

# **MERSEYSIDE COUNTY CROWN GREEN BOWLING ASSOCIATION**

## **RULES AND CONSTITUTION (as at 2018)**

**1** The title of the Association shall be the 'Merseyside County Crown Green Bowling Association' (MCCGBA) and shall incorporate Wirral Ladies County Bowling Association (WLCBA) and membership shall be open to all bona fide Bowling Associations, Leagues and Clubs in the County of Merseyside.

### **2 OBJECTS**

The objects of the County Association shall be:

- (a) to promote, encourage and govern bowling in the County area
- (b) to organise competitions
- (c) to obtain uniformity in the game by adopting the Bye Laws, Rules and Laws of the Game of the British Crown Green Bowling Association (BCGBA)

### **3 MEMBERSHIP**

- a) All Associations and Leagues within the Merseyside County Crown Green Bowling area shall adopt the Bye Laws, Rules and Laws of the Game as laid down by the British Crown Green Bowling Association and shall affiliate directly to the County Association.
- b) All Associations and Leagues within the Merseyside County Crown Green Bowling area shall ensure that all bona fide Clubs in membership adopt the Bye Laws, Rules and Laws of the Game as laid down by the British Crown Green Bowling Association and are fully affiliated to the County Association (Primary Affiliation) and that Clubs outside the Merseyside County Association boundary (Secondary Affiliation) are also affiliated members of their respective County Association.
- c) No Association or League shall accept any Club from outside the area of Merseyside without the said Club having applied for, and received, permission from their respective County Association.
- d) Any Club in the Merseyside County Crown Green Bowling area wishing to affiliate to any additional County Association must first obtain permission from the Merseyside County Management Committee.

### **4 NON AFFILIATION**

Any Association, League or Club, or Individual Bowler belonging to non-affiliated bodies render themselves liable to action being taken which ultimately will prevent future participation under the rules laid down by the BCGBA. Bowlers should not participate in any event or competition or be registered in an Association, League or Club NOT affiliated to their respective County Association and the BCGBA.

Failure to adhere to the rule will result in automatic suspension from all forms of competition within the jurisdiction of the Merseyside County Crown Green Bowling Association.

### **5 ASSOCIATIONS AND LEAGUES**

- a) Associations and Leagues shall affiliate by payment of an annual fee of £5.00 with the exception of veteran Associations and Leagues (over 60's) who shall affiliate by payment of an annual fee of £2.50.
- b) Primary Club affiliation shall be made through an Association or League by payment of an annual fee of £25.00. Veteran Clubs (over 60's) shall pay a primary annual affiliation fee of £3.50.
- c) Where a Club primary affiliates to another County Association but plays in a Merseyside League or Association, secondary affiliation to Merseyside shall be made by payment of an annual fee of £5.00. Veterans Clubs (over 60's) shall pay a secondary annual affiliation fee of £1.00.
- d) Payment of all Affiliation Fees is to be paid to the County Treasurer who will invoice all Associations, Leagues and Clubs direct. However, any Association or League secretary can collect the affiliation fees from Clubs in their Association/League by prior arrangement with the County Treasurer.
- e) Such affiliations referred to in (a) and (b) above entitles full representation and participation in all County Association affairs.

### **6 MEMBERSHIP REGISTRATION**

Association and League secretaries shall forward details of all member Clubs to the County Secretary before 1st April each year.

### **7 NON-REGISTRATION OF PLAYERS**

Clubs failing to submit players' registrations to the County Secretary in accordance with BCGBA Bye Laws will render themselves liable to immediate disciplinary action being taken by the County Association.

## **8 MANAGEMENT**

- a) The County Association shall be governed by a Management Committee consisting of all the Officers; Chairman; Secretary; Treasurer; County Coach; County Development Officer; County Safeguarding Officer; Registrar; Referees Delegate; BCGBA Management Representative; County Team Managers; and a representative from each affiliated Association and League; the Chairman to have a casting vote. The nominated Officers of the Committee shall be elected annually at the Annual General Meeting. The names of the Association and League nominated representatives must be forwarded to the County Secretary by the 31st March each year.
- b) The President and Deputy President will serve for two years with the Deputy President automatically progressing to President and elected every second year. Past Presidents of the Association, who remain active, will be considered voting members of the Management Committee.
- c) Members who have made an outstanding contribution to the County Association can, at the discretion of the Annual General Meeting, be proposed for Life Membership and, so long as they remain active, shall be voting members of the Management Committee.
- d) At all formally called Management meetings a minimum of 7 members present shall form a quorum.
- e) The Emergency Committee shall consist of a minimum of six Management members with plenary powers to form a quorum including a Chairman.

## **9 SUB COMMITTEES**

The Management Committee shall have power to elect such sub committees as they may deem necessary.

## **10 HONORARY MEMBERS**

The Management Committee shall have power to elect as Honorary Members any persons whose position among bowlers or whose service in the interests of the game, shall entitle them to this distinction. Such Honorary Members may attend and participate in all Annual and Special General Meetings although such attendance and participation will not entitle them to voting power.

## **11 DEFAULTING MEMBERS**

Any Association, League or Club which has not met its obligations for the previous year shall NOT be retained in membership. Any Club transferring from one Association or League to another and any individual transferring from one Club to another shall not be accepted into membership of the County Association unless satisfactory proof can be given that fees due to the previous Association, League or Club have been paid.

## **12 INSPECTION OF ACCOUNTS**

If any sort of enquiry is necessary, the County Association shall have the power to request the production of any books, documents or evidence which may be deemed necessary and should any organisation or individual in membership decline to furnish such particulars, the County Association shall have power to suspend or expel the organisation or individual concerned.

## **13 REINSTATEMENTS**

Application for reinstatement by suspended or expelled organisations or individuals (with full particulars of the grounds for such an application) must be made in writing to the County Secretary. This application to be laid before the Management Committee and considered on its merits. Applicants who have been refused reinstatement will have a right of appeal to the County Management Committee, with the right of further appeal to the BCGBA Management Committee.

## **14 MEETINGS**

- a) One general meeting in the month of January for the purpose of electing officers of the County Association, and for the transaction of business for the ensuing year.
- b) Proposals regarding a change or amendment of the rules must be lodged with the County Secretary by 30th November in the year preceding the Annual General Meeting, and notice thereof shall be circulated within 14 days. Any amendments to the proposals must be sent to the Secretary of the County Association and the Secretaries of all affiliated Associations, Leagues and Clubs in membership by the Association, League or Club making the proposed amendment by 31st December of the year preceding the Annual General Meeting.
- c) Only proposals previously circulated and detailed on the Agenda will be discussed at the General Meeting. Only amendments to these proposals received by the due date will be discussed at the General Meeting.

## **15 SPECIAL GENERAL MEETINGS**

Any Association, League or a minimum of 20 Clubs or the Management Committee may apply in writing for the calling of a Special General Meeting. Such an application shall be addressed to the County Secretary stating the nature of the business to be dealt with at the meeting.

On receipt of such an application, the County Secretary shall summon a Special General Meeting, the notice of which shall state the nature of the business. No other business shall be transacted at the meeting and fourteen days notice of the meeting shall be given.

## **16 GENERAL MEETINGS, REPRESENTATION AND VOTING**

- a) Each Association, League and Club shall be entitled to one vote only. Any individual is only entitled to one vote except when representing more than one Association, League or Club. In the event of a tie in voting the chairman shall declare the motion not carried.
- b) The Chairman shall have the right to order a vote by ballot, if, at his discretion, he deems it necessary.
- c) Others entitled to vote at the Annual and Special General Meetings shall be all the officers.
- d) At all meetings of the Association issues shall be decided on a simple majority.

## **17 HANDBOOKS**

All Primary Affiliated bodies shall receive one County Handbook at cost and one BCGBA Handbook at cost. Additional Handbooks may be ordered and will be charged at cost,

## **18 SECRETARY'S DUTIES**

The County Secretary shall keep a record of all business transacted at all Annual and Special General Meetings, Management and other meetings together with the day to day business of the County Association. All correspondence to be addressed to the County Secretary.

## **19 TREASURER'S DUTIES**

The funds of the County Association shall be kept in a bank approved by the Management Committee, and, wherever possible, accounts shall be paid by cheque. Cheques shall bear the signatures of two current officers. The Treasurer shall handle all monies that belong to the County Association and shall keep books and records as necessary, issue receipts for monies received and pay all recognised liabilities.

## **20 ANNUAL ACCOUNTS**

The financial year of the County Association shall end on 30th November each year, and immediately after that date the Treasurer shall prepare annual accounts, which shall be duly audited by auditors for presentation to the Annual General Meeting. The auditors shall be elected at the Annual General Meeting. On retiring from office the Treasurer shall hand over all accounts and books (after being duly audited) to his successor or to the President or Chairman in the case of a successor not being elected.

## **21 UNPAID ACCOUNTS**

- a) The Treasurer will invoice Associations, Leagues and Clubs for fees due on an official invoice with at least 28 days notice given for payment to be made.
- b) Any Association, League or Club who fails to pay their fees by the 31st May in each year (having regard for 21a) will be fined £5, and a further £5 for each month they remain in arrears.
- c) Any Association, League or Club still outstanding in their fees at 31<sup>st</sup> October in each year will be suspended from bowling until all fees are paid.

## **22 COUNTY CHAMPIONSHIP MATCHES**

- a) Clubs within the boundary of the Merseyside County Crown Green Bowling area wishing to host a County fixture other than that of their own County Association must first obtain permission from the Management Committee.
- b) No player whose residence is within the Merseyside County Crown Green Bowling area may make himself available for selection for another County without first having gained authority from the Management Committee.
- c) All member Clubs, if asked to host a County fixture, must make their green(s) available at no cost to the Merseyside County Crown Green Bowling Association.

## **23 PROTESTS, COMPLAINTS & APPEALS**

a) No protest or complaint shall be determined by Merseyside County CGBA unless the matter has been referred for consideration by the relevant Club, League or Association or other affiliated body and the opportunity given to any named party to attend such a hearing.

The only exception to this shall be where cases of misconduct occur at events which are the direct responsibility of, or are directly organised by, Merseyside County CGBA.

In all of the above Merseyside County CGBA shall, in its absolute discretion, decide whether to deal with the matter itself or refer the matter for consideration by an appropriate qualified body.

Appeals against disciplinary action taken at a lower level shall also follow the procedure detailed below:

- i) Protests, complaints and appeals, which must contain full particulars of the grounds on which they are founded, must be lodged with the County Secretary within 21 days of the previous hearing of any such complaint or protest or appeal.
  - ii) An ad-hoc Committee consisting of at least three members, and no more than five members, shall be convened to deal with any matters raised under this rule.
  - iii) The guidelines for disciplinary/appeals procedures as laid down in the BCGBA Handbook shall form the basis for dealing with any such matters.
  - iv) No person involved in the complaint/alleged offence, or with connections with such complainant(s)/alleged offenders or witnesses shall sit on this body.
- b) Any Club, League or Association who suspends a player from taking part in competitive Crown Green Bowls shall report this fact to Merseyside County CGBA, who shall consider the facts of the suspension, and, if the circumstances warrant it, extend the suspension to cover all areas under the jurisdiction of Merseyside County CGBA.
- c) Merseyside County CGBA shall report all such suspensions to the BCGBA and, if the circumstances warrant it, shall request the BCGBA to extend the area of suspension.

## **24 DISPUTES**

The Rules and Constitution laid down by the County Association shall be binding on all affiliated organisations and all disputed points shall be referred to the Management Committee, whose decision shall be final. There is right of appeal to the BCGBA Management Committee.

## **25 TROPHIES**

All Clubs and individuals who win Merseyside County Association trophies should ensure that the item is returned polished and in good order, to the County Secretary for presentation.

## **26 POWERS**

In furtherance of the objects but not otherwise, the Management Committee may exercise the following powers:

- i) Power to raise funds and to invite, and receive contributions, provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the Law.
- ii) Power to do all such lawful things as are necessary for the achievement of the objects.

## **27 DISSOLUTION**

The County Association will be dissolved only if it is agreed by at least two-thirds of the members to do so. Funds and possessions of this Association will be disposed of to an organisation with similar aims and objectives.

The decision of which organisation this will be given to shall be made by at least two-thirds of its members.