

CONSTITUTION, RULES AND BYE-LAWS

(Amended November 2018)

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CONSTITUTION AND RULES OF THE ASSOCIATION

1 – TITLE

The Association shall be called ‘The Royal County of Berkshire Bowling Association’.

2 – OBJECTIVES

- (a) To promote, foster and safeguard the level green sport of bowls in Berkshire.
- (b) To adopt, and enforce the Laws of the Sport of Bowls as laid down by World Bowls.
- (c) To be a Member of Bowls England and conform to its Rules and Regulations.
- (d) To promote, organise and superintend various competitions among the members of affiliated clubs.
- (e) To hold Inter-County and other matches.
- (f) To interpret any questions of law and practice and arbitrate on all matters submitted to the Association by affiliated clubs or members thereof.
- (g) To promote a safe environment in which children and vulnerable adults can enjoy taking part in the sport of bowls. The Association will seek to underpin and ensure this commitment by following and promoting the Joint Child Protection Policy and Procedures of Bowls England.
- (h) To follow and promote the Equity Policy of Bowls England in respect of equal opportunities.

3 – MEMBERSHIP

- (a) Membership of the Association shall be open to all Clubs in the County of Berkshire, as defined prior to the 1974 Boundary changes, and who play the level green game, either on private greens, or on greens attached to licensed premises, or on Municipal or other public greens, provided that such Clubs possess level greens with a playing surface in addition to banks and ditches as defined in Laws of the Sport. (Clubs affiliated to one or both of the Association’s predecessors The Royal County of Berkshire Bowling Association and the Berkshire County Women’s Bowling Association prior to 1st May 1937 shall not be excluded from Membership if their greens do not comply with these Laws).

[Existing Clubs affiliated to the Royal County of Berkshire Bowling Association and/or the Berkshire County Women's Bowling Association at 31st December 2009 will be automatically transferred to the Association. New Clubs joining after that date must have a minimum membership of 16 playing members].

- (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 Club and greens on which they play.
- (c) Clubs playing on local authority, state managed or other public greens must have a permit from the local or other authority allowing them use of rinks for competitive purposes. No Club playing, or intending to play on a local authority or other public green upon which an Affiliated Club or Clubs is or are playing, shall become affiliated to the Association 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 offered no bona fide objection to its affiliation.
- (d) Applications for affiliation shall be made to the Honorary General Secretary of the Association and shall be accompanied by the name and addresses of the Honorary Secretary and of the green, the names of office bearers of the club, together with a copy of the rules of the club, entrance fee, the first annual subscription to the Association and the first annual subscription to Bowls England. All applications for membership shall be considered by the Management Committee of the Association. Clubs admitted to membership shall be notified by the Honorary General Secretary.
- (e) Subject to the Management Committee having given full consideration of an Association making application for Affiliation, and being fully satisfied as to its credentials, an Association in the confines of the County may become an Affiliated Member provided that all its members are members of a Club affiliated to a County Association. Affiliated Members shall pay a joining fee and an annual sum fixed at the Annual General Meeting of the Association.
- (f) To comply with the provisions of the Data Protection Act 1984 for exemption of registration, the Association is permitted to maintain records on Computer File to include names, addresses, telephone numbers, Email addresses and for the under 25 years of age members, their dates of birth and such details it may disclose in the following circumstances:-
 - 1) Publication of a list of the Association and its affiliated clubs, officers with individual members together with their names, addresses, telephone numbers and Email addresses.
 - 2) Disclosure to other affiliations or associations.
 - 3) Any other disclosure for the purpose of the Association which the Management Committee decides is necessary.

4 – HONORARY LIFE MEMBERS

- (a) Honorary Life Members of the Association shall be bestowed by right on all Past Presidents of the Association and on all Honorary Life Members of either of the Association's predecessors, The Royal County of Berkshire Bowling Association and the Berkshire County Women's Bowling Association, as a mark of distinction, and in recognition of valuable services rendered to the Association and/or to either of its said predecessors.
- (b) It shall be within the powers of the Annual General Meeting to bestow Honorary Life Membership upon a further maximum of four members, as a mark of distinction, and in recognition of valuable services rendered over a long period.
- (c) All Honorary Life Members shall have the right to attend, speak and vote at the Annual General Meeting.
- (d) The right to vote of an Honorary Life Member is conditional upon continued membership of an affiliated club of the Association.

5 – SEVERANCE OF MEMBERSHIP

- (a) It shall be competent to the respective Council, after due investigation of the facts, and, if need be, the examination of witnesses and relevant evidence, to suspend or terminate the membership of any Club or member thereof, but such Club or member shall have a right of appeal to the Council against any decision, provided the appeal, if made on behalf of the Club, be signed by its Secretary and lodged with the respective Honorary General Secretary of the Association within 21 days of the Council's decision. Such appeal shall state the ground or grounds on which it is made.

- (b) No member of an Affiliated Club shall be eligible for election to another affiliated Club unless he/she is in a position to produce his/her clearance for the past year from his/her former Club.

6 – FINANCIAL YEAR

The financial year of the Association shall end on the 30th September of each year.

7 – FEES AND SUBSCRIPTIONS

Every club joining the Association shall pay an Entrance Fee and an Annual Subscription to the Association, the amounts of which to be decided annually by the AGM. Each club will also pay to the Association its Annual Subscription to Bowls England.

A Capitation fee per member as levied annually plus all other fees as laid down in a manner approved by the Annual General Meeting, to be paid to the Treasurer(s) of the Association by the 31st October of each year. Clubs failing to pay these fees and subscriptions within the time stated, shall forfeit all rights and privileges of membership for as long as the fees and/or subscriptions remain unpaid.

Each club will be required to purchase annually a Bowls England Year Book.

8 - DISSOLUTION

In the event of the Association being wound up or dissolved, the funds and assets of the Association remaining after all its debts and liabilities have been satisfied, including the costs and expenses of dissolution, shall be distributed by the Association in General Meeting to an appropriate body or appropriate bodies.

9- OFFICERS

- (a) The following officers of the Association shall be elected at the Annual General Meeting in each year:

Men

President
Senior Deputy President
Junior Deputy President
Honorary General Secretary
Honorary Treasurer
Honorary Assistant Secretary
Honorary Match Secretary
Honorary Competition Secretary
Honorary Secretary and Treasurer of the Benevolent Fund

Women

President
Senior Deputy President
Junior Deputy President
Honorary General Secretary
Honorary Treasurer
Honorary Assistant Secretary
Honorary Match Secretary
Honorary Competition Secretary

Newly elected officers shall assume office on the day following the day of their election.

- (b) No nominations shall be required for the offices of Presidents and Senior Deputy Presidents as those positions shall be filled by the promotion at the Annual General meeting of the previous Senior Deputy Presidents and Junior Deputy Presidents respectively.
- (c) Any affiliated club or relevant section of an affiliated club desirous of nominating a candidate for any office other than President and Senior Deputy President shall make such nomination in writing signed by the club or section Secretary and countersigned by the candidate and send it to the relevant Honorary General Secretary no later than 30th September.
- (d) All nominations for office shall be reported by the Council (who may submit recommendations for the offices of Junior Deputy President) to the Annual General Meeting. If no nomination of a candidate for any office is received by the relevant Honorary General Secretary on or before the second working day after 30th September nominations for that office may be made up to and including the Annual General Meeting.
- (e) If more than one candidate is nominated for any electable office election shall be by ballot. Subject to the remaining provisions of this sub-rule successive ballots (omitting the candidate receiving the smallest number of votes at the previous ballot) shall be taken until a candidate receives more votes than the aggregate of the votes cast for all the remaining candidates. If there are more than two candidates for any electable office some (but not all) of whom receive an equal smallest number of votes the chairperson of the meeting shall determine by lot which of the candidates who received the equal smallest number of votes shall be omitted from the next stage of the ballot. If (whether originally or by elimination at an earlier stage of the ballot) there are two or more candidates for any

electable office both or all of whom receive an equal number of votes the chairperson of the meeting shall determine by lot the candidate who shall be deemed elected.

- (f) In the event of an officer ceasing to hold office during the period of their appointment, the respective Council shall have the power to fill the vacancy until the next Annual General Meeting. This sub-rule shall not apply to the office of Junior Deputy President.
Before filling the vacancy, the Council shall give clubs the opportunity of making a nomination.

10 – HONORARY GENERAL SECRETARY & HONORARY TREASURER

- (a) The Honorary General Secretaries shall agree between themselves who will convene, and prepare Minutes of all General Meetings of the Association.
- (b) The respective Honorary General Secretaries will submit to the Annual General Meeting a report of the proceedings of their part of the Association since the previous Annual General Meeting.
- (c) The Honorary Treasurers shall render to the Annual General Meeting a precise account of the income and expenditure of the past year, for their part of the Association, examined and signed by two competent persons, who shall not be members of their Council, and who shall be elected at the Annual General Meeting. They shall keep the funds of the Association in a Bank approved by the Council.
- (d) Copies of the Honorary General Secretaries' Reports and the Honorary Treasurers' Annual Statements shall be sent to all members of the Councils and the Nominated Delegate of all affiliated Clubs at least seven days before the Annual General Meeting.

11 - ADMINISTRATION

The affairs of the Association shall be conducted by the Management Committee, the Men's Executive Committee, the Women's Executive Committee and both Councils in the following manner.

(a) **Management Committee**

- (i) The Management Committee shall comprise:
- the President (Men)
 - the President (Women)
 - the Honorary General Secretary (Men)
 - the Honorary General Secretary (Women)
 - the Honorary Treasurer (Men)
 - the Honorary Treasurer (Women)
 - one representative from the Executive Committee (Men)
 - one representative from the Executive Committee (Women)

Who shall be elected at the Annual General Meeting together with the two Immediate Past Presidents surviving (provided they remain members of a club affiliated to the Association).

The chairing of the Management Committee will alternate annually by gender unless otherwise agreed.

- (ii) Meetings of the Management Committee to be held twice in any one year. Dates to be determined annually by the Management Committee, with provision to call additional meetings as and when required.

- (iii) The responsibilities of the Management Committee are outlined in Appendix 1.

(b) **Men's Executive Committee**

- (i) The Men's Executive Committee shall comprise: -
- (a) The President
 - (b) The Senior Deputy President
 - (c) The Junior Deputy President
 - (d) Immediate Past President (provided he remains a member of a club affiliated to the Association)
 - (e) The Honorary General Secretary
 - (f) The Honorary Treasurer
 - (g) The Honorary Assistant Secretary
 - (h) The Honorary Match Secretary
 - (i) The Honorary Competition Secretary
 - (j) Three Past Presidents
 - (k) An Officer of the Berkshire County Kennel League

- (l) Any Bowls England Delegate appointed at the Annual General Meeting to attend general meetings of Bowls England and to vote, sign on behalf of the Association and undertake any other action required of a full member of Bowls England.

All shall be elected at the Annual General Meeting.

The Executive Committee shall have the power to co-opt person(s) as appropriate.

- (ii) Meetings of the Executive Committee to be held four times a year with provision to call additional meetings as and when required and subject to review.
 - (iii) The responsibilities of the Men's Executive Committee are as outlined in the Appendix 2.
- (c) **Men's Council**
- (i) The Men's Council shall consist of the Members of the Executive Committee, Honorary Life Members, County Coach, Greens Maintenance Representative, Secretary of the Benevolent Fund, an Officer of the Berkshire County Kennet League and one representative of each affiliated club (whose name and address shall be notified by the club to the Honorary General Secretary).
 - (ii) The President shall be the Chairman of the Council and shall have a casting vote, in addition to his own vote.
 - (iii) The Council shall meet in the month of October of each year and at any other time if necessary. Fifteen members shall form a quorum.
 - (iv) Members of the Selection committee who are not members of the Council shall be entitled to attend and speak at the meetings of the Council and to vote.
 - (v) The Council shall in addition to any other Committee it may decide upon, elect an Executive Committee consisting of the Officers of the Association and three Past Presidents, an Officer of the Berkshire County Kennet League and the Executive Committee shall be empowered to co-opt additional non-voting members as and when deemed necessary.

This Committee shall be empowered to deal with all matters arising in the interval between Council Meetings, except for matters relating to Selection and matters which would involve alteration to, or suspension of, the Constitution and Rules which shall be only in the power of the A.G.M.

Five members of the Committee shall form a quorum.

(d) **Women's Executive Committee**

- (i) The Women's Executive Committee shall comprise: -
 - (a) The President
 - (b) The Senior Deputy President
 - (c) The Junior Deputy President
 - (d) Immediate Past President (provided she remains a member of a club affiliated to the Association.
 - (e) The Honorary General Secretary
 - (f) The Honorary Treasurer
 - (g) The Honorary Assistant Secretary
 - (h) The Honorary Match Secretary
 - (i) The Honorary Competition Secretary
 - (j) And one member from each zone
 - (k) Any Bowls England Delegate appointed at the Annual General Meeting to attend general meetings of Bowls England and to vote, sign on behalf of the Association and undertake any other action required of a full member of Bowls England.

All shall be elected at the Annual General Meeting.

The Executive Committee shall have the power to co-opt person(s) as appropriate.

- (ii) Meetings of the Executive Committee to be held in January, April, May, June, July and September with provision to call additional meetings as and when required and subject to review.
- (iii) The responsibilities of the Women's Executive Committee are as outlined in Appendix 2.

(e) **Women's Council**

- (i) The Women's Council shall consist of the Members of the Executive Committee, Honorary Life Members, and one representative of each affiliated club (whose name and address shall be notified by the club to the Honorary General Secretary). The three Zone Selectors shall be entitled to attend and speak at Council Meetings and are entitled to a vote.
- (ii) The President shall be the Chairman of the Council and shall have a casting vote, in addition to her own vote.
- (iii) The Council shall meet as often as the business at hand demands. Fifteen members shall form a quorum.

12 – GENERAL MEETINGS

- (a) The Annual General Meeting of the Association shall be held in November of each year. Twenty-Five members shall form a quorum.
- (b) A Special General Meeting may be convened by the respective Council at any time, and shall be on a requisition signed by representatives of not less than three affiliated Clubs, specifying the proposition or propositions to be submitted. Twenty five members shall form a quorum.
- (c) Fourteen days' notice shall be given to all concerned of all Annual and Special Meetings.
- (d) Each affiliated Club shall be entitled to send two representatives to the Annual and Special General Meetings of the Association who shall be entitled to vote on all matters.

13 – COMPETITIONS

The Council(s) shall be responsible for all Competitions under their jurisdiction.

Each Competitor entering for a County Competition, whichever it may be, will purchase a County Yearbook.

14 – SELECTION

(a) **Men's Selection Committee**

A Selection Committee shall be elected at every Annual General Meeting. The duties of the committee shall be:-

- (i) To appoint a Team Manager for a period of two years, who will be responsible for managing the Middleton Cup and Home Counties League Squads.

Note The Middleton Cup and Home Counties League Squads will comprise of players who are playing members of Clubs affiliated to the Association provided that such players: -
Have not played for another County, or entered or played in County Competitions for another County during the current season.
Are not the Team Manager, or one of the Group Selectors.

- (ii) To select the players who will form the Middleton Cup and Home Counties League Squads, from which the Middleton Cup and Home Counties League sides will be chosen.

Notes The choosing of the sides for each match will be the responsibility of the Team Manager, with the assistance of the Group Selectors. They will be empowered to adjust the composition of the squads to cover non-availability of players, or to recommend the inclusion of additional, or replacement players to the Squads.

The Team Manager and Group Selectors will not be eligible to play in Middleton Cup or Home Counties League matches, except in exceptional circumstances.

Officers and Past Presidents of the County, affiliated Club Secretaries, or existing County Badged players, are invited to submit the names of any unbadged player, or players, who are thought by them to possess both the ability and temperament to play in the Home Counties League matches. These names should be submitted to either the Team Manager or the appropriate Group Selector, so that their suitability can be assessed.

- (iii) To select teams to play in all non-Middleton Cup and non-Home Counties League matches. These teams to be selected from either Berkshire County badged players, or from those who have qualified, and been approved by the Selection Committee, to receive a County Badge.
- (iv) For the criteria for awarding County Badges, see Bye-Laws.

- (v) Appoint an Under 30 Team Manager and Assistant Manager who together with the Junior Deputy President will form the Under 30 Selection Committee.
- (vi) The Committee shall consist of the following members: The President, and the Group Selectors (representing Groups as set out in 15 below), with the Honorary General Secretary and the Honorary Match Secretary attending ex officio.
- (vii) The representatives of the groups shall be elected at the Annual General Meeting in accordance with the following arrangements:

A new nomination for membership of the committee must be made on behalf of a Club in the Groups (as outlined in 15 below), signed by the Club Secretary and counter-signed by the Candidate.

The Council requires a candidate to have five years bowling experience at RCBBA County Level as a minimum entry condition for this position. The nomination must be sent to the Honorary General Secretary not later than the 28 days prior to the Annual General Meeting. The Honorary General Secretary shall send with the notice of the Annual General Meeting particulars of the Candidates nominated for membership of the Committee.

If more than one Candidate is nominated for a Group (as set out in 15 below), voting papers shall be given to the following representatives of each Club in the Group present at the meeting, namely the Club's Representative on the Council and the two Representatives appointed by the Club to attend the meeting.

The completed voting papers shall be handed to the Chairman and counted by the Scrutineers appointed at the meeting. Successive ballots (omitting the Candidate receiving the smallest number of votes at the previous ballot) shall be taken until a Candidate has a majority over all remaining Candidates.

If there are more than two candidates for any electable office some (but not all) of whom receive an equal smallest number of votes the chairperson of the meeting shall determine by lot which of the candidates who received the equal smallest number of votes shall be omitted from the next stage of the ballot. If (whether originally or by elimination at an earlier stage of the ballot) there are two or more candidates for any electable office both or all of whom receive an equal number of votes the chairperson of the meeting shall determine by lot the candidate who shall be deemed elected.

- (viii) The venues for Home County Matches will be chosen by the Selection Committee.

(b) Women's Selection Committee

A Selection Committee shall be elected at every Annual General Meeting. The duties of the committee shall be: -

- (j) To appoint a Team Manager for a period of two years, who will be responsible for managing the John's Trophy and Walker Cup squads. This post will be advertised throughout the County.

Note The Johns Trophy and Walker Cup squads will comprise of players who are playing members of Clubs affiliated to the Association provided that such players: -
Have not played for another County, or enter or played in County Competitions for another County during the current season.

- (ii) To select players for the John's Trophy or Walker Cup squads from which the John's Trophy or Walker Cup sides will be chosen.

Notes The choosing of the sides for each match will be the responsibility of the Team Manager, with the assistance of the Zone Selectors. They will be empowered to adjust the composition of the squads to cover non-availability of players, or to recommend the inclusion of additional, or replacement players in the Squads.

The Team Manager and Zone Selector's will not be eligible to play in the Johns Trophy or Walker Cup matches, except in exceptional circumstances.

Officers, Past Presidents of the County, affiliated Club Secretary, or existing County Badged players, are invited to submit the names of any unbadged player or players, who are thought by them to possess the ability and temperaments to play in the Johns Trophy

- matches. These names should be submitted to either the Team Manager or the appropriate Zone Selector, so that their suitability can be assessed.
- (iii) To select teams to play in all non-Johns Trophy and non-Walker Cup League matches. These teams to be selected from either Berkshire County Badged player, or from those who have qualified, and been approved by the Selection Committee, to receive a County Badge.
 - (iv) For the criteria of awarding County Badges, see Bye-Laws.
 - (v) Appoint an Under 30 Team Manager and Assistant Manager who together with the Junior Deputy President will for the Under 30 Selection Committee.
 - (vi) The Committee shall consist of the following members: The President and the Zone Selectors (representing Zones as set out in 15 below), with Honorary General Secretary and the Honorary Match Secretary attending ex officio.
 - (vii) The representatives of the Zones shall be elected at the Annual General Meeting in accordance with the following arrangements: -
 A new nomination for membership of a committee must be made on behalf of a Club in the Zones (as outlined in 15 below), signed by the Club Secretary and Counter-signed by the Candidate.
 The Council requires a candidate to have five years bowling experience at RCBBA County Level as a minimum entry condition for the position. The nomination must be sent to the Honorary General Secretary no later than 28 days prior to the Annual General Meeting. The Honorary General Secretary shall send with the notice of the Annual General Meeting particulars of the Candidate nominated for membership of the Committee.
 If more than one Candidate is nominated for a Zone (as set out in 15 below), voting papers shall be given to the following representatives of each Club in the Zone present at the meeting, namely the Club's Representative on the Council and two Representatives appointed by the Club to attend the meeting.
 The completed voting papers shall be handed to the Chairman and counted by the Scrutineers appointed at the meeting. Successive ballots (omitting the Candidate receiving the smallest number of votes at the previous ballots) shall be taken until a Candidate has a majority over all remaining candidates.
 If there are more than two candidates for any electable office some (but not all) of whom receive an equal smallest number of votes for chairperson of the meeting shall determine by lot which of the candidates who received the equal smallest number of votes shall be omitted from the next stage of ballot. If (whether originally or by elimination at an earlier stage of the ballot) there are two or more candidates for any electable office both or all of whom receive an equal number of votes the chairperson of the meeting shall determine by lot the candidate who shall be deemed elected).
 - (viii) The venues for the Johns Trophy and Walker Cup will be chosen by the selection committee in conjunction with the Match Secretary.

15 – COUNTY GROUPS, SECTIONS AND ZONES

For the purpose of County Competitions and the election of members to the Selection Committees the Clubs shall be divided into Groups, Sections or Zones. The composition of the Groups/Sections/Zones shall be settled by the respective Council from time to time as may be necessary and the details of the Clubs in the respective Groups/Sections/Zones shall be set out in the Annual Year Book.

For the men each Selector shall be elected to represent 2 Groups which shall comprise: -

Groups 1 & 2	Section A
Groups 3 & 4	Section B
Groups 5 & 6	Section C
Groups 7 & 8	Section D

For the women each Zone (East, West and Central) will nominate their own representative.

The appointment of members to the Selection Committees to be confirmed at the Annual General Meeting.

16 – MISCONDUCT/DISCIPLINARY APPEALS

- (a) The respective Council shall be empowered to adjudicate upon any disputes referred to it, arising between or among affiliated Clubs and members thereof, as to the meaning or interpretation of the Laws of the Sport, or any of the Rules, Regulations and Competitions, or any matter of practice policy or complaint which it shall hold to be within its jurisdiction.
- (b) Affiliated clubs or members of affiliated clubs may appeal, in writing, to the respective Honorary General Secretary of the Association, having exhausted all procedures at club level as determined by the Rules of the club. Any appeal to the Association must be lodged within 14 days of the decision of the club having been notified to the appellant in writing.
- (c) The respective Honorary General Secretary of the Association will convene an Appeals Panel to include a President or a Senior Deputy President together with 3 member of the respective Executive Committee within **28 days** of the date of receipt of the appeal.
- (d) The appeal will take the form of written evidence or in person by the appellant who is permitted to call evidence in support of the appeal. The club involved is required to provide the respective Honorary General Secretary with copies of the relevant letters and minutes relating to the appeal.
- (e) The decision of the Appeals Panel will be conveyed, in writing, to the appellant and others within 7 days of the hearing together with a copy of the relevant minutes.
- (f) In the event of the appeal being dismissed by the Association, the opportunity to appeal to Bowls England in accordance with Bowls England Rules, remains.
- (g) For all matters relating to discipline, the procedures as set out in Bowls England Regulation 9 (Appeals from Club Disciplinary Committee) or Regulation 9A (Misconduct at County level), as appropriate, shall be applied in full.

17 – INDEMNITY

Each member (**and employees from time to time**) of the Association shall (to the extent that such person is not entitled to recover from any policy of insurance) be entitled to be indemnified out of any or all funds available to the Association, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Association, or arising there from, or incurred in good faith in the purported discharge of such duties.

18 – PROTECTION OF CHILDREN AND VULNERABLE ADULTS

The Association fully accepts its legal and moral obligations to exercise its duty of care and to protect all children (and vulnerable adults) participating in its activities, and to safeguard their welfare.

The Association is committed to do this by acknowledging that:

- (a) The welfare of the child is paramount.
 - (b) Each child irrespective of age, gender, religion, race or disability has the right to protection from abuse.
 - (c) Each child has a right to be safe, and to be treated with respect and dignity.
- The Association shall use its best endeavours to ensure that:
- (a) All allegations of abuse are taken seriously.
 - (b) The response to them is swift and appropriate.
 - (c) The effectiveness of the policy is reviewed annually.
 - (d) Coaches, and other adults, have recourse to any allegation made against them.
 - (e) A responsible person(s) shall be appointed annually as a Child Welfare Officer, to whom members can address any concerns.

19 – EQUITY

The Association shall ensure that no member, volunteer, employee or job applicant receives less favourable treatment on grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, social status, sexual orientation or political belief. The Association shall ensure that everyone who wishes has an equal opportunity to participate in the sport of bowls at all levels and in all roles.

20 – ALTERATION TO CONSTITUTION AND RULES

A copy of the Constitution and Rules of the Association shall be sent to the Nominated Delegate of every affiliated Club.

Alteration of or addition to any or all of the Constitution and Rules shall be made only at the Annual General Meeting or at a Special General Meeting convened for the purpose. Written notice of the terms of the proposed alteration(s) or addition(s) (which shall also be stated in the Notice of Business for such meeting) shall be given to the Honorary General Secretary of the Association in the case of:

- (a) Annual General Meeting not later than 31st August.
- (b) Special General Meeting not less than 28 days before the meeting. The proposed alteration(s) and addition(s) shall be specifically stated by the Honorary General Secretary when sending out notice of such meeting.

No such proposal for alteration(s) or addition(s) to the foregoing Constitution and Rules shall be deemed to have been passed unless a majority of the votes cast are in favour.

21 – MATTERS NOT PROVIDED FOR

If any matters shall arise which in the opinion of the Management Committee is not provided for in this Constitution then the same may be determined by the Management Committee 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 of a General Meeting.

22 – APPENDIX 1

MANAGEMENT COMMITTEE RESPONSIBILITIES

Finance

1. Financial Performance
2. Annual Budgets
3. Sponsorship
4. Match Fees
5. Affiliation and Capitation Fees
6. Bowls England Fees

Policy and Management

1. Policy and Constitution
2. Logo/Colours
3. Annual General Meeting
4. Child Protection
5. Grievance and Discipline

Development

1. EBYDS
2. Bowls Coaching
3. Public Relations
4. National Representative

Competitions and Matches

1. National Championships
2. National Competitions
3. Match Programme
4. Competition Programme

Member Services

1. Associate Members
2. Joint Handbook
3. Greens Maintenance
4. Civil Liability Insurance

23 – APPENDIX 2

EXECUTIVE COMMITTEES RESPONSIBILITIES

1. National Championships
2. County Competition Rules
3. County Competition Draw
4. Team Selection
5. Management of Budgets
6. Bowls England Matters
7. Nominations for Honorary Life Membership
8. Liaison with other Counties for Touring Sides
9. Liaison with EBUA
10. Liaison with Kennet League et al
11. Liaison with Thames Valley League et al

24 – BYE LAWS

1 - AWARDING OF COUNTY BADGES (Amended December 2016)

General

The Association will consider, and where appropriate, approve the awarding of a County Badge to a player who is a member of an affiliated club and who:-

- a) Has been awarded a County Badge by another County, providing that the County in question has awarded the Badge on the basis of bowling achievements, similar to that operating within Berkshire.
- b) Or has been an International player in another Country, which is a full member of World Bowls.

Note Nominations for Badge transfers should be made by the affiliated club of which the Player is a member, and should identify the County/Country, which has awarded the Badge, plus the player's appropriate competition record in that County or Country.

The Honorary General Secretary will verify the competition record of such a player with the appropriate County/Country Association.

Players who are Unbadged

A County Badge will be awarded to:

- a) **Finalists** of the County Singles, Pairs, Triples, Fours, Two Wood Singles, Junior Singles (The badge to be awarded on the day of the Finals). Provided that in the team games, the player has played in at least four rounds of the competition, including the Final.
- b) **Winners** of the Senior Fours, Junior Pairs, Unbadged Singles, Champion of Champions, Men's 2 Wood Champion of Champions, Ladies County Over 55 Singles. Ladies County Over 55 Pairs. Provided that in the team games, the player has played in at least four rounds of the competition, including the Final. (The Badge to be awarded on the day of the Final).
- c) **Runner up** of the Unbadged Singles (The Badge to be awarded on playing first game)
- d) **Semi-finalist** of the Singles, Pairs (The badge to be awarded on playing first game)

A County 2 year Colt Badge will be awarded to:

- a) **Quarter-finalist** of the Singles, Pairs. Provided the player has played in at least four rounds of the competition including the Quarter-final.
- b) **Semi-finalist** of the Triples, Fours, Two Wood Singles, Unbadged Singles. Provided the player has played in at least four rounds of the competition including the Semi-final.
- c) **Runner up** of the County Champion of Champions, Men's County 2 wood champion of Champions, Ladies County Over 55 Singles, Ladies County Over 55 Pairs. Provided the player has played in at least four rounds of the competition including the Final

- d) **Winners of the Men's:** Club Championship, Double Fours, Mixed Double Fours, Benevolent Triples, Provided the player has played in at least four rounds of the competition including the Final
- e) **Runners Up** of the Senior Fours, Junior Pairs, provided that in the team games, the player has played in at least four rounds of the competition, including the Final.

A Player will qualify for their Full County Badge after playing 2 County Matches, one match in consecutive years to count towards a Full County Badge. A Colt Badge will be awarded on completion of their first match

A County 3 year Colt Badge will be awarded to:

- a) **Last 16** of the Singles, Pairs. Provided the player has played in at least four rounds of the competition including the Last 16.
- b) **Quarter-finalist** of the Triples, Fours, Two Wood Singles, Unbadged Singles. Provided the player has played in at least four rounds of the competition including the Quarter-final.

A player will qualify for their Full County Badge after playing in three County Matches, one match in consecutive years to count towards a Full County Badge. A Colt Badge will be awarded on completion of their first match

1. Should a player, through illness or accident be unable to play a qualifying match, they will at the discretion of the Committee, be allowed one further year to qualify for their County Badge.
2. A Colt will be required to apply for a least three matches per year during the qualification period.
3. A Colt will be permitted to enter their respective Unbadged Competitions during the qualifying period, but not in their Badge year.
4. An Unbadged player will be awarded their Full County Badge when selected for their first John's Trophy, Walker Cup, Middleton Cup or Balcomb Trophy match.
5. After playing their third Middleton Cup/John's Trophy/Walker Cup a player will be awarded their relevant flash.
6. A player will be awarded a Home Counties League Flash after playing their third match in the League.
7. Nothing in the rules shall prevent the Association awarding a Full County Badge to an elected Officer.

County Badges will also be awarded for the following:

Quarter-finalists of the following Bowls England National Competitions:-

Club Two Fours, Senior Singles, Senior Pairs, Mixed Pairs, Mixed Fours, Family Pairs, Top Club, Tony Allcock Trophy and Last 16 of the National Champion of Champions Singles, provided that they have played in at least six rounds of the Competition (including the last 16)

2 – DRESS (Amended December 2018)

Men

The dress to be worn when playing any County representative game shall be as follows: White trousers or Bowls England licensed and approved white shorts, County registered shirt, white flat soled bowling shoes. The wearing of hats is optional, but when worn should be white with County hat band or white cap.

Women

Association Matches

The dress to be worn at all Association matches and other representative games including the John's Trophy and Walker Cup shall be as follows:-

Regulation white skirt/trousers/cropped trousers/shorts. Shorts if worn must be Bowls England licensed and approved apparel. Skirt to be two inches below the knee and have two pleats front and back. Green blazers. Regulation County shirts (with badge), white jumpers, waistcoats & cardigans-all knitwear to be plain. Green reversible jacket may be worn and is optional. The County Zip up track jacket is also optional. White flat soled bowling shoes must be worn.

The wearing of hats is optional, however when worn, must be white and unadorned other than the County hat band, (the bow should be worn on the left hand side). White baseball caps may be worn on the green and they may display a discreet County logo.

Eye-shields, sunglasses, hinged or otherwise, may be worn.

Bowlers to arrive at Association Matches in County Uniform with WHITE Regulation Skirt/Trousers/Cropped Trousers and black shoes or sandals & handbags.

Funerals and Memorial Services

Dress for county representation at funerals and memorial services will be County blazer, grey skirt or trousers and black walking shoes.

3 – COUNTY PLAYERS CODE OF CONDUCT

A bowler shall, at all times, conduct himself/herself in a manner that reflects favourably upon fellow bowlers, county and national authorities and Bowls England, both on and off the bowling green.

A County Player is defined as any person chosen as a Player or Reserve for County duty or in any Trial Team or Squad selected by the County. He/she shall have the following obligations for the duration of any event.

- (a) With respect to bowling – after Bowls England, give priority to any Squad get-together, practice match or event appertaining to his/her selection to represent the County.
- (b) Observe at all times the relevant Rules and Regulations of the County, National, British Isles and World governing bodies of the sport.
- (c) Accept control by the appropriate Team Manager in all matters as follows:
 - (i) Dress – both on and off the green.
 - (ii) Squad get together and practice.
 - (iii) Report at prescribed times punctually.
- (d) Make the appropriate Team Manager/Officer aware of any medication being taken prior to or when participating in Trials or County matches. Inform the Team Manager/Officer of any personal circumstances which may affect his/her performance in the team.
- (e) To adhere to the currently applicable Drug Testing Policy of Bowls England.
- (f) Not to render himself/herself unfit through alcohol or drugs either on or away from the green.
- (g) To show respect to colleagues, opponents and officials and not to subject them to any physical or verbal abuse at any time.
- (h) Not to give an interview to the press or media without the permission of the Team Manager/Officer whilst on County duty and if given permission, to conduct himself/herself in a manner befitting a person representing their County.