is a mixed competition. Any promoter, Club or player taking part in a contest referred to in sub-clause (c), that is not affiliated to and played under the Rules of the British Crown Green Bowling Association, shall be liable to a fine not exceeding £50.00, or suspension, or both, by the BCGBA. Failure to notify the County/Association Secretary under sub para (a) or (c) will be liable to a fine of £20.00.
- e. All competitors taking part in televised invitation competitions do so only with the approval of the BCGBA and their parent County/Association. The qualifying criteria for these competitions should be made clear and be consistent for all Counties/Associations.
- f. A team, or player, who withdraws from a team, individual or pairs competition shall be liable to forfeit any prize which they would otherwise have been entitled to at the time of such withdrawal.
- g. No bowling competition's Intermediate/Final dates shall be altered, after commencement, other than for inclement weather or unforeseeable problems. Failure to observe this rule shall result in the loss of its BCGBA approval certificate for one year. All expenses shall be reimbursed, and any prize money due shall be paid to the participants who have qualified for the later stages, but who are unable to compete due to the Club/Promoter rearranging the Intermediate/Final date.
- h. For BCGBA competitions, a County/Association that fails to notify the BCGBA National Administrator of their entries by the due date, even if the entry is nil, shall be liable to a fine of £50.00.
- i. The BCGBA Competition Committee's Bye Laws and Competition Rules supersede County/Association or Club Bye Laws and Rules. Failure to adhere to this Bye Law will incur a fine of £25.00 for each offence.

## **10. Rules**

- a. The Rules Revision Meeting shall be chaired by the Chair of the BCGBA Board, or, in the absence of the Chair, by a person nominated by the BCGBA Board.
- b. Notice of any proposed amendment or alteration to 'Bye Laws', 'The Laws of the Game of Crown Green Bowls', the 'Senior Men's and Ladies County Championship Competition Rules' or the 'Senior Men's and Ladies Individual Merit Competition Rules', can be made by either the BCGBA Board, a County/Association or the Secretary of the Crown Green Referees Society.

If a County/Association, or the Secretary of the Crown Green Referees Society, is proposing such amendment or alteration, the notice, signed by the Secretary or Chief Executive of the County/Association or the Secretary to the Crown Green Referees Society, must be sent to the National Administrator by the third Saturday in November prior to the General Meeting at which such amendment or alteration is to be brought forward. Any proposal to alter 'The Laws of the Game of Crown Green Bowls' must also be sent to the Secretary of the Crown Green Referee's Society by the same date. All proposals for amendment and/or alteration must be seconded by another County/Association for them to be accepted. If the BCGBA Board is proposing such amendment or alteration, the amendment or alteration must have been proposed, and agreed, by the BCGBA Board by the first Saturday in December prior to the General Meeting at which such amendment or alteration is to be brought forward. BCGBA Board proposals or proposals by the Secretary of the Crown Green Referee's Society do not need to be seconded for consideration.

- c. Notice of any amendments or alterations shall be sent out by the National Administrator/Chief Executive to the Counties/Associations/Secretary of the Referee's Society 43 days prior to the date of such General Meeting. No County/Association shall be permitted to second their own proposal.
- d. An Association wishing to move an amendment to a notified amendment or alteration shall notify the National Administrator, fifteen days prior to the date of the General Meeting at which the motion is to be considered. Notice of any such amendment or alteration shall be sent out by the National Administrator, to the County/Associations in membership, by the first Saturday in January prior to the date of such General Meeting.
- e. None of the 'Bye Laws', 'The Laws of the Game of Crown Green Bowls', 'Senior Men's and Ladies County Championship Competition Rules' or 'Senior Men's and Ladies Individual Merit Competition Rules' shall be altered, rescinded or added to, without the consent of at least two-thirds of those voting at a General Meeting. Any change relating to the Laws of the Game shall come into effect from the 1st of March following the General Meeting at which such a change was adopted. Following the General Meeting and any legislation changes, the BCGBA Board should check the validity of all BCGBA Rules within one calendar month. In the event of any "Tidy Up Process" be required, these may be endorsed by the BCGBA Board for adoption without the need to recall a full General Meeting.
- f. The BCGBA Executive should continue to review necessary "housekeeping amendments" that are essential to the continuous running of the Association. Amendments may be made to the handbook provided they are written in a Notice to each BCGBA Board member, Officer

of the Association, and County/Association Secretary and there are no objections made to their inclusion within four weeks of the Notice.

## **11. Policies and Procedures**

- a. The BCGBA Board, as necessary, can adopt policies and procedure as required to a Policy and Procedure appendix. Such policies and procedures should include, but are not limited to:
  - i. Safeguarding
  - ii. Equality, Diversity & Inclusion
  - iii. Code of Conduct & Discipline
  - iv. GDPR
  - v. Human Resources
  - vi. Membership
- b. Policy updates and additions shall be approved by the BCGBA Board to comply with any legislative amendments, where necessary.
- c. All policies and procedures adopted shall be published, and circulated, to member County/Associations. Copies of all policies and procedures shall also be available within the BCGBA website.

## **12. Misconduct**

It shall be misconduct if any Association, League, Club, Official or player is proved to the satisfaction of the BCGBA Board's Disciplinary Sub-Committee. to have committed any act (including violation of the Laws of the Game and Rules of the Association), or made any statement, either verbally or in writing, or been responsible for conduct or any matter which, in the opinion of the BCGBA Board's Disciplinary Sub-Committee, is considered to be inflammatory, insulting, improper or likely to bring the game into disrepute.

## **13. Anti-Doping**

The anti-doping rules of the BCGBA are the UK Anti-Doping Rules published by UK Anti-Doping (or its successor), as amended from time to time. Such rules shall take effect and be construed as rules of the BCGBA.

## **14. Development**

All County/Associations are required to appoint a County/Association Development Officer or County/Association Representative in lieu. The persons appointed will be required to support the development of both local and national objectives in line with the BCGBA National Development Strategy.

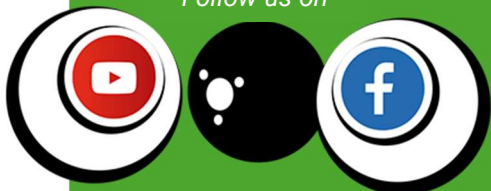
## **15. Assents**

Each member Association, League and Club shall be deemed to have given its assent to the foregoing Bye Law(s) of the Game and agree to abide by the decisions of the BCGBA Board, subject to Discipline and Punishment Policy.

## **16. Dissolution Clause**

Should the BCGBA Board, by a majority, decide on grounds of expediency or otherwise, to dissolve the Association, it shall call a meeting of all member Associations giving 21 days' notice. At this meeting, if a two thirds majority of those present, and eligible to vote, decide to dissolve the Association, then the BCGA Board shall have the power to dispose of the assets of the Association, after all liabilities and debts have been cleared. The beneficiaries of such assets shall be the member Associations, or such charities as decided by a majority of the member Associations.

Follow us on



**The British Crown Green Bowling Association**

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[www.bcgba.org.uk](http://www.bcgba.org.uk)

