

# North West Essex Bowling Association

Founded 1970

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## Constitution & Rules

Updated January 2019

### **1. TITLE**

The title of the association shall be The North West Essex Bowling Association.

### **2. OBJECTS**

The objects of the association shall be to foster a spirit of goodwill among its members, and to further and to promote the game of bowls among males in a more competitive spirit by :-

- [a] Playing matches in league form.
- [b] Playing association representative matches.
- [c] Playing competition matches between members of clubs affiliated to the association.
- [d] Playing the game in accordance with the Rules and Regulations of World Bowls, Bowls England and of this association.
- [e] Engendering support for the Essex County B.A. Benevolent Fund.

### **3. MEMBERSHIP**

[a] The NWEBA shall consist of bowling clubs within the area of North West Essex, and they shall be elected annually at the NWEBA Annual General Meeting.

[b] Application for membership of the association by any qualifying bowling club shall be made annually, in writing to the Hon. General Secretary NWEBA, at least 21 days before the date of the NWEBA Annual General Meeting. Applications by clubs, for teams to be entered into the Leagues, to be submitted to the League Secretary at the same time.

[c] Each affiliated club may appoint annually, one representative member as their delegate to the association.

[d] Application may be made for one or more teams from each club to participate, each year, in the league programme.

[e] Any club, or team, may withdraw from the league, or the association, on giving written notice to the Hon. General Secretary at least 21 days before the date of the AGM. Such withdrawal results in forfeit of all rights and interests in the property or funds of the association.

[f] Any newly affiliated club, or additional league team, shall be initially entered to the lowest division of the appropriate league section.

[g] All affiliated clubs, and their members, shall be under the jurisdiction of the association Management Committee [See Rule 7] for all competitions, league and other fixtures held by the association and must conform to the rules applied by the association.

[h] Life Membership: All past Presidents shall be made Life Members of NWEBA and granted the privilege of attending all meetings but shall have no voting rights except as specified in Rule 8[a]

#### **4. FEES AND SUBSCRIPTIONS**

[a] The annual subscription for association membership payable by each club for each team entered in the league, or for affiliation to the association, shall be at the rate determined annually at the AGM.

[b] All subscriptions - made payable to THE NORTH WEST ESSEX BOWLING ASSOCIATION - must be returned to the Hon. Treasurer 21 days before the AGM each year.

[c] Any club failing to make this payment shall be liable to forfeit all rights and privileges of association membership.

#### **5. ADMINISTRATION**

The association shall be governed in accordance with the Rules, Regulations and Bylaws of Bowls England or of this association. The affairs of the association shall be conducted through the management Committee, the General Committee and the Selection Committee.

#### **6. ASSOCIATION OFFICERS**

[a] Association Officers - President; Deputy President; Hon. General Secretary; Hon. Treasurer, Hon. Match Secretary; Hon. League Secretary, Hon. Competition Secretary; Captain; Vice Captain; and Tour Secretary - shall be members of affiliated clubs and shall be elected annually at the AGM.

[b]The Management Committee shall make their recommendations to the AGM in regard to these officers.

1.[a]President - The term of office for the elected President shall be for one year and shall follow the term of office as Deputy President.

[b] The retiring President, as Immediate Past President, shall be eligible to serve on the Management Committee for a period of three years following his year of office.

[c] The elected President shall have the right of entry to all sub-committees, ex-officio.

2.[a] Deputy President - The term of office for the Deputy President shall be one year, as President Designate.

[b] Nominations for the office of Deputy President may be submitted, in writing, by any affiliated club. Such recommendations must be received by the Hon. General Secretary at least 21 days before the date of the AGM.

3.Club Delegate - As the representative member of his club, each club delegate shall be responsible for all relevant matters pertaining to his club, and to the association.

## **7. MANAGEMENT COMMITTEE**

[a] The Management Committee shall consist of :-  
President; Deputy President; Hon. General Secretary Hon. Treasurer; Hon. Match Secretary Hon. League Secretary, Hon. Competition Secretary, Captain; Vice Captain; Tour Secretary and three qualifying Past Presidents; and shall attend to all business requiring urgent attention.

[b] The Management Committee shall have power to deal with all matters relating to the association not provided for in these Rules, and in the event of any breach thereof, shall have power - after due inquiry - to take such action as is deemed proper.

[c] Four representatives of the Management Committee shall form a quorum.

## **8. GENERAL COMMITTEE**

[a] The General Committee shall consist of :-  
President; Deputy President; Hon. General Secretary; Hon. Treasurer; Hon. Match Secretary; Hon. League Secretary; Hon. Competition Secretary; Captain; Vice Captain; Tour Secretary; three qualifying Past Presidents; and ONE delegate from each club affiliated to the association.

[b]A vacancy arising from the resignation or temporary absence of any club delegate may be filled by the club concerned by another club member during that year.

c] Where a club delegate is unable to attend a specific meeting, any other member of his club may be nominated to deputise for him

[d] General Committee meetings will be held in the months of April and October each year, and at varying intervals as warranted.

[e] Eight members of the General Committee shall form a quorum.

## **9. SELECTION COMMITTEE**

[a] The Selection Committee shall consist of :-  
Captain; Vice Captain; Hon. Match Secretary and Hon. General Secretary, who shall select teams for all association representative matches, either from players nominated by their clubs, or as otherwise selected by the Selection Committee. The player must be a member of an affiliated club, or a Past President or a badged player subject to Selection Committee approval.

[b] Team sheets will be published and circulated to all Club Delegates whose club members are selected to play.

[c] Two members of the Selection Committee shall form a quorum.

## **10. ANNUAL GENERAL MEETING**

[a] The Annual General Meeting shall be held each year on an appointed date in the month of November, at which the following business shall be transacted :-

[b] The minutes of the last AGM shall be read and confirmed, and any business arising there from dealt with.

c] Presentation and adoption of reports from :-  
Hon. General Secretary, Hon. Treasurer; Hon. Match Secretary ; Hon. League Secretary; Hon. Competition Secretary; Captain; and Tour Secretary.

[d] Election of Officers and representatives on the Management Committee.

[e] Appointment of auditors.

[f] Additions or amendments to Rules, if any.

[g] Notice of Motion by affiliated clubs, or their members, shall be submitted-through club secretaries- not less than 6 weeks (42 days) before the date of the AGM and that copies of these should be sent to all Delegates.

## **11. SPECIAL GENERAL MEETINGS**

[a] A Special General Meeting of the association may be convened at any time, subject to 21 days notice being given by the Hon. General Secretary.

[b] A resolution stating its purpose shall be signed by the secretaries of not less than three [3] affiliated clubs.

[c] No other business shall be transacted at such a meeting.

[d] The Management Committee may convene a Special General Meeting at any time. Notice of this meeting shall be sent to all delegates and officers at least 21 days before such meeting,

## **12. GENERAL TO ALL MEETINGS**

[a] At all meetings, except those of the Selection Committee, where there are present more than one member from an affiliated club, only one member [ be he a delegate or not] shall be entitled to vote if the business under discussion relates to such clubs, or any member thereof.

[b] Any member of an affiliated club may attend Annual General, or Special General Meetings, and may take part in the business of same, but only delegates may vote.

[c] A substitute delegate may represent his club at all meetings, except Selection Committee, provided the Hon. General Secretary has been notified.

[d] At least seven [7] days notice shall be given of all association meetings. Every item on an agenda shall be submitted to the meeting for discussion and put to the vote if necessary.

[e] The Hon. General Secretary shall keep a record of the business transacted at all meetings and shall submit the same through his annual report to the AGM.

[f] The Hon. Treasurer shall keep a full account of his receipts and disbursements and shall submit the same, duly audited, to the AGM.

### **13. COMMITTEE IN APPEAL**

[a] The Management Committee shall be empowered to adjudicate on any disputes referred to it, that may arise between affiliated clubs or their members, on the meaning or interpretation of any of the Rules and Regulations of the association, or any matter of practice, policy or complaint which it shall hold to be within its jurisdiction.

[b] The subject of reference, or appeal, must be stated in writing and presented to the Hon. General Secretary, who will call a Management Committee meeting to discuss it or postpone consideration to the next General Committee meeting.

[c] Representatives of the parties concerned may be heard, if required to attend, at any meeting for such purpose aforementioned.

[d] The decision of the committee shall be final.

### **14. SEVERANCE OF MEMBERSHIP**

[a] It shall be up to the Management Committee, after due examination of the facts and if need be after the examination of witnesses and relevant evidence.

[b] Such club or member shall have a right of appeal to the association against any such decision, provided the appeal be signed by the club secretary for, and on behalf of the club or its member, and this be lodged with the Hon. General Secretary within 21 days of the Management Committee decision. The appeal must state the grounds on which it is made.

### **15. ALTERATIONS AND ADDITIONS TO RULES**

[a] Alterations or additions to Rules shall only be made at an AGM or a Special General Meeting convened for that purpose.

[b] Proposed alterations or additions to Rules shall be submitted in writing, by affiliated clubs, not less than 42 days before the AGM meeting, to the Hon. General Secretary.

## **16. GENERAL RULES AND REGULATIONS**

1. In compliance with Bowls England Rules the promotion and playing of bowls in representative, league or competition form, organised by this association shall be solely for male members of clubs affiliated to the NWEBA.

### 2. Qualification of players

[a] Any bona-fide member of a club affiliated to the association shall be eligible to play in association representative, league or competition matches.

[b] No transfer of league team players between clubs will be allowed without the sanction of the Management Committee. No such player may be transferred more than once in a season.

### 3. Association Representative Matches

[a] Each affiliated club may nominate players for all association representative matches.

[b] Team selection shall be made from the nominations received, or as otherwise selected by the Selection Committee.

[c] Only association matches against other association teams [indoor or outdoor] are considered Badge Qualifying games.

[d] President's Day, club or other friendly matches [indoor or outdoor] are not Badge Qualifying games.

[e] That ladies be allowed to play in Association friendly matches but only when not enough men are available to complete the team.

### 4. Association Blazer Badge

[a] The Association Blazer Badge shall be awarded to a player who had played in four [4] Qualifying Inter-Association games.

[b] Not more than two [2] Qualifying Inter Association games shall count towards Badge Qualification in any one year.

[c] The cost of an Association Blazer Badge shall be borne by the recipient.

### 5. Association Tours

[a] Matches on tour shall be arranged solely for male members but if there are not enough men available, then ladies may be allowed to make up the team.

[b] Plaques, trophies or other mementos of a tour shall only be presented after due consideration by, and with the agreement of, the Tour Committee. [President, Match Secretary and Tour Secretary.]

## **17. CHILD PROTECTION**

The North West Essex Bowling 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.

## **18. GENERAL LEAGUE RULES**

1.[a] The league shall be comprised of two [2] Sections on an area basis.

[b] Section 1 shall comprise clubs from the Eastern part of North West Essex.

[c] Section 2 shall comprise clubs from the Western part of North West Essex.

[d] Each Section shall be sub-divided to form one or more Divisions as appropriate.

[e] From the number of teams available a majority - or equal - number of teams will be allocated to the 'A' Division of each Section.

[f] The remaining teams will be allocated to the other Division - or Divisions - of the Section.

[g] The final constitution of each Division, including promotion and relegation, will be reviewed annually at the AGM.

2. Any club or team newly affiliated to the association will be entered initially to the lowest Division of its League Section.

3.[a] Promotion and relegation will apply each year within any Section having more than one Division.

[b] The winning two [2] teams of each Division other than A, will be promoted to the next higher Division of each Section, in the following year.

[c] The bottom two [2] teams of each Division will be relegated to the next lower Division of each Section, in the following year.

4.[a] Teams in Division A and B will play each other at least once on a home and away basis. In divisions with less than 8 teams, there may not be an equal number of home and away games. In Divisions with more than 8 teams a maximum of 14 games will be played, seven at home and seven away with each team playing all of the other teams in the Division at least once.

[b] The day for play shall be Wednesday, on dates and at starting times, as published in the League Handbook.

[c] During August all matches must start not later than 6 pm. Otherwise, league matches must start not later than 6.15 p.m. but may be started earlier by mutual agreement of the two clubs involved.

5. [a] Each team will consist of nine [9] players, as three [3] sets of Triples.

[b] Each game will consist of eighteen [18] ends.

[c] In addition two [2] trial ends may be played, at the discretion of the Visiting Captain.

[d] Ladies may play in league matches when there are not enough men available to complete a team but a maximum of two ladies in a Club's one or lowest team may play. The ladies must be affiliated to the County and Bowls England to be eligible to play.

6.[a] In each game the team with the highest number of shots will score two [2] points.

[b] If a game is drawn then each team will score one [1] point.

[c] In addition each winning triple will score two [2] points.

[d] Each drawing triple will score one [1] point.

[e] The winners of each Division will be determined by the highest number of points gained. In the event of two or more teams having the same number of points, the Divisional winner will be decided on Shot Difference,

7. Each Home team shall send their results sheets to the Hon. League Secretary, duly signed by the opponent Captain, at the conclusion of and in any event within 48 hours of each match.

8. The random draw for rinks shall be made by the visiting captain, by writing the rink numbers on the back of both sets of cards.

9. If the Home club fail to telephone the League results to the Hon. League Secretary on the day that the league fixture is played on two or more occasions then that club will be deducted 8 points at the time of the second failure to notify their results.

## **19. LEAGUE CHAMPIONSHIP**

[a] The A Division winners of each Section to play each other to decide the League Championship. The above Rules to apply.

[b] The B and C Division winners of each Section to play each other to decide the League Championship for Divisions B and C.

[c] In the event of a draw in any playoff, all three rinks will play an extra end with only one shot per end to count.

[d] The League Championship Finals to be played on the date, and at the venue, arranged by the Management Committee. Dress to be white shirt or club shirt as applicable, and white trousers. All other items of clothing including waterproofs shall be white.



## **20. ASSOCIATION TROPHIES**

League Championship,	Winners.	V. Hardy Cup
League Championship,	Finalists.	E.F.Watson Cup
League Div. B ,	Winners.	Stansted B.C.Cup.
League Div. B,	Finalists.	AJ.Cole Cup.
League Div. C,	Winners.	LB.Brown Cup,
Champion of Champion,	Singles.	J.W.Welsh Trophy.
Singles Championship.		A.M.Barnes Trophy.
Pairs Championship,		NWEBA Trophy.
Triples Championship.		R.G.Viney Trophy.
Officers and Delegates Match.		D.C.Halls Cup.

[a] CLUB TROPHIES will be presented to all League Championship Winners and Finalists, and to the Winners of the association competitions for permanent retention by their respective clubs.

[b] INDIVIDUAL TROPHIES will be presented to the Winners and Finalists of the association competitions for permanent retention by the individual winners.

[c] ASSOCIATION TROPHIES are given into the care of Winners and Finalists for the period of one year and MUST be returned to the Hon. League Secretary at least 21 days before the next Finals Day.

## **21. POSTPONEMENT OR ABANDONMENT OF LEAGUE FIXTURES**

[a] The control of all League fixtures to be in the hands of the Hon .League Secretary.

[b] In the event of the home Captain considering the green unfit to play because of adverse weather conditions (eg.Lightning) the fixture shall be postponed or, if play has commenced, abandoned by mutual agreement of the two Captains or the insistence of the Green Keeper. If a total of 36 ends or more have been completed the result will stand.

The League Secretary may allow a fixture to be postponed if (1) the Group 2 Chairman notifies him that 3 or more players from a single club or team are playing for the County on the date of the fixture and (2) that the affected club request a postponement. In exceptional circumstances a request may be made for the postponement of a fixture, this should be sent at least seven days beforehand with the reason for the request, the Hon. League Secretary shall consider such request and his decision shall be final.

[c] All League matches to be played off by 31<sup>st</sup> August. Should any matches be postponed, the home club are to immediately offer three dates to play the rearranged fixture and in any event the match must be played within two weeks of any such postponement. Failure to accept these dates will lead to a loss of eight [8] points and thirty [30] shots.

[d] Where a match is abandoned after play has started the same team, as far as possible, must play on resumption at the same venue. The game and score to recommence from the point

where it had been terminated. If the score for an end has not been agreed, it shall be counted as a dead end.

[e] The date of any fixture may be brought forward by the mutual consent of the clubs concerned. The Hon. League Secretary is to be informed immediately of such arrangements.

[f] No Match postponement will be allowed because of team shortage at the due time, and date, of any league fixture.

[g] Where a fixture is not played, not completed, or not re-arranged, through a default by one team, then for that fixture

the non-defaulting team shall be awarded eight [8] points and thirty [30] shots.

## **22. INCOMPLETE LEAGUE TEAM**

[a] Any team whose complete representation does not appear at the appointed venue, and within 15 minutes of the latest time arranged for commencing play, for any league match will complete the match as follows :-

[b] Any team being incomplete by 1, 2 or 3 players will play with the two remaining triples and will forfeit two [2] points and ten [10] shots to their opponents.

[c] If any team be incomplete by more than three [3] players the match will NOT be played and the defaulting team shall forfeit eight [8] points and thirty [30] shots to their opponents.

[d] No postponement of any league match will be allowed because of an incomplete team at the time, and date, of any league fixture.

## **23. ELIGIBILITY OF PLAYERS**

1. Any player can play in any team until the last four publicised matches of the season. Thereafter, any player who has not played for another team in a lower position in the same league, or a team in a lower division, in the same season, cannot play for those teams nor play in any postponed match.

### **2. Penalties for default.**

[a] Any team playing an ineligible player in any league match will, without redress, forfeit two [2] points and ten [10] shots for each defaulting player.

[b] Any such penalty points shall be deducted from the overall total points then attained.

[c] The result of any league match involving an ineligible player will stand as played.

## **24. ASSOCIATION COMPETITIONS GENERAL RULES**

1. All competitions shall be open to all bona-fide members of clubs affiliated to the NWEBA,

2. All competitions shall be played under the laws of World Bowls and in accordance with the Rules and Regulations of Bowls England, and of this Association.

3. [a] An affiliated club is entitled to make any number of entries to the association competitions with the exception of the Champion of Champions singles competition, which is open only to the current club championship winner.

[b] A competitor shall not allow his name to be submitted by more than one [1] club in any one year. But a club champion of one affiliated club, who has moved to another affiliated club, retains right of entry to the Champion of Champions Competition on his past seasons record.

[c] Single-handed, Pairs and Triples Competitions. If no earlier date can be agreed by challenger and opposition for a competition match, that match MUST be played on the last day of the round as published in the Handbook.

[d] Extension of time shall only be allowed when players are engaged in County Association, National competitions and matches, or International matches, and even then only after agreement by the Hon. Competitions Secretary.

[e] The secretary of an affiliated club must send all entries and fees to the Hon. Competitions Secretary on, or before, the published closing date, on forms provided for the purpose.

[f] The entrance fees to all competitions will be decided each year by the Management Committee. All fees [cheques etc.] to be made payable to the NORTH WEST ESSEX BOWLING ASSOCIATION.

4.[a] The closing date for each round in all competitions will be fixed by the Hon. Competitions Secretary.

[b] Each entry must include the name and address [with Post Code] of one team member who shall be the 'contact man' and shall be responsible for all arrangements made on his team's behalf.

[c] Saturdays, Sundays and Bank Holidays shall not normally be offered as dates of play for competitions except by the express agreement of both teams.

[d] Starting times for competitions will normally be at 6.00 pm but may be arranged by mutual consent Any competitor failing to appear within 30 minutes of the previously arranged starting time shall be scratched, and his team shall be eliminated from the competition.

[e] The competition dates are set for each round and can only be played earlier provided both parties have mutually agreed to the change. Failing such agreement player(s) requesting the amendment must play on the published date or concede the tie.

5. [a] If a game has been started and not finished, it is to be resumed when the players next meet, at the stage at which it was terminated. If the score for an end has not been agreed, it shall be counted as a dead end.

[b] In the event of rain stopping or interfering with play in a competition match, such game must be completed as soon as possible thereafter, as decided by the Hon. Competitions Secretary.

6. The Final Tie in a competition shall be played on the date, and at the venue, arranged by the Management Committee. Dress to be white shirt or club shirt as applicable, and white trousers. All other items of clothing including waterproofs shall be white.

6[a] That those competition entrants who fail to play their competition final on the date specified by the Management Committee face a one year ban before being allowed to enter the competitions again.

7. [a] Completed score cards, duly signed by the losing skip, shall be forwarded by the winning team to the Hon. Competitions Secretary at the end of, or within 24 hours of, the game. Failure to notify the result within 24 hours may mean expulsion from the competition.

[b] The result of a game must be telephoned to the Hon. Competitions Secretary at the end of the game, but in any event by 10pm on the date of play, then confirmed by sending in the score cards in the usual manner.

8. The winning team in each competition will be presented with a club trophy and will hold the appropriate Association Trophy for the ensuing year. Additional winners and finalists prizes will be evaluated according to the number of entries received.

9. Any dispute must be immediately submitted to the Hon. Competitions Secretary for his consideration. Any further appeal, submitted in writing, will be considered by the Management Committee, whose decision shall be final.

10. The Management Committee shall have power to deal with any matter not provided for in these Rules and Regulations.

## **25. NWEBA COMPETITIONS**

### **1. SINGLES CHAMPIONSHIP**

[a] Each game shall consist of 21 points, four bowls each player.

[b] The onus of providing a Marker in each round of a competition shall be on the challenger, except in the Final Round when a Marker will be appointed by the Management Committee.

### **2. PAIRS CHAMPIONSHIP**

[a] Each game shall consist of 21 ends, two players with four bowls each. In the event of a tie, an extra end must be played, the points of this end to count in the final score.

[b] The two players in the first game to constitute the pair and should normally play together throughout the competition. One additional, and the same, player may be used as substitute at any time, provided he has not already played in the competition.

### 3. TRIPLES COMPETITION

[a] Each game shall consist of 18 ends, three players with three bowls each. In the event of a tie an extra end must be played, the points of this end to count in the final score.

[b] The three players taking part in the first game shall constitute the triple and should normally play throughout the competition. One additional, and the same, player may be used as a substitute at any time, provided he has not already played in the competition.

### 4. CHAMPION OF CHAMPIONS COMPETITION

[a] Each game shall consist of 21 points, four bowls each player.

[b] The onus of providing a Marker in each round of this competition shall be on the challenger, except in the Final Round when a Marker will be appointed by the Management Committee.