

# Rules and Objects – Amended 7<sup>th</sup> July 2024

## 1. Title

The Association shall be called the Norfolk County Indoor Bowling Association and shall be affiliated to the English Indoor Bowling Association Ltd

## 2. Objects

- a) To uphold the good name of the English Indoor Bowling Association Ltd.
- b) To promote, foster and safeguard the game of indoor bowls in the County of Norfolk and in addition associate clubs for the purposes of County League membership only, as laid down by the rules of the English Indoor Bowling Association Ltd.
- c) To induce clubs to maintain their greens in perfect condition.
- d) To arrange inter-County matches and any other Competitions considered desirable.

## 3. Membership

The Association shall consist of Indoor Bowls Clubs with Indoor Sections who have a minimum of 20 members, whose green is in the Counties of Norfolk or Suffolk, and who are in affiliation with the English Indoor Bowling Association Ltd.

- a) That such clubs play on greens whose playing surface dimensions comply with those laid out by the English Indoor Bowling Association Ltd.
- b) Clubs playing on greens connected with licensed premises must be managed by an Executive Committee and must have sole and exclusive use and control of the funds of the Clubs and greens on which they play.
- c) No club playing or intending to play on private, municipal, or other greens on which an affiliated Club or Clubs is or are playing shall become affiliated until the existing Club or Clubs using the said green has or have been consulted by the Association and in the opinion of the Association has or have been offered no bona fide objections to its affiliation.
- d) Clubs playing on municipal or other greens should possess a permit from the Municipal or other Authority allowing them to use the rinks for National or other Competition purposes. Affiliated Clubs are expected to give reasonable facilities for the holding of competitions promoted by the English Indoor Bowling Association Ltd and this Association.
- e) Application for affiliation shall be made to the Hon. Secretary and shall be accompanied by a list of officers together with the address of the Hon. Secretary and Hon. Treasurer and a copy of the Club Rules.
- f) The Secretary of each Club shall forward to the Secretary of the Association particulars of his Club on the approved form not later than 1<sup>st</sup> July in each year.
- g) It shall be within the power of the Association at the Annual General Meeting to elect Honorary Life Members of the Association for special services rendered to the Game and this Association in particular.

## 4. Subscription

- a) A yearly subscription and membership levy for the current season shall be fixed at the Annual General Meeting and paid not later than 20<sup>th</sup> November. The membership levy shall be calculated on the number of male subscribing bowlers in the Club on 30<sup>th</sup> April of the preceding season.
- b) Clubs failing to pay the subscription or membership levy as stated shall forfeit all rights and privileges of membership until the whole of the arrears have been paid.

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## 5. Administration

- a) The affairs of the Association shall be conducted by a Council consisting of
1. President
  2. Senior Vice-President
  3. Junior Vice-President
  4. Retiring President(s) for a period of two years after his presidency
  5. Hon Secretary
  6. Hon Assistant Secretary
  7. Hon Treasurer
  8. Hon Match Secretary (County Friendly matches)
  9. Hon Match Secretary (Presidents Invitation matches)
  10. Hon League Secretary
  11. Hon Competitions Secretary
  12. Delegates appointed by each club as follows:- Two delegates from Clubs with a membership not exceeding 400 Three delegates from Clubs with a membership exceeding 400
  13. Two delegates appointed by Norfolk Bowls Association
  14. One delegate appointed by N.C. (EBA) V.P's Association
  15. One delegate appointed by Norfolk P.P. & A.M.B. Association
  16. Manager of Liberty Trophy team
  17. Hon County Coach
  18. Safeguarding Officer
  19. Manager of County U25 National teams
  20. Past Presidents
  21. Life Members
  22. Manager of Over 60 Inter-County team
  23. Webmaster
  24. One delegate from Associate clubs – County League only

All members of Council shall be informed in writing by the Hon. Secretary 28 days before the A.G.M. of Council of propositions, notices of motion, nominations, and recommendations for the A.G.M. If any delegate of Council is unable to attend a General Meeting then a substitute may be appointed by the Club who should notify Hon Secretary before the start of the General Meeting.

- b) An Executive Committee shall be appointed consisting of the President, Senior Vice-President, Junior Vice-President, retiring President(s) (for a period of two years after his presidency), Hon Secretary, Hon Assistant Secretary, Hon Treasurer, Hon Match Secretary (County Friendly matches), Hon Match Secretary (Presidents Invitation matches), Hon League Secretary, Hon Competitions Secretary, one of the two delegates appointed by Norfolk Bowls Association and one delegate from each affiliated club and associate club (County League only). If a club is unable to attend an Executive Committee meeting then a substitute, may be appointed by the club who must notify the Hon Secretary at least 24 hours before the start of the meeting. Six club delegates or their appointed substitutes to form a quorum. Each club shall have only one vote. The Executive Committee shall deal with all matters in connection with the proper conduct of the business of the Association and such matters as may be delegated to it by the Council and shall endeavour to meet in February and June on a day / date to be decided. The Executive Committee may appoint sub-committees and co-opt other members from the Council for special services.
- c) Selection for Inter-County Friendlies and President's Invitation games will be undertaken by the President and Hon Match Secretary at a time and manner which they agree. If one

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of both of these positions is vacant the Hon Secretary will deputise and/or any member of the Executive Council may be coopted.

- d) The Liberty Trophy team to be selected by a Team Manager appointed by the Executive Committee. There is no restriction on the Manager playing in the Liberty Trophy team.
- e) The Liberty Trophy Manager to appoint at least two assistants, after the AGM and before 30th September, to bring to the manager's attention the names of players whom they consider worthy of selection.

The assistants appointed:

- i. Must not come from the same club as the Liberty Trophy Manager.
  - ii. Must come from separate clubs (i.e., not more than one assistant will be appointed from any club).
  - iii. Must be members of fully affiliated clubs.
- f) A Manager shall be appointed by the Executive Committee to select County Under 25 teams.
- g) A Manager shall be appointed by the Executive Committee to select Over 60 Inter-County teams.

## 6. Honorariums

Honorariums will be paid annually on 1<sup>st</sup> June each year to the following Officers of the Association:

Hon. Secretary, Hon. Assistant Secretary, Hon. Treasurer, Hon. Match Secretary (County Friendly matches), Hon. Match Secretary (Presidents Invitation matches), Hon. League Secretary, Hon. Competitions Secretary, & Webmaster.

The amount of each honorarium to be paid will be presented by the Hon. Treasurer to the Council at the AGM for formal agreement and may vary from year to year.

## 7. Honorary Secretary

The Honorary Secretary shall service and keep a record of all business transacted at the General and other meetings and shall submit to the Annual General Meeting of Council a report of the proceedings since the previous Annual General Meeting.

## 8. Honorary Treasurer

The Honorary Treasurer shall render to the Annual General Meeting a precise account of income and expenditure to the 30<sup>th</sup> April audited and signed by the auditor who shall be elected at the A.G.M. Copies of Hon. Treasurer's report and Statement of Accounts shall be sent to every club and member of Council at least 28 days before the Annual General Meeting.

## 9. General Meetings

- a) The notice and agenda of any General Meeting shall be sent to each club at least 28 days before the date of the meeting. Amendments to Propositions and Notices of Motion shall be submitted at least ten days before the General Meeting details of which to be forwarded to the clubs by the Hon Secretary for their information and action.
- b) Members of affiliated clubs and associate clubs (County League only) may attend General Meetings and take part in the business. Delegates of affiliated clubs as specified in Regulation 5(a) 13 & 25 only, shall be allowed to vote.
- c) Every item on the agenda of a General Meeting shall be submitted to the meeting for discussion and all votes for and against recorded.

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- d) At Council and General Meetings the mover of a Motion, but not the mover of an Amendment, shall have the right to reply but shall not introduce new matters but confine his reply to questions raised in the discussion. Immediately after the proposer's reply the question shall be put and a vote taken. The seconder of a Motion or an amendment may do so formally and exercise his right to speak at a later period of the discussion. No person is allowed to speak more than once unless invited to do so by the President. All amendments must be relevant to the Motion under discussion. A direct negative is not a legitimate amendment. Only one amendment may be submitted at one time, but if an amendment fails then another amendment may be moved to the Motion under discussion. No member shall be permitted to move more than one amendment upon the same Motion. Any member who has not already spoken may move 'The question be now put' and upon this being seconded by a like member the President must take a vote and if carried the discussion ceases. The mover of the Motion then exercises his right of reply and a vote taken. Should 'the question now be put' motion fail no further such motion may be put for a period of ten minutes.
- e) The Annual General Meeting of Council shall be held during the month of July each year.
- f) Notices of Motion and nominations for the offices of Junior Vice-President, Hon Secretary, Hon Assistant Secretary, Hon Treasurer, Hon Match Secretary (County Friendly matches), Hon Match Secretary (Presidents Invitation matches), Hon League Secretary, Hon Competitions Secretary, Webmaster and Safeguarding Officer may be submitted by affiliated clubs from their own membership to the Hon Secretary by 1<sup>st</sup> June on the official form provided.
- g) Officers of the Association shall be awarded a FULL County Badge.
- h) If more than one nomination is received for any of the aforementioned offices a ballot shall be held at the Annual General Meeting. If no nominations are received for an office then recommendations to fill the post will be submitted by the Executive to the Annual General Meeting.
- i) The Vice-Presidents move by right of succession to the offices of the President and Senior Vice-President for the ensuing year.
- j) A Special General Meeting shall be called if so determined by the Executive Committee, Hon Secretary or on the requisition of not less than three clubs. Fourteen days' notice shall be given before calling a Special General Meeting and such notice must specify the purpose for which the meeting has been called. No other business shall be transacted at the meeting.

## **10. The Executive Committee in Appeal**

The Executive Committee shall be empowered to adjudicate upon any disputes referred to it arising between or among affiliated clubs as to the meaning of or interpretation of any of the rules, bye laws, regulations and conditions, or on any matter of practice, policy or complaint which it shall hold to be within its jurisdiction. The subject of reference or appeal must be stated in writing to the Hon Secretary (within 28 days from the date the dispute took place) who shall call an Appeal Panel Meeting comprising 5 club delegates, President, Hon Secretary and Safeguarding Officer to deal with this investigation of the facts and, if need be, the examination of witnesses and relevant evidence to suspend or determine the membership of any club or members thereof. Right of appeal to a General Meeting or the next A.G.M as appropriate shall be reserved to the club or the member.

## **11. Conditions of play**

This Association is subject to the World Indoor Bowls Council - Laws of the Sport of Indoor Bowls - as adopted by the English Indoor Bowling Association Ltd and Norfolk County Indoor Bowling Association's Match, League and Championship rules. All bowls used in competitive or representative games in which no official umpire has been appointed, the respective skips shall

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have the right to inspect their opponents' bowls before commencement of the first end to ensure they comply with the requirements of the Laws of the Sport of Indoor Bowls.

## **12. Women Bowlers**

The constitution of this Association legislates for male bowlers only. The Executive Committee acknowledges clubs share the facilities of indoor greens with women bowlers. Women should not be included in any membership return sent to the Hon Secretary.

## **13. Child Protection Policy**

The Association is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls. It will seek to underpin and ensure this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Bodies with specific regard to the Policy & Guidelines Document – Safeguarding Bowls- Issued April 2013

## **14. Alteration to Rules**

Propositions and Notices of Motion making alterations or additions to the foregoing regulations, county match rules, county league rules, or county championship rules shall be made only at the Annual General Meeting provided written notice of the terms of such alterations or additions shall be given to the Hon Secretary by 1<sup>st</sup> June. Amendments to any notified changes to the aforesaid Rules and Regulations will only be accepted if submitted in writing and received by the Hon Secretary at least ten days before the Annual General Meeting of Council

## **15. Protecting our reputation**

All members of affiliated and associate clubs should at all times regard themselves as a representative of both their club and the County Association, and act with proper care and responsible behavior.

As such all members of affiliated and associate clubs should be aware of the dangers of posting any information or comments on social networking sites (e.g. Facebook, X, WhatsApp etc.) about the Association, its Officers or its affiliated members. What an individual may regard as a harmless message could be perceived by others as offensive or distasteful.

Any such defamatory remarks placed on these sites should be reported to the County Secretary and may lead to formal action against the party/parties posting such remarks, and any party/parties adding to the original remark(s).

If the Executive Committee considers that any party/parties conduct is contrary to the interests of the Association and/or injurious to its reputation, they may suspend such party/parties and the party/parties shall be immediately excluded from participating in any activities of the association and the "Executive Committee in Appeal" procedure invoked.

The Association expects that any player or official who is invited to take part in any press, radio, social media, or TV interview, before, during or after an event, will report the matter to the County Secretary.

During any such interview, they are expected to conduct themselves befitting someone representing the Association. Critical or derogatory statements about the Association's affairs, venues for events, sponsors, or the like, should be made through the appropriate channels of the Association and not through the press/social media.

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The writer of any article is obliged to check with the County Secretary to ensure that information given in the article is true and correct. Anyone making a statement that in the opinion of the Executive Committee constitutes a breach of this requirement may be liable to disciplinary action by the Association.

## **16. Dissolution of the Association**

The procedural approach for dissolution of the Association is as follows.

1. A Special General Meeting shall be called by the Executive Committee, Hon Secretary or on the requisition of not less than three clubs.
2. Fourteen days' notice shall be given before calling a Special General Meeting and such notice will specify the purpose for which the meeting has been called, namely, to consider the winding up or dissolving of the Association. No other business shall be transacted at the meeting.
3. If, at that Special General Meeting, the resolution is carried by at least two-thirds of the voting members present, the Executive Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Association, and discharge all debts and liabilities of the Association.
4. Upon dissolution of the Association the Executive Committee shall give or transfer the net assets remaining in equal shares to the clubs which were fully affiliated on the date of the Special General Meeting.