



## Management & Administration 2023

### A1

The Association shall be known as 'Warwickshire County Parks Bowls Association' and will affiliate and support the objectives of the British Parks Crown Green Bowling Association. The area will encompass all public greens and bowling clubs about 10 mile radius from Birmingham Town Hall.

### A2

The Objects of the Association are to promote, organise and manage the playing of Crown Green Bowls within its area. All activities will be governed by the laws of the game under British Crown Green Bowls Association, B.P.C.G.B.A. and local regulations.

### A3

The governing body of the Association shall be called the Officers & Management Committee and consist of:  
the **President** (who will be the nominated figurehead of the Association at county events and meetings to offer general guidance);  
the **Chairman** (who will manage the organisation and chair meetings, advise on general matters and have the casting vote at any meeting);  
the **Vice Chair** (who will work with the committee and undertake the relevant duties in the absence of the chairman);  
the **Treasurer** (who will be responsible for the financial affairs of the Association);  
the **Association Secretary** (who will be responsible for the day to day running of the Association and all correspondence, recording at meetings, liaison for B.P.C.G.A. and assist in the financial affairs of the Association);  
the **Safeguarding Officer** (who will be responsible for overseeing the Associations compliance with National Safeguarding policy and providing support/advice to clubs as required.);  
the **Competitions Secretary** (who will manage & facilitate the arrangement of all internal League, Cup competition activities & merit forms and winners list);  
and up to four General Management Committee (who will be responsible for giving guidance and assisting where called upon).  
No **officer** will be able to hold more than two posts.

### A4

Elections for the six officer posts (Chairman, Vice Chair, Association Secretary, Treasurer, Safeguarding Officer and Competitions Officer) will be by ballot papers issued at least 30 days prior to the A.G.M. Nominations for General committee members will be taken from the floor at that meeting. Nominations 'En Bloc' will not be accepted. Members may be co-opted onto the Committee by the officers as deemed necessary. The Association will also appoint two further members as scrutineers to review the finances.

### A5

The Association will hold an **Annual General Meeting** in the month of February and a **Rules Revision Meeting** in November at which **all** member clubs **must** be represented or fined. This will be the fourth week of the month. Only one vote by officers and each member club will be allowed at all meetings.

### A6

Application for membership or a wish to leave the Association by any club must be in writing to the Association Secretary by February 1<sup>st</sup> for discussion with the Management Committee. Subsequent applications will be at the discretion of the Management Committee. All existing & new clubs **must** confirm in writing their involvement for the next season by that date also.

#### A7

Recommendations for Individual Life Membership must be submitted in writing to the Association Secretary (or Chairman), together with a history of the nominee and reasons for the nomination by R.R.M. for consideration by the Management Committee. Approved nomination will then be submitted to the A.G.M. to be verified and receive free life registration of the Association.

#### A8

Proposed rule change can be submitted by any member club via one its own officers or by any Association officer or a Management Committee decision. Proposals must be seconded by another club or management committee member before submitting. Recommendations for a change of rule must be submitted in writing clearly stating the rule, the change and the reason, to the Association Secretary by September 30<sup>th</sup> for discussion at the November Rules Revision Meeting. All proposals will be sent to the clubs 30 days (or before) prior to the R.R.M., any amendments must be submitted 10 days prior to R.R.M, for circulation 7 days prior to the R.R.M. Only those proposals/amendments as stated will be able to be voted on. Any proposal not drawn up in accordance with any of the above will be ruled *Out of Order* by the Chair.

#### A9

Each member club and their players shall abide by the rules of the game and the Association and ensure they are strictly adhered to. All officers and committee members should ensure the rules of the Association including competition rules are strictly adhered to and enforced as necessary.

#### A10

Membership of the Association commits all clubs to supporting all the organised activities of the Association and where possible making their green available when directed by the Association for specific competitions. Failure to do so will result in an appropriate penalty.

#### A11

The Association will arrange competitive fixtures for League – Cup – Merit competitions and Inter County championships and provide any necessary paperwork prior to the start and through details on the web site.

#### A12

All Clubs must ensure that they have sufficient players to meet their responsibilities for that season and players and officers of the club are made aware of dress code and rules. During any Association organised competition the correct footwear and dress code for that event must be observed by all persons entering onto the green at all times. (See General Rule for details).