



County News

Issue 2: May 2009

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County News

Keeping you informed throughout the year

WELCOME to the second issue of 'County News', your at-a-glance guide to key decisions being made by Bowls England's six committees (comprising Council Members democratically elected) and the work they are doing. This newsletter aims to ensure you, as a County Secretary and/or Council Member, are kept fully informed of decisions made by them within their roles and responsibilities as approved by you. On each page we have highlighted for you the decisions that have been made by each Committee, and whether they are 'Resolved', which means they are confirmed, or 'Recommended'. The latter means the decision will go forward to the Board for approval or referral to the Council at an EGM or AGM.

In addition, I would like to take this opportunity to update you on the following important issues so you are fully informed of Bowls England's current position.



Equity Policy

The Equity Policy adopted by Bowls England at the Extraordinary General Meeting in November 2008 has highlighted a number of problems within some counties. It is important to note the Equity Policy has been adopted to try to commit everyone to the principles of equality of access and opportunity. The difficulties encountered by some counties are from those working women who feel discriminated against due to the fact that women's county competitions are primarily staged during the working day. At the the other end of the scale, many of your current members have no wish to play at weekends or during the evening, so it is about trying to balance the situation and taking all members' needs into consideration. It is quite clear to me that the law of the land does not tolerate discrimination in any form and therefore my advice to each of you is that you try to make future competitions as flexible as possible, as already practised in some women's county associations. As the Chair of the Board stated at the EGM, there is an expectation of the County Members of Bowls England to take reasonable measures to try to follow the principles of equality wherever possible. However, we all acknowledge the practical difficulties in adhering to the demands of this changing world and the Board, wherever possible, will support those who make every effort to conform. I do not feel there is an easy solution to this and we all have to recognise that, irrespective of any sporting equity plan, we have to obey the law of the land and, if seriously challenged, those at fault will ultimately be accountable.

Tournament Licensing

As you are aware, Bowls England monitors and controls tournaments by ensuring that all licensed events are administered by bona fide organisations and that funds raised are appropriately distributed. Please ensure all clubs in your county are aware that tournaments must be properly licensed with appropriate measures in place for child protection and insurance. More details are available from the Bowls England website.

Child Protection

Bowls England has produced a new guide for clubs, counties and associations titled 'Safeguarding Children and Vulnerable Adults'. It will be distributed shortly and aims to help all Members, especially at club level, to better understand the current legislation in this area.

Civil Liability Insurance

Work is continuing on the proposed Civil Liability Insurance Scheme for individual members. We will shortly be issuing further guidance to clubs and counties regarding the scheme to help clarify some of the issues that have been raised since the original documentation was issued. We would ask that this guide is read in conjunction with the original paper and the leaflet prepared by Perkins Slade.

Though this newsletter is aimed primarily at County Secretaries and Council Members, please share this information with other colleagues as appropriate. If you have any queries or suggestions for future issues, please contact our Development Officer, Alistair Hollis, on 07765 050408 or e-mail: alistair.hollis@bowlsengland.com

A handwritten signature in black ink, which reads 'Tony Allcock'. The signature is stylized and written in a cursive-like font.

Tony Allcock MBE
Chief Executive
Bowls England

COMPETITIONS

Committee Responsibilities:
National Championships & Competitions
Tournaments & Licences
Umpire Services
Laws of the Sport



Summary of decisions from meeting held on 22nd April 2009

Portable/Moveable Groundsheets: The Laws of the Sport CrystalMark Edition (Law 19.1.5) state that if ground sheets are used they must be fixed. *Resolved* that portable groundsheets are not permissible during National Championships and/or Competitions.

National Championship Travel Subsidy: Any subsidy paid is purely at the discretion of Bowls England and is not intended to cover all travel expenses incurred.

Round-trip mileage for National Competitions: All rules should state '160 mile round trip' and *resolved* that the National Top Club, Mother and Daughter and Over 55s rules be amended accordingly

National Top Club: *Resolved* that in the women's competition counties should be allowed to have the choice of a weekend date being set within the given period for each round. Noted this would need to be ratified at the next EGM. In order for the 2010 County fixture lists to be updated as soon as possible, the Chief Executive will give notification of the proposed dates prior to ratification.

Umpires: *Recommended* that when the Men's and Women's umpiring associations unify, a Bowls England representative will be appointed to attend all meetings.

Stamping of Bowls: The current date stamp rule states all bowls must bear a legible stamp which has an expiry date of 1985 or later. Following discussion on suggested update, *resolved* to take no action at present.

Competition Entries, Budgets and Prize Money: There has been a significant decrease in competition entries and affiliations. *Resolved* to agree prize money for 2009 as per the draft circulated to Committee. No prize money was allocated for the Patrons Competition. Prize money for the Women's Champion of Champions would be the same as the Men's. *Resolved* to continue with the same principle for subsidy in 2010.

Patrons Cup: New rules for the Women's Patrons Competition had been circulated. Donations will be added to the Affiliation Return Sheets in future.

Walker Cup and Balcomb Trophy: New rules for the Women's Walker Cup to come in line with the men's Balcomb Trophy would be ratified at the EGM. *Recommended* the preliminary and first rounds of the Walker Cup should be played at weekends

and on set dates. 2010 dates to be set as soon as possible - Counties to be given notice of intent of the changes to the regulations. *Recommended* that the entry fee for the Walker Cup be increased to £25 per county from 2010. *Recommended* that travelling expenses for all County double rink competitions only paid for national finals.

New Competition formats: *Recommended* that Over 60s Mixed Club Double Rink competition be introduced in 2011. The Chief Executive agreed to donate a Trophy for this competition, to be known as The Tony Allcock Trophy. *Resolved* that proposed Father and Son competition be considered for 2011. Chair agreed to investigate possible rink availability at Leamington for staging with Mother and Daughter finals.

Affiliation: *Recommended* that all Clubs should be made aware that any bowling member joining after affiliation fees had been submitted, must pay an affiliation fee to both Bowls England and the County. The same should apply to bowlers moving clubs during the 'closed' outdoor season.

Code of Conduct: A document had been drawn up and circulated for international players. *Resolved* that a similar code should be considered and raised as an item on the next Agenda.

Laws of the Sport: The Chief Executive Officer of World Bowls has intimated to Bowls England that hopefully there will not be too many updates to Laws of the Sport (Crystal Mark Edition) in the future. Any could be dealt with by any amendments being inserted in current stocks held by Bowls England.

Entrants from 'closed' clubs: If a Club closes after members had entered Bowls England competitions the player can still continue with their entry under the banner of their closed club for the next season. In the case of County Competitions (National Championships) this is at the discretion of the County Association.

Substitutes at National Championships: Should a substitute be used during national finals, the player must be registered with the office before play starts.

Date of Next Meeting:
Wednesday 23rd September 2009 at Royal Leamington Spa.

DEVELOPMENT

Committee Responsibilities:

Facilities Strategy,
Club and Member, Development,
Youth Development,
Bowls Coaching,
Public Relations, Press & Media

Summary of decisions from meeting held on 8th April 2009

County Sport Partnerships (CSPs): Development Officer informed meeting of ongoing work in several counties. *Resolved* that contact details for all CSPs be added to Bowls England website.

Media Relations: Bowls England issued 18 news releases from 1st October 2008-31st March 2009. Releases are issued to County Secretaries, Council Members and Board plus local, regional and national media and the bowls press as appropriate.

Website: New Bowls England website launched on Friday 20th March. Further work required to include additional information and recognised that website needs to be kept up to date with 'news'.

Running Sports: *Recommended* to the Board that Bowls England becomes official partner of Running Sports, which offers low-cost workshops to volunteers across a wide range of subjects to benefit clubs and counties. Development Officer to report back on what is available.

National Family Week: Bowls England has registered as official partner. Promotional ideas have been sent to the campaign's PR team for possible use during the week.

Recruitment: Order forms for 'Bowls - The Sport for All' had been included in club mailout and early indications were that response from clubs was generally positive. Evaluation in terms of new members obtained will take place. *Resolved* that support from Committee and Counties was required to further promote recruitment initiatives.

Retention: Chief Executive suggested that Committee needed to carefully consider retention of members with recruitment, especially with regard to issues of equality.

Bowls Alliance/Sport England Funding: Chief Executive reported that Sport England grant for the 'bowls family' was £756,000 'in principle'. Chief Executive had arranged meeting with Chief Executive of Indoor Association to discuss further. Agreed that much work still to be done before 'bowls family' would receive any funding from Sport England. *Resolved* that Chief Executive, Director of Development and Development Officer would attend meeting of Bowls Alliance on 8th May.



National Championship Luncheons/Receptions: Luncheons (Worthing) and evening reception (Leamington) had been within budget for 2008 and *resolved* that they will continue in 2009.

English Bowls Youth Development Scheme (EBYDS): Following discussion on structure of EBYDS, *resolved* that it should operate within an updated terms of reference and Chief Executive to discuss with funding partners. EBYDS had requested funding above the committee's budget. *Resolved* that the EBYDS be sent the budgeted donation of £5,500.

Under 18s Visits to Worthing 2009: Provisional programme had been drawn up by Bill Hatto and Development Officer.

English Bowls Coaching Scheme (EBCS): Discussions took place on current structure of EBCS at national level and links with NGBs's funding bodies. *Resolved* that Director of Development and Glyn Williams to represent Bowls England at the EBCS AGM on Sunday 17th May at Leamington and that travel/accommodation costs would be met by the committee's budget.

Club of the Year: Information had been produced and issued in the club information pack. *Resolved* that Counties be invited to nominate clubs, and that all clubs short listed in previous year should receive more information to support any subsequent entries. *Resolved* that the Presidential Team should give the competition publicity as they play matches around the country. *Resolved* that Development Officer add details to the Bowls England website.

Bowls England Potters event: Reported that this year's Potters event had raised approximately £11,000 for Bowls England. *Resolved* that Development Officer would add details of 2009 break to the website and that details be given to the Presidents to issue during matches.

Date of Next Meeting:
Thursday 28th May at Royal Leamington Spa.

FINANCE

Committee Responsibilities:
 Financial Performance
 Annual Budgets
 Affiliation Fees
 Loans (Clubs)



Summary of decisions from meetings held in January and April 2009

Development Loans: With the present return on investments very low and with the bank rate likely to drop to even further, it was considered that it may be advantageous to use more of the reserves to fund projects at Club level. It was considered the upper limit on Development Loans should be raised and the reserve fund increased. It was *resolved* that a study be made on gap between the cash flow over the year and the variations of the investments. Following a study of the cash-flow pattern the Finance Committee *recommended* an increase in the Development Loan Funds available to Clubs by a further £150,000 to a maximum of £550,000. The maximum loan being increased from £10,000 to £15,000 over eight years. The Board *resolved* this recommendation at its meeting in January.

Greens Loans: National Administrator Arnold Goad outlined the scheme and stated that the current maximum was £4,000, but with the increase in machinery costs a higher figure may be more practical. It was *resolved* to raise this figure to £5,000. The National Administrator was given some licence to issue a larger loan after consultation but guarantors had to be given by the Club.

Dormant Companies - The Lawn Bowling and EBA Publications: The Lawn Bowling and EBA Publications, being limited Companies, have to prepare accounts and be audited at a cost of £1,000 per annum. It was *recommended* that EBA Publications be absorbed into Lawn Bowling and the latter be wound up. *Resolved* by the Finance Committee that the recommendation be implemented.

Movement of Funds: As the Interest Rates have dropped to virtually nothing, the Finance Committee *recommended* that the balance held in the Anglo Irish Bank should be reduced to within the 100,000 Euro recovery limit. The majority of Bowls England's funds are now held in an HSBC Deposit Account. The Board *resolved* that the recommended funding strategy should be implemented.

IT equipment: The review of the usage and provision of current IT facilities has taken place. Some minor enhancements will be required to ensure Disaster Recovery Planning requirements are covered in accordance with the draft Business Continuity Plan included in the Sport England Audit Report.

Printers at HQ: Following the EGM's approval of expenditure on upgrading the high-volume networked printers at Worthing HQ, the old printers have now been returned to the suppliers and the outstanding lease payments have recently been settled. To date, the new printers are working very satisfactorily and ongoing cost reductions attained.

2008 Accounting: The Year-End Accounting involved a lot more work than usual for the Finance Committee and Board. It was the first year with new Accountants/Auditors, our first year as a Limited Company (not an Association) – and a 'split' year covering 3 months of EBA, 4 months of EWBA and nine months of Bowls England. The work was finalised in late January.

2009 Budget/Forecast: Following the 2008 results being published and the latest reduction in income due to the fall in Interest rates, the Forecast did not look at all promising. A request was made to all Committees that they carefully scrutinise their Budgets and identify cost reductions wherever possible. The response has been positive and economies identified – some of which will have a knock-on effect of 'change' to procedures and responsibilities which will not suit everyone.

2010 budgets: The initial view given to the EGM last November - that Affiliation fees will need to be increased for 2010 by 50p per Member – was confirmed and *recommended* to the Board. The Board *resolved* to support the recommendation and it was confirmed by the Council Members at the AGM that the Affiliation fee for the year commencing October 2009 be increased to £5.00. ALL Committees are still doing everything possible to identify potential cost savings, but unless we can stem the annual reduction in our Membership numbers (7,300-plus in last two years), the remaining Members will continue to share the overall costs in order to balance the Budget.

Date of Next Meeting:
 Tuesday 27th October 2009 at Worthing

INTERNATIONAL PERFORMANCE

Committee Responsibilities:

International Team Selection,
Performance Monitoring,
British Isles Bowls Council, World Bowls Board,
European Bowls Union, Commonwealth Games, Test Matches



Summary of decisions from meeting held on Wednesday 25th March 2009

Narrow running bowls: World Bowls stated in minutes no other country had raised this issue. It said there were ongoing technical investigations and they would respond once these were concluded. **Resolved** Development Officer include details in future newsletter.

Fleeces and Gilet's: **Resolved** that a plain blue fleece gilet is now available for purchase by those persons permitted to wear the Blue and Red fleece.

International Badges: A specially designed silver gilt badge will be awarded to Senior Women International players for 2008, and a year bar will be awarded for subsequent years. All new Internationals will be awarded a silver gilt badge with a year bar in future years.

Dress for British Isles Championships: **Resolved** British Isles players purchase and wear generic shirt with the winners' fleeces presented at the Annual Dinner.

International Dates:

2013/2014 Champion of Champions - New Zealand
2011 *European Championships* - Holland.
2011 *Atlantic Championships* - Host country sought.
Resolved England not in a position to host this event.
2014 *Commonwealth Games* - Glasgow.
2016 *World Championships* - New Zealand

International Events: Scotland proposed under 17 test series. **Resolved** that due to time and budget constraints unable to consider until 2011.

Resolved England will use September 2009 test series in Wales for development outside the current Commonwealth Games squad.

India hosting an eight nations event in March 2010 ahead of Commonwealth Games. **Resolved** to request inclusion if possible.

USA Men's Singles and Pairs Invitation. **Resolved** to ask Senior and Junior Internationals to register an interest with Chief Executive. Players to pay own flights - hosts pay accommodation and food.

Senior and Junior International Trials and Squad Days:

All trials to be two games of 15 ends. Selected Senior teams will play against each other on 31st May.

Resolved to ask Senior International Trialists to mark Junior Trials. Junior Team Manager had requested extra two rinks be included in the squad day with the final team selected afterwards. **Resolved** all teams should be selected in the same way.

International Series: **Resolved**, depending on distance/flights, teams should arrive in time to have a full day for practice or arrive by lunchtime the day before to enable practice the afternoon prior to the series. As Ireland has already booked the women's

Junior team's accommodation they will arrive the day before. **Resolved** players may claim up to £40 to cover return journeys to and from airports at either end to enable budgets to be more accurate. Senior Women's team attends a banquet at the end of the series which necessitates an extra night's accommodation. **Resolved** to ask the players for a contribution of £15 towards the cost. **Resolved** that the British Isles results appear in the handbook.

Code of Conduct: **Resolved** Code of Conduct be presented to Board and sent to all selected players.

World Champion of Champions: Sam Tolchard will represent England in the men's event. Edna Bessell has withdrawn due to a clash of dates with the Ladies National Finals.

BIBC and BIWBC: **Resolved** England request women's Junior singles and pairs be played in traditional format from 2011. Noted Bowls England contribute approximately £250 to BIWBC each year towards engraving of trophies and badges given at British Isles Championships, and contribute £1,050 to the BIBC. **Resolved** to support BIBC policy on inclement weather.

Budgets: **Resolved** sub-committee consisting of Chair, Chief Executive, Sue Alexander and Charles Frederick review the budgets with Office Manager and submit revised budget to Chair of Finance.

Internationals 2010: England hosting three of the International Series at Worthing. England teams will stay at Beach Hotel. Senior Women's Teams invited to a welcome evening at the Dome Theatre - Worthing Council providing venue free of charge. **Resolved** teams be asked to contribute £10 per head towards costs.

Quotes being obtained for marquee. BIBC will make contribution but BIWBC will not. Budget required. Venue being sought for Junior Women's farewell but not anticipated any cost would be involved.

Trial and Squad Days 2010: **Resolved** that all Trial and Squad Days be staged at Worthing to maximise home advantage ahead of series.

Commonwealth Games: **Resolved** to ask delegate attending the next Commonwealth Games meeting to enquire about security at the 2010 Games.

Date of Next Meeting:

Thursday 3rd September at Royal Leamington Spa.

MEMBER SERVICES

Committee Responsibilities:
Commercial and Marketing;
Handbook; Event Programmes; Magazines
Greens Maintenance, Insurance
Merchandise



Summary of decisions from meeting held on 16th April 2009

Annual Conference: Letter from Sussex CBA and approximately 15 e-mails had been received in support of the Conference and format. Attendance has been significantly higher than the first conference held at Worthing in 2008.

Resolved that County Associations should be encouraged to send Officers and Council/Executive Members to the Conference, especially the Presidential team.

Resolved that the Committee be more specific in respect of the content for the next Conference, the invitation of speakers and presentations (including better audio-visual equipment). Committee members were asked to give comments by the end of June.

Resolved the agenda for the Conference should be distributed earlier for 2010.

It was noted that over £1,000 of merchandise was sold at Conference. **Resolved** merchandise would once again be sold at the conference in 2010.

National Yearbook: The Yearbook was delivered on the 20th March to Counties as scheduled.

Mail-outs and Database: The Bowls England Database has been handed over to the Office for updating in the future. The Chair reported that the database contained one Secretary per Club and that a package containing 29 items was sent to each Club, each County Secretary and each Director. It was reported that many envelopes were split when delivered and that stronger envelopes were needed for future mail-outs. The Chair reported that Sponsors literature had offset the cost of the postage.

Tented Village: **Resolved** the Chair would liaise with the Office regarding daily banking and float, plus arrangements for banking and overnight storage of takings.

Noted that there is a shortage of volunteers at both Championships.

Useful Information to Clubs: The Chief Executive reported that a lot of the information was out of date. **Resolved** that the Chair consult with the Office about what information needs updating.

Civil Liability Insurance: **Resolved** that the Chair approach Perkins Slade and investigate if the Company would consider individuals taking out the Civil Liability Insurance. A simple guidance brochure for the proposed scheme will be produced.

Bowls England Website: Up and running. It was **resolved** to remove the old websites as soon as realistic.

Events Programme: Included in the Yearbook and on the website.

Greens Maintenance: The National Administrator gave an update on the scheme. Nine loans processed to date. Finance Committee has increased the loans from £4,000 to £5,000. 35 visits to greens have been carried out. Concern was expressed that Club Officials are not monitoring what work Councils and Contractors are carrying out.

Budget: The Chair reported that the 2009/2010 budget had been approved by the Finance Committee. The Committee had no issues with the budget.

Archiving: The Chair reported that the Board had approved Cynthia Abraham as the Bowls England Archivist. EWBA information had been recovered from Leamington. The Archivist will liaise with the Chief Executive on what needs to be bound.

Date of Next Meeting:
Thursday 24th September 2009 at Royal Leamington Spa.

POLICY & MANAGEMENT

Committee Responsibilities:

Logo/Colours, Office Management, Celebration Matches, Annual General Meeting, Annual Dinners, Anti-Doping Policies, Child Protection, Equal Opportunities, Gender Issues, Life Membership, Health & Safety



Summary of decisions from meeting held on 29th April 2009

Safeguarding Children and Vulnerable Adults:

Recommended to the Board and EGM that the following amendments to Bowls England Regulations be approved and adopted.

REGULATION NO.3: 3.5 (1) (h) All categories of Membership shall have in place an appropriate policy for the safeguarding of children and vulnerable adults while on their premises. A statement of the policy shall be prominently displayed at their premises.

REGULATION NO 7: 7.3 It is a legal requirement on Bowls England that all Members providing activities for children and vulnerable adults shall have in place a policy for safeguarding them. They shall appoint a Child and Vulnerable Adults Officer to administer their policy who will be required to be cleared through the Bowls England approved route by the Independent Safeguarding Authority (ISA) Criminal Records Bureau (CRB).

Members who do not provide such activities, and do not intend to do so, are not required to meet the provisions of this Regulation.

Men's Dinner 2010: **Resolved** no dance be held but the Committee examine other forms of entertainment for consideration. **Resolved** invitation list to Dinner reception be reduced and restricted to Sponsors, Invited Guests, Honorary Members. Bowls England Life Members and Past Presidents of Bowls England. **Resolved** this principle be extended to the Women's Dinner.

Affiliation Fees – Determination of Bowling Member: **Recommended** to the Board and EGM that the term "Bowling Member" for the purposes of (inter alia) the payment of Affiliation Fees shall be 'A bowling member is anyone who joins a Club to play the game of bowls coming within the remit of Bowls England and under the Laws of the Sport (Crystal Mark Edition)'.

Model Constitutions: **Resolved** the paper produced be used as the basis for the preparation of a Model Constitution for use by Members of Bowls England and that the Chair, Secretary and Development Officer be authorised to prepare a draft document for consideration by the Committee.

Life Membership and Achievement Award: **Recommended** to the Board that the criteria for the granting of Life Membership of Bowls England and also for granting the Bowls England Achievement Award (together with the Nomination Form) be approved and adopted for implementation in 2009.

Junior Members: Decision of Board not to approve establishment of a Junior category of Bowls Member for Bowls England be noted.

Standing Orders for Bowls England: **Resolved** no action be taken at this time.

County Unification: **Resolved** to write to all Counties seeking information on their timetable for unification.

Performing Rights Society: **Resolved** Chief Executive's Report on discussions with the Performing Rights Society and CCPR on issue of Licence Fees and charges for the use of music in Bowling Clubs be noted.

Children and Vulnerable Adults: **Resolved** report of Working Group be received and recommendations together with the Guide for Affiliated Clubs and the Statement on the use of Local Authority clearances be agreed to so far as Committee is concerned. **Recommended** to the Board the proposals outlined in the foregoing recommendations, together with the Guide and Statement, be adopted as Bowls England Policy from 1st June 2009 and be circulated to all Counties and Clubs in forthcoming mail out.

Review of International Performance Committee: **Resolved** report be received and Working Group recommendations be approved for consideration by the Review Committee of Bowls England.

Bowls Cornwall - Men's Centenary Game: **Resolved** to approve celebration game in 2012 to mark 100 years of Men's Bowling in Cornwall.

Page Ladies BC, Bristol: **Resolved** that the action of the Chief Executive in advising the above Club of the right to remain an individual Club under the Bowls England unification process be confirmed.

Payment of Affiliation Fees: **Resolved** that matter be deferred and views of Finance Committee be sought on the issue, including deferment of any changes, pending the introduction of a membership scheme.

Presidents Match Protocols: Protocols for Presidential Matches were **resolved** based on costs for 46 Matches in 2010. **Resolved** that Captain of day will pay own match fee.

Date of Next Meeting: Wednesday 16th September at Worthing.



Dates for your diary 2010

All events at Beach House Park, Worthing, unless otherwise stated.

Saturday 22nd May

Women's Senior International Trial
Men's Junior International Trial

Sunday 23rd May

Women's Junior International Trial
Men's Senior International Trial

Sunday 6th June

International Team Squad Day (Senior Men and Women)

Sunday 20th and Monday 21st June

BIWBC Championships (Women)

Tuesday 22nd - Thursday 24th June

BIWBC Senior International Series (Women)

Thursday 1st and Friday 2nd July

BIBC Championships (Men)

Saturday 3rd and Sunday 4th July

BIBC Senior International Series (Men)

Sunday 25th July

International Team Squad Day (Junior Men)
Venue: TBC

Sunday 25th July and Monday 26th July

BIWBC Junior Internationals (Women)

Monday 26th July

BIWBC Junior Singles and Pairs (Women)

Saturday 11th and Sunday 12th September

BIBC Junior International Series (Men)
Venue: Belfast

Please note that the date of the Junior Women's International Team Squad Day is still to be finalised as original proposed date of Sunday 27th June clashed with the Walker Cup.