

WARWICKSHIRE WOMEN'S BOWLING ASSOCIATION

RULES AND CONSTITUTION

1. TITLE

The Association shall be known as the Warwickshire Women's Bowling Association (WWBA) with its Headquarters at Royal Leamington Spa BC.

2. OBJECTS

- a. To advance, encourage and protect the flat green game of bowls in Warwickshire.
- b. To arrange Inter-County Matches.
- c. To hold annual competitions.
- d. To help and advise when called upon to determine differences between affiliated clubs; to adopt and enforce the current Laws of the Sport of Bowls as laid down by World Bowls and Bowls England.

3. MEMBERSHIP

- a. Membership of the Association will be open to all Women's clubs providing such clubs use flat greens between 31 and 40 metres long with banks and ditches, as laid down by current Laws of the Sport of Bowls.
- b. Application for membership shall be made in writing to the Honorary Secretary accompanied by names and addresses of the Club's Officers.

4. SUBSCRIPTIONS

The annual subscription shall cover:

- a. Affiliation fee to the WWBA
- b. Affiliation fee to Bowls England.
- c. Donation to The Women's Benevolent Fund which shall be decided at the AGM each year and will fall for payment on the first day of January following such meeting.
- d. All subscriptions and competition fees to be reviewed annually, taking into account any reviews made by Bowls England.

5. ADMINISTRATION

- a. **The Annual General Meeting** shall be held during mid-November. The exact date, time, venue and business to be transacted to be notified to each Officer and Member Club at least fourteen days before the date of the meeting. The last item of business to be transacted shall be the election of Members to the following Offices. No Member to hold more than one Office. The President, Senior Vice President, and Immediate Past President shall be appointed by automatic progression. Junior Vice-President, Honorary Secretary, Honorary Treasurer, Honorary Competition Secretary, Honorary Match Secretary and Support Officers shall be elected by ballot from nominations received in accordance with Rule 7. Each Officer and three members from each affiliated Club have the right to vote. A quorum shall be one fifth of the total voting membership.

- b. **The Council** shall consist of the Officers, together with two nominated delegates from each Member Club, and shall manage the business of the Association. (A third delegate is permitted to vote at the A.G.M.)

Each Club Secretary shall notify the Honorary Secretary in writing, no later than the A.G.M., the name of the delegates nominated to stand for the following year. Should either Club representative be unable to attend a substitute is permitted, subject to satisfactory nomination. Executive Officers and Club Delegates shall have the right to vote. A quorum shall be one fifth of the voting membership.

- c. **Sub-Committees** are as follows:-

- i. A Selection Committee comprising the President and Match Secretary, together with three Council Members - one to represent each area; plus two other Executive Officers – these to be the most experienced at the time as determined by the Executive Committee. Quorum three. Should any vacancy occur by default of any selected player, the team will be completed by the inclusion of the reserve, or reserves as selected. In the case of emergency the President and Match Secretary are granted discretionary powers. All matters of selection apart from the Walker Cup and the Johns Trophy shall be decided by this Committee. Selection for the Walker Cup and Johns Trophy will be by the respective Team Managers; Final selection for the MEL (Middle England League) shall rest with the Committee.
- ii. A **Finance Committee** comprising the Officers together with three Council Members; one to represent each area. Voting rights, one per Member. Quorum five. All matters of finance with the exception of those requiring A.G.M. or Council approval shall be decided by this committee.
- iii. An **Emergency Committee** comprising the Officers together with the three Council Members; one to represent each area. Voting rights, one per Member. Quorum five. All matters, other than of selection or finance, requiring urgent attention shall be decided by this Committee – except that in filling a casual vacancy the appointment of an Officer can only be in an acting capacity until approved by the Council.
- iv. All **Past Presidents and Honorary Life Members** of the WWBA who are members of affiliated clubs shall be entitled to attend Council meetings, without a vote, unless attending as a Club Secretary or as a delegate. Honorary Life Members may be considered for Celebration Matches.
- v. The **Executive Committee** shall have power to co-opt to any existing Committee or Sub-Committee a person or persons with specialised knowledge, but such person or persons shall not have a vote.

- d. **Finance:**

- i. Monies held in various accounts in the name of Warwickshire Women's Bowling Association are not transferable to other organisations.
- ii. In the event of the Warwickshire Women's Bowling Association ceasing to exist, all sundries and assets will be shared by the clubs who have been affiliated for a minimum of ten years.

- e. **Special General Meeting:**

- i. The Officers of the Association may convene a Special General Meeting at any time they deem necessary. A quorum shall be one fifth of the voting membership.
- ii. The exact date, time, venue and business to be transacted to be notified to each Officer and Member Club in writing at least fourteen days before the date of the meeting.

6. EXECUTIVE COMMITTEE

- a. The Committee shall comprise:
 - i. Presidential Team: (Voting rights) Immediate Past President, President, Senior Vice President, Junior Vice President.
 - ii. Executive Officers: (Voting rights) Honorary Secretary, Honorary Treasurer, Honorary Match Secretary, Honorary Competition Secretary.
 - iii. Support Officers: Assistant Secretary with no voting rights; Assistant Match Secretary with voting rights only when deputising.
 - iv. Safeguarding Officer: Appointed for three years. Voting rights only on relevant issues.
- b. The Immediate Past President, Senior Vice-President and Junior Vice President shall, in that order of precedence, deputise for the President and in her absence, have the casting vote.
- c. The Honorary Secretary shall keep a record of the business transacted at all Association Meetings, carry out all secretarial duties and submit to the AGM a report on the progress of the Association.
- d. The Assistant Secretary shall assist The Committee by carrying out such duties as delegated to her.
- e. The Honorary Treasurer shall keep an accurate account of the income and expenditure and submit to the AGM a balance sheet up to September 30th, duly audited by an Auditor appointed by the council and having been circulated to each Officer and Member Club at least fourteen days prior to the AGM.
- f. The Honorary Competition Secretary shall keep a record of entries, draw, play and results and be responsible for the organisation of all competitions under the control of the Association.
- g. The Honorary Match Secretary shall organise and administer all County Matches.
- h. The Assistant Match Secretary shall assist and understudy the Honorary Match Secretary by carrying out such duties as delegated to her and acting as her deputy when necessary.

7. NOMINATIONS

All nominations for the following must be received, in writing, by the Honorary Secretary not later than 1 October

- a. **PRESIDENTIAL TEAM: JUNIOR VICE-PRESIDENT** - To be nominated annually from the whole County. One nomination from each club. 4 year progression through Senior Vice President, President and Immediate Past President.

- b. EXECUTIVE OFFICERS One nomination from each Club for the following Officers. Honorary Secretary, Honorary Treasurer, Honorary Competition Secretary and Honorary Match Secretary.
- c. SUPPORT OFFICERS: Support Officers will be nominated annually from the whole County. One nomination from each club.
- d. Assistant Secretary to assist The Committee.
- e. Assistant Match Secretary to assist, report to and deputise for Honorary Match Secretary.
- f. Safeguarding Officer –Appointed by The Committee.

8. COUNTY PLAYERS AND MATCHES

- a. New names to be considered for colts must be submitted to the County Selection Committee by 1 October. The Club Committee must send a written three year club record from within the last six years. Players must have County points from the Quarter-Finals onwards of the County Competitions. Consideration MAY be given to a player with an exceptional club record within those six years. They must have entered and PLAYED in two County Competitions the preceding year.
Any player whilst qualifying for a County Badge, as well as all Badged players, must continue to enter and play in at least two County Competitions each year, namely the Four Wood Singles, Two Wood Singles, Pairs, Triples and Fours. Badged players who, through illness, are unable to play in Competitions may, through the discretion of the Selection Committee, be chosen to play in County Matches.
- b. Reserves. Where an all-in charge is made for County Matches the reserves shall pay the same less greenage.
- c. Colts playing in their first County Match will be presented with a WWBA brooch by the President. This will be paid for by the Association.
- d. Colts must play in three games over a minimum period of two playing seasons or more to qualify for the County Badge. Colts are invited to put their names on the availability sheet for County selection at any time during these two playing seasons and may be invited to play if required.
- e. County Badges will be awarded to the following:
 - i. players who are selected and play in International games;
 - ii. players who reach and play in a National Quarter Final;
 - iii. winners of the County Four Wood and County Two Wood Singles.
- f. Where an unbadged Junior Vice-President is elected an Honorary County Badge will be awarded for the duration of their term of office, i.e. to the end of their year as Immediate Past President. During this four year period they will be eligible for consideration to play in County matches.
- g. In the event of a County match being rained-off at least twelve ends must have been played for qualification towards a County Badge.
- h. County discs shall only be used on bowls by members playing in County matches or other special occasions, for identification of the Association.

9. ALTERATION OF RULES

The following must be received in writing by the Honorary Secretary not later than two (2) calendar months before the AGM:

- a. Propositions requiring AGM approval as alteration of, or addition to, the Rules (only permissible at AGM).
- b. All other propositions.

10. CONDUCT OF MEMBERS AND DISCIPLINE / COMPLAINTS

- a. All affiliated members (Clubs and Individuals) will accept and abide by Bowls England Regulation 9. All complaints and disputes shall be dealt with under Bowls England Regulation 9.
- b. Affiliated Warwickshire County members are expected to conduct themselves with decorum and respect for others which includes other members, players and guests.
- c. Disciplinary Proceedings will be followed in accordance with Bowls England Regulation 9 where a Complaint is received or where any member's conduct when attending County events in any capacity or representing Warwickshire County is contrary to the interests of the County, or otherwise injurious to its reputation.

11. DRESS

- a. In addition to Appendix 1, please note the following:
 SVP Gala—County Players to play in County Uniform
 Finals Day – Club uniform to be worn.
 National Championships – See Appendix 1.
 President's Day – Club uniform to be worn. Current Executives and Past Presidents wear County uniform.
 County Top Club – Club uniform to be worn.
 Celebration matches – if invited as a Club representative, Club uniform to be worn.

12. COUNTY COMPETITIONS

- a.
 - i. Members of Clubs in, and affiliated to, the County of Warwickshire having paid their subscription are eligible for competitions.
 - ii. Competitions shall be played under the current Laws of the Sport of Bowls of World Bowls and the Rules and Regulations of Bowls England.
 - iii. No player can allow her name to go forward from more than one Club.
 - iv. In the event of a player transferring from one club to another after submission of her former Club's entry forms the following will apply: Pairs, Triples, Fours – the entry belongs to the submitting Club and can be filled from its bona fide members. She can play in the Four Wood and Two Wood Singles, but not in the Champion of Champions Competition as this relates to her former Club.
 - v. Should a Club cease to exist after the expiry date the members may be permitted, for one season only, to compete under the name of that Club irrespective of which Clubs they have joined.
 - vi. Any Singles competitor who fails to turn up to play without prior notification to the Competition Secretary may be barred from that Competition for the following season.
- b.
 - i. The Competitions: Four Wood Singles – 21 shots, Two Wood Singles – 21 ends, Pairs – 4 Woods/18 ends, Triples – 3 Woods/18 ends, Fours – 2 Woods/18 ends,

Junior Pairs - 4 Woods/18 ends, Junior Singles - 4 Woods/21 Shots and Senior Fours - 2 Woods/18 ends are County Championships and subject to Bowls England rules. The County Champion of Champions – 21 shots, Two Wood Benevolent Triples (not recognised as a County Competition in respect of points) – 15 ends - all ends must be played, and County Top Club are County Competitions and subject to County rules.

- ii. No competitor shall play on the rink before commencement of a competition except in trial ends.
 - iii. Two trial ends are allowed in all matches. In the event of a tie an extra end shall be played. If any game be postponed through bad weather it must afterwards be played to a finish from the point where play ceased (a new end being played) and on the same rink where possible. Trial ends are allowed in postponed games only if played on another day.
 - iv. **SUBSTITUTION.** Each championship will be entered by one named player only. That player shall be excluded from being a substitute for a different team in the same discipline. The team that participates in the first game shall constitute the team and shall play together throughout the championship. One additional player may be used as a substitute at any time during the championship. Should the named entrant be unable to participate from the outset in the championship, the team may use an additional substitute player; such a request shall be made to Bowls England via the County Association.
 - v. County Competitions will be played at Victoria Park unless otherwise arranged by the Council. Order of play to be decided annually.
 - vi. If a competition is due to be played in the evening at Leamington, the competitors can decide between them to agree a neutral venue, this would avoid extra travelling. It must be agreed by both teams/individuals – otherwise it will remain at Leamington.
 - vii. Should both competitors playing in the evening be drawn from the same club they may play on their home green, providing both competitors agree, otherwise they can agree a neutral green. In the event that they fail to agree the competition will be played at Leamington
- c. The Selection Committee shall appoint the Umpires and Club Umpires (Markers) in the Quarter Finals, Semi-Finals and Finals of all competitions (Quarter-Finals of the Singles). All Quarter Finals, Semi-Finals and Finals shall be played on greens selected by the Committee.
 - d. **CLOSING DATE** of all competitions must be strictly adhered to.
 - e. All bowls shall bear a clearly legible stamp which has an expiry date of 1985 or later. These bowls can be used for the rounds leading to the final stages of the National Championships and National Competitions. All bowls shall be from the same set as stated in the Laws of the Sport 52.1.9.
 - f. Challengers are responsible for the card being taken to the green and the winner is responsible for seeing the card signed by the loser.
 - g. **ENTRIES FOR ALL COMPETITIONS (EXCEPT THE BENEVOLENT TRIPLES AND JUNIOR PAIRS) MAY ONLY BE MADE FROM THE MEMBER'S FIRST NAMED CLUB**

13. RULES FOR THE UNBADGED SINGLES

- a. All rounds up to, but not including, the Finals, shall be played on a home and away basis.
- b. The Challengers shall have the choice of the green, either to play on their own Club Green, or on a neutral Green of regulation size in the same area approved by the Executive Committee. (If the challenger's green is unavailable it is their responsibility to find another green for the match).
- c. Rounds will be played on, or before, the set date. If agreement for this cannot be met then the round will be played on the set date.
- d. The time for commencing a game shall be mutually agreed but no player shall be compelled to accept a time earlier than 5.30pm Monday–Friday, or 11.00 am on a Saturday or Sunday nor after 6.15pm on any day.
- e. In Singles Competitions the Challenger shall provide a competent marker.
- f. The dates shall be strictly adhered to. No extensions shall be given.
- g. Dress. Greys shall be worn for all rounds up to, but not including, the Finals, when cream/white shall be worn.
- h. At the completion of each round, the card shall be signed by both players. The winner shall email the result to the Honorary Competition Secretary then screen shot / photograph the card and email to the Honorary Competition Secretary. As an exception, if unable to email please phone the Honorary Competition Secretary and post the card to her address for confirmation.
- i. All games shall be played on rinks which have been approved by the County.
- j. Entry fee for this competition shall be fixed annually by the Finance Committee ratified at Council together with all other County Fees.
- k. A member entering the Unbadged Singles competition shall not be a County Badged bowler and shall not be a County Colt during the year of competition. (New colts for the forthcoming season shall be informed in early October). The winner of the competition shall be awarded 4 County points and the Runner-up shall be awarded 3 County points.

14. COUNTY MIXED PAIRS COMPETITION REGULATIONS (WCBA)

- a. Qualification for Entry
 - I. Only bona fide members of clubs affiliated to both the Warwickshire County Bowls Association and the Warwickshire Women's Bowling Association shall be eligible to compete.
 - II. Each competitor will only allow his or her name to be submitted from the club that is nominated as their first club, of which they must both be members. In the event of a competitor having entered from a club and subsequently leaving that club, the entry may be taken over by the original partner and a named substitute advised to the Competition Secretary. This action must be undertaken prior to the commencement of the competition to allow for a subsequent substitution to be made.
- b. Administration
 - I. The county shall be divided into the following areas: Birmingham, Coventry, Rugby and South Warwickshire. The Executive Committee shall appoint an Area Secretary to control the Competition in each area up to and including the fourth round.

- II. The Hon. Competition Secretaries of both Associations shall control the County Draw stages of the competition.
- c. Dress
 - I. Greys, approved tops and regulation shoes will be worn for all rounds of the competition up to the semi-final at which stage the Regulation Dress, as laid down by both Associations, will apply.
- d. Draw
 - I. The draw shall be made afresh for each Round, the first out being the Challenger and the second being the Opponent.
 - II. The complete Draw for the Competition shall be made by representatives of both Associations and published in the Official Yearbook of the Warwickshire County Bowls Association and the Warwickshire Women's Bowling Association. It will be the responsibility of each individual competitor to acquaint him/herself with the draw.
- e. Play
 - I. The Competition shall be played in accordance with the laws of the game as prescribed by the World Bowls Board.
 - II. The Challengers shall have the choice of the green, either to play on their own Club Green, or on a neutral Green of regulation size in the same area approved by the Executive Committees of both Associations. (If the challengers' green is unavailable it is their responsibility to find another green for the match).
 - I. Each round will be played on or before the fixed date and time published in the draw.
 - II. It is the responsibility of the Opponent to contact the Challenger to arrange a suitable time and date for the round to be played. The Challenger must offer two alternative dates if the fixed time and date is not acceptable. Any extension to the fixed date shall be allowed only by the authority of the Area Secretary, the Hon. Competition Secretary or for the purpose of "County Business" as defined by the Executive Committees of both Associations.
 - III. All rounds from the semi-quarter final of the competition, up to and including the Final, will be played on the fixed times and date at the venue designated. Any variation in the time, date and venue of the County Draw stage will only be allowed by the Executive Committee who reserves the right to vary the aforementioned if necessary.
 - IV. Competitors, who have made no agreement to play in accordance with the provisions of Regulation 12, shall automatically be disqualified from the competition.
 - V. Two trial ends may be played before the first end of a tie is played, but on the day of the tie, no competitor shall play on the allocated rink before the tie commences, except in trial ends. Competitors failing to observe this regulation will be disqualified. If an umpire is not present when a tie commences it will be the responsibility of the competitors to examine their opponents bowls.
 - VI. If the scores are equal when all ends have been played, an extra end or ends will immediately be played until a decision is reached.
- f. Bowls
 - I. Each bowl complying with the requirements of Law 9 of the Laws of the Game shall be stamped with the official stamp of the Board. Composition bowls, bearing a legible stamp of 1985 or later, can continue to be used without re-

stamping until such time as the stamp becomes illegible. Date stamping rules for ALL competitions is on a list held by Club Secretaries.

g. Disputes and Disagreements

- I. If any competitors fail to appear within 30 minutes of the agreed or fixed time and date for starting, their opponents may claim the tie. Claims must be submitted in writing to the Hon. Secretary of the Warwickshire County Bowls Association within 48 hours of the default and shall be dealt with in accordance with regulations 19, 20 and 21.
- II. In the Area stages of the Competition, any dispute or disagreement of any decision and in the County Draw stage shall be referred to the Hon. Competition Secretary for a decision

h. Appeals

- I. Competitors shall have the right of appeal from a decision of either an Area Secretary or the Hon. Competition Secretary and all appeals shall be submitted in writing, to reach the Honorary Secretary within 48 hours of a decision being received by the competitor concerned.
- II. The Competition Sub-Committee shall adjudicate upon all appeals and their decision shall be final.

i. Substitution

- I. A substitute of the same sex for both the male and female, who has not previously played in the Competition, may be played as a substitute. Should a substitute be necessary in subsequent rounds, only the original substitute shall be eligible to play. It will not be permissible for both the substitutes to play together in any subsequent round each round must have one of the original players participating. When any substitute plays, the Score Card must be clearly marked with the word (substitute), against his or her name.
- II. Score Cards must show the names and initials of both players in each round of the Competition.
- III. Score Cards must be signed by the loser and must be sent to the Area Secretary, or the Hon. Competition Secretary of the WCBA as the case may be by the winner immediately after the completion of the tie and when posted must be sent by first class post.

j. County Points

- I. Ladies taking part in the County Mixed Pairs who reach the final will be eligible to claim one point towards their County place.

APPENDIX 1

Dress Rules for County and National Competitions

- a) The Dress Code for players competing in **all rounds** of the **County Championships played at Leamington** leading up to the National Championships shall be either: **Day Play (before 5.00 pm)**: White regulation skirt, culottes, tailored full length trousers or tailored cropped trousers or tailored shorts and Club shirt. Club Registered apparel may be worn **providing all members of a side or team wear the same colour below the waist**. **Evening Play (after 5.00 pm)**: grey regulation skirt, culottes, tailored full length trousers, tailored cropped trousers or tailored shorts and club shirt. Club registered apparel may be worn **providing all members of a side or team wear the same colour below the waist**. The Dress Code for players competing **Home and Away** shall be as per Evening Play above. i.e. Greys or Club colours.
- b) Players competing in the **National Championships (Four Wood Singles, Two Wood Singles, Junior Singles, Junior Pairs, Triples, Fours, Pairs and Senior Fours)** must wear Warwickshire Women's Bowling Association registered clothing which includes white regulation dress, skirt, culottes, tailored full length trousers, tailored cropped trousers or tailored shorts of opaque material with the County registered Shirt and Jacket, County registered Gilet or Fleece.
- c) Players competing in **National Competitions (Top Club, Tony Allcock Trophy, Senior Singles and Pairs, Champion of Champions, Mixed Pairs, Mixed Fours and Family Pairs)** may wear predominantly white, Club registered apparel or WWBA registered clothing **providing all members of the side or team wear the same colours**.
- d) Players competing in all rounds of the **Inter County Events (Johns Trophy and Walker Cup)** must wear WWBA registered clothing including white regulation dress, skirt, culottes, tailored full length trousers or tailored cropped trousers or tailored shorts with the County registered Shirt and Jacket, County registered Gilet or Fleece. **Players must wear the same colour both above the waist and below the waist as the rest of the team**.
- e) In all rounds of the County Championships, National Championships, National Competitions and Inter County Events the following must be noted:
- i) Players must wear flat soled shoes;
 - ii) Players governed by the requirements of a specific culture will be permitted to wear their traditional dress if they so desire;
 - iii) Tracksuits, shell suits and jeans are not acceptable;
 - iv) Headgear, if worn, should be White or a registered colour;
 - v) Socks, if visible, should be White;
 - vi) Sandals shall not be permitted in any event, except in medical circumstances where a doctor's note has been provided;
 - vii) White waterproof clothing may be used, or **provided all members of a side or team wear the same**, registered colour waterproofs/fleeces are permitted.
 - viii) No smoking or vaping as per current Bowls England Regulations.
 - ix) When representing Warwickshire you are expected not to consume alcohol on the green.