

RULES & REGULATIONS

**1 –49
ISSUE C**

AMENDED MARCH 2011

Bowls England Regulations

Regulation No.	Title	Issue
1A	Index Bowls England Rules & Regulations	C
2	Bowls England Organisational Chart	C
3	Membership	C
4	Election of Directors	C
5	Clothing Protocol	C
6	Presidential Appointments	C
7	Protection of Children and Vulnerable Adults	C
8	Anti-Doping	C
9	Misconduct	C
10	Spare	C
11	Spare	C
12	Spare	C
13	Licensed Events	C
14	Spare	
15	Selection Committees	C
16	Committee Structure	C
17	Health and Safety	C
18	Equal Opportunities	C
19	English Bowls Youth Development Scheme	C
20	Greens Maintenance Scheme	C
	Bowls England Policies refer to Website	
21	Customer Complaints (see Website)	C
22	Reduction in the Risk of Fraud (see Website)	C
23	Transgender and Transexual Policy (see Website)	C
24	Policy – Strategic Plan (see Website)	C
25	Policy – Equity (see Website)	C
26	Policy – Communication (see Website)	C
27	Risk Management Strategy (see Website)	C
28	Business Continuity Plan (see Website)	C
29	IT Disaster and Recovery Plan (see Website)	C
30	Conflict of Interest Policy (see Website)	C
31	Volunteer Whistle Blowing Policy (see Website)	C
32	Code of Conduct Policy (see Website)	C
33 -49	Spare	C
1B 50 - 69	Refer to Championship/Competition Rules and Regulations (separate Booklet)	C



COUNCIL
 CHAIR/ VICE CHAIR
 and 6 DIRECTORS
 ONE MEMBER FROM EACH COUNTY ASSOCIATION
 6 PRESIDENTIAL OFFICERS – by invitation – no vote
 CHIEF EXECUTIVE – to attend – no vote

 Council to appoint Executive Board and elect Committees

EXECUTIVE BOARD
 CHAIR/ VICE CHAIR
 SIX ELECTED DIRECTORS BY THE COUNCIL {forming chairpersons of committees as below}
 CHIEF EXECUTIVE {non-voting} 2 PRESIDENTS {women and men may be invited to attend}

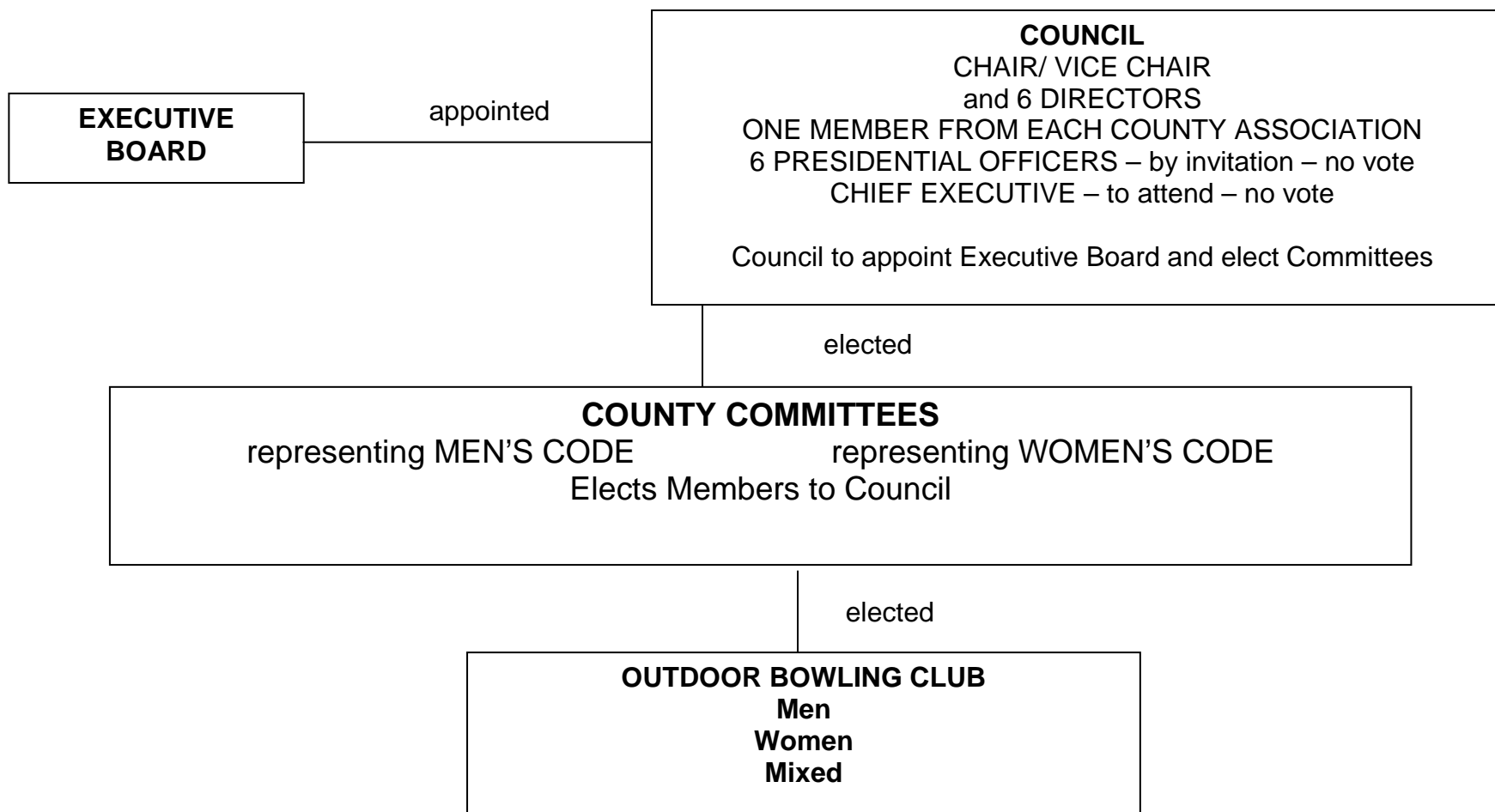
INTERNATIONAL EVENTS COMMITTEE	FINANCE COMMITTEE	POLICY AND MANAGEMENT COMMITTEE	DEVELOPMENT COMMITTEE	COMPETITIONS COMMITTEE	MEMBER SERVICES COMMITTEE	REVIEW COMMITTEE
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DUTIES AND RESPONSIBILITIES AS DEFINED
 IN THE
 BOWLS ENGLAND REGULATIONS

Notwithstanding any annual changes that may impact on a County's Bowls England County Delegate(s) as a result of county or national elections/decisions, the term of office of Bowls England Council Delegates shall, under normal circumstances, be co terminus with the administrative year of Bowls England and that membership shall run from one Bowls England Annual General Meeting to the next subsequent one.



BOWLS ENGLAND
STRUCTURE PLAN



Membership

1. Full Membership

The Full Members of Bowls England shall be the County Associations listed in the Bowls England Regulations each comprising of at least four affiliated Clubs, whose boundaries were existing at 31st May 1965 and those unified County Associations that are from time to time established during the unification period ending December 2010, and whose rules have been approved by the E.B.A/E.W.B.A/Bowls England, in accordance with Bowls England Regulations

2. Applications for Full Membership

Applications by a County Association to become a Full Member of Bowls England shall be made to the Chief Executive.

3. County Associations and Groups

The following are the County Associations identified in Groups:

North	Cumbria Derbyshire Durham Lancashire	Lincolnshire Northumberland Nottinghamshire Yorkshire
East	Bedfordshire Cambridgeshire Essex Hertfordshire Huntingdonshire	Leicestershire Norfolk Northamptonshire Suffolk
South	Berkshire Buckinghamshire Hampshire Isle of Wight Kent	Middlesex Oxfordshire Surrey Sussex
West	Cornwall Devon Dorset Gloucestershire Herefordshire	Somerset Warwickshire Wiltshire Worcestershire

4. Resignation of Membership

No Member shall resign as a member of Bowls England without giving the Chief Executive written notice of its intention to do so. No resignation shall release the Member from any monetary or other obligation to Bowls England.

5. County Associations (Members)

5.1 County Rules/Constitutions and the Bowls England Rules

- (a) Each Member has authority over and responsibility for the administration of the Sport of Bowls within its County, in accordance with the Laws of the Sport Crystal Mark Edition.

- (b) Each Member shall draft Rules/Constitutions for their own self-government which shall not be in contradiction of the Articles of Association, and a copy of said Rules/Constitution shall be submitted to Bowls England.
- (c) A statement that 'a player shall not represent or allow their name to be submitted for more than one Club or one Member in any one year in the County Championships', shall be incorporated or shall be deemed to be incorporated, in the Rules/Constitution and in the Championship Rules respectively of every Member.
- (d) Each Member as a member of Bowls England will be bound by and will comply with these Regulations, as amended from time to time.
- (e) County Proposals to a General Meeting must be submitted to the Chief Executive by the Monday of Week 35 (EGM) and the Monday of Week 48 (AGM).
- (f) Each Member will make any necessary changes to its Rules/Constitution as required by Bowls England, from time to time, to recognise the function of Bowls England as the sole national entity responsible for organising and administering the Sport of Bowls of which they are a Member.
- (g) The Honorary Secretary of each Member shall forward to the Chief Executive a list of affiliated Clubs, together with the names and addresses of the Secretaries of the said Clubs, not later than the 1st December in each year.
- (h) Each Member shall have in place a disciplinary procedure. In addition to the County's domestic Disciplinary Regulations and Procedures it is a requirement that all County Associations will adopt the Bowls England Disciplinary Regulations.
- (i) 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.
- (j) Membership and Insurance
In the event of any of the membership classes of Bowls England not meeting the requirements of Bowls England by failing to have appropriate public liability insurance cover as advised / required by Bowls England they must advise and indemnify Bowls England against any action that may be forthcoming as a result of non compliance in a format prescribed from time to time by Bowls England.

5.2 Application for New Member

No application for the creation of any new Members comprising Clubs domiciled in an existing group of Members shall be granted unless and until Bowls England shall be satisfied that the creation of such new Member is in the best interests of the Sport of Bowls and Bowls England.

5.3 Alterations to Membership and/or Boundaries

Clubs may change their County Affiliation providing that both the gaining and the losing Members agree. In the event of one of the Members disagreeing, the matter shall be raised at a Meeting of the Executive Board of Bowls England.

6. Associated Membership

6.1 Eligibility

Subject to obtaining and giving consideration to the views of the appropriate Members, associations, other than County Associations, and leagues may, at the discretion of the Policy and Management Committee become Associated Members.

7. Associated Members

7.1 All existing Affiliated and Associated Members of the EBA/EWBA as at 31st December 2007 will be automatically transferred to membership of Bowls England and have the right to the renewal of their membership.

7.2 Clubs with no fewer than sixteen bowler members, which are affiliated to a County Association which is a Full Member of Bowls England, shall be associated members provided that such clubs possess level greens with a playing surface not longer than 40m or shorter than 31m in the direction of play exclusive of banks and ditches.

7.3 Where a Club with no fewer than sixteen bowler members is situated in a County in which no County Association exists such a Club may become an associated member of Bowls England by becoming affiliated to a neighbouring County Association and shall then enjoy all rights and privileges of the Clubs of the said County Association. No such Club shall apply for affiliation to another County Association without first resigning from the County Association to which it is already affiliated.

7.4 The Fee for any Membership of Bowls England will be determined by the Council.

7.5 All Associated Members shall be deemed to be affiliated to Bowls England through their County Associations and as such they shall be bound by these Regulations.

8. Life Membership

8.1 Bowls England through the Executive Board may award Life Membership to any person who has rendered exceptional services to the sport of Bowls and/or Bowls England.

8.2 Any nominations to confer Life Membership shall be submitted to the Chief Executive not later than the Monday of week 36 each year.

8.3 Any Life Membership shall be conferred at the Annual General Meeting or as appropriate.

9. Honorary Membership

All existing Honorary Life Members of the English Bowling Association and English Women's Bowling Association and all Past Presidents of the English Bowling Association and English Women's Bowling Association will be recognised as Honorary Members of Bowls England.

End

Election of Directors

1. The Directors of the Company shall consist of the Chair, the Vice Chair, and six Directors.
2. All Directors shall be elected by postal ballot and ratified at the AGM.
3. Nominations for Directors shall be with the Chief Executive of Bowls England by the Monday of Standard Week 40.
4. Voting returns for the Election of Directors must be received the Chief Executive by the Monday of Standard week 46.
5. The election of candidates for the posts of Directors of Bowls England shall be conducted against the pre-defined criteria linked to individual Committee portfolios and the candidates' skills and abilities to discharge such responsibilities, as defined in the Criteria and Job Descriptions for nominees to the Board and its Committees.
6. The Chair and Vice Chair shall remain in office for three years.

End

Bowls England - Clothing Protocol Table (Entitlement/Qualification)

Issue: C Approved April 2010

Bowls England Regulation: No 5		EBA			EWBA			Bowls England Officers / Internationals / National Champions etc										
<p style="color: blue;">Some people may qualify in more than one Row</p> <p style="color: red;">Please look a row at a time - think of the title/function and then go across thinking 'in that role' - does this apply Yes or No?</p>		EBA Blue Blazer	EBA Pocket Badge of Office	EBA Medallion of Office	EWBA White / Blue Jacket	EWBA Pocket Badge of Office	EWBA Medallion of Office	Bowls England Blazer	Bowls England Formal dress	Bowls England Pocket Badge of Office/ Status	Bowls England Medallion of Office	Bowls England Interntnl. Gold Pocket Badge	Bowls England Blouse	Bowls England Official's Tie	Bowls England Official Fleece Embroidered	Bowls England Official Water-proofs	Bowls England Interntnl. Shirt	National Championships Winners Windchtrs
ROLE																		
EBA & EWBA Officers, Internationals and National Champions																		
1	EBA Chief Executive (CE)	Y	Y	Y				Y		N	Y	Y		Y	Y	Y	N	N
2	EBA Past President	Y	Y	Y				N		N	N	N		N	N	N	N	N
3	EBA Senior International	Y	Y					N		N	N	N		N	N	N	N	N
4	EBA Junior International	N	N					N		N	N	N		N	N	N	N	N
5	EBA National Champion	Y	Y					N		N	N	N		N	N	N	N	Y
6	EWBA Past President				Y	Y	Y	N	Y	N	N	N	Y	Y	N	N	N	N
7	EWBA Senior International				Y	Y		N	Y	N	N	N	Y	Y	N	N	N	N
8	EWBA Junior International				N	N		N	N	N	N	N	N	N	N	N	N	N
9	EWBA National Champion				N	N		N	N	N	N	N	N	N	N	N	N	Y
Bowls England Officers, Internationals, National Champions, Hon.Life Members, Directors & Officials																		
10	Bowls England Men's Honorary Member	Y	Y	Y				N		Y	N	N		Y	Y	N	N	N
11	Bowls England Women's Honorary Member				Y	Y	Y		N	Y	N	N	N	Y	Y	N	N	N
	Bowls England Life Member							Y		Y	Y			Y	Y			
12	Bowls England Chief Executive (Male)							Y		N	Y	Y		Y	Y	Y	N	N
13	Bowls England Chief Executive (Female)								Y	N	Y	Y	Y	Y	Y	Y	N	N
14	Bowls England Men's President							Y	Y	Y	Y	N		Y	Y	Y	N	N
15	Bowls England Men's SVP							Y		Y	Y	N		Y	Y	N	N	N
16	Bowls England Men's JVP							Y		Y	Y	N		Y	Y	N	N	N
17	Bowls England Men's Past President							Y		Y	Y	N		Y	Y	Y	N	N
18	Bowls England Women's President								Y	Y	Y	N	Y	Y	Y	Y	N	N
19	Bowls England Women's SVP								Y	Y	Y	N	Y	Y	Y	N	N	N
20	Bowls England Women's JVP								Y	Y	Y	N	Y	Y	Y	N	N	N
21	Bowls England Women's Past President								Y	Y	Y	N	Y	Y	Y	Y	N	N
22	Bowls England Men's Honorary Member							Y		Y	Y	N		Y	Y	N	N	N
23	Bowls England Men's Director							Y		Y	Y	N		Y	Y	N	N	N
24	Bowls England Women's Honorary Life Member								Y	Y	Y	N	Y	Y	Y	N	N	N
25	Bowls England Women's Director								Y	Y	Y	N	Y	N	Y	N	N	N
26	Bowls England Men's Selector							N		N	N	N		N	Y	Y	N	N
27	Bowls England Men's Team Manager							Y		N	N	Y		Y	Y	Y	Y	N
28	Bowls England Men's Senior International							Y		N	N	Y		Y	Y	Y	Y	N
29	Bowls England Men's Junior International							N		N	N	N		N	Y	Y	Y	N
30	Bowls England Men's National Champion							N		N	N	N		N	Y	N	N	Y
31	Bowls England Women's Selector							N	N	N	N	N	N	N	Y	Y	N	N
32	Bowls England Women's Team Manager							N	Y	N	N	Y	Y	N	Y	Y	Y	N
33	Bowls England Women's Senior International							N	Y	N	N	Y	Y	N	Y	Y	Y	N
34	Bowls England Women's Junior International							N	N	N	N	N	Y	N	Y	Y	Y	N
35	Bowls England Women's National Champion							N	N	N	N	N	N	N	Y	N	N	Y

All Members of Bowls England entitled to purchase and wear - Generic Shirt, Tie, Fleece & Snowball Jacket

Presidential Appointments

1 Bowls England to elect a President, Senior Vice President and Junior Vice President of each gender

The President(s), Senior Vice President(s) and Junior Vice President(s) of Bowls England shall be elected at each Annual General Meeting. The elected male and female presidential team should remain in place up to and including 2010 and then a singular nominee (alternate gender) should proceed to take office as President in 2011.

2 Nominations for Junior Vice President(s)

2.1 The nomination for Junior Vice President shall rotate annually amongst the Groups. The Election Rota based on a four year cycle shall be as follows:-

East	South	West	North
2010 – Man	2011 – Woman	2012 – Man	2013 – Woman
2015 – Woman	2014 – Man	2017 – Woman	2016 – Man

2.2 Nominations for Junior Vice President to be made in writing and signed by the Secretary or an Officer of the County Association and sent together with a detailed CV to the Chief Executive not later than the Monday of Standard Week 36 each year.

2.3 If no valid nominations for the position of Junior Vice President(s) are received in accordance with this Regulation in a particular year from the designated region, the nomination process for the election of a Junior Vice President to the Presidential Team be made available on a National basis for nomination from the same gender and that the rotation return as designated thereafter.

3 Election

3.1 If an election is necessary for the position of Junior Vice President(s) then a ballot shall be taken amongst those present at an Annual General Meeting and entitled to vote.

3.2 Voting shall continue until one of the nominees has obtained more than 50% of the eligible votes cast. Should this not occur on the first ballot the lowest polling nominee will be eliminated and a further ballot shall be taken of the remainder of the nominees.

3.3 Where there is an equality of votes between candidates then the Chair of the meeting shall have a second and casting vote.

4. Term of Office.

The duties of the Presidential Officers shall commence from the conclusion of the Annual General Meeting. The two Presidents may be invited to attend Executive Board Meetings without the power to vote.

End

Protection of Children and Vulnerable Adults

- 1** All sports are being pressed to become fully compliant with the Government/Child Protection in Sport Unit/NSPCC guidelines and the Child Protection Panel is working to find ways that Clubs/Counties can satisfy all these requirements.
- 2** Bowls England through the Child Protection Panel and by direct contact with Governmental Agencies are able to provide advice and assistance to club members working with Children and/or Vulnerable Adults.
- 3** It is a **legal requirement** upon Bowls England that all categories of 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).
 - 3.1** Each Club should have a Child Protection & Vulnerable Adults Officer (CP&VA Officer) or similar.
 - 3.2** Each Club shall be provided with the booklet "Safeguarding Children and Vulnerable Adults (May 2009)".
 - 3.3** Each County should appoint a CP&VA Officer or similar who shall also act as verifiers.
 - 3.4** All coaches/helpers, regardless of level, who have regular contact with children/vulnerable adults at Bowls England affiliated Clubs, must have a current CRB clearance obtained through Bowls England.
 - 3.5** Bowls England Employees, Officials, including Team Managers, Selectors, Performance Director, recommended to be CRB cleared (mandatory for those in regular contact).
 - 3.6** Bowls England to appoint a National CP&VA Officer.
 - 3.7** Clubs or Counties requiring CRB to use Bowls England central clearance route.
 - 3.8** CRB administration to be centralized in the Leamington Spa Office.
 - 3.9** Bowls England designated person to be the Chief Executive.

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

End

BOWLS ENGLAND ANTI DOPING POLICY

Purpose, scope and organisation of Bowls England anti Doping Programme and Code.

Purpose:

To protect bowlers' fundamental right to participate in doping-free sport and thus ensure fairness and equality in the sport of Lawn Bowls.

To ensure harmonised and effective anti doping programmes at International and National level with regard to detection, deterrence and preventing of doping (following the World Anti Doping Code).

Programme:

To be within WADA wishes and so ensuring our programme encompasses all of the elements needed for the optimal harmonisation and best practice in National and International anti doping programmes for Bowls England, Code, International Standards and Models of Practice.

The Code:

The World Anti Doping Programme in Sport – copy kept at Head Office and used to best of our ability in our sport of bowls.

International Standards:

The International Standards for different technical and operational areas within the anti doping programme will be developed in consultation with Government Drug enforcement and Bowls England body and the approval of WADA. The purpose will be that there is harmonisation among Anti Doping Organisations responsible for specific technical and operational testing relating to Lawn Bowls.

Models of Best Practice:

Models of Best Practice based on the Code will be developed to provide state of the art solutions in different areas of anti doping. Models are recommended by WADA but are not mandatory but will be specific to Lawn Bowls' needs.

Model Rules and Practice will be held at Headquarters and be specific to all bowlers affiliated to Bowls England.

Fundamental Rationale – World Anti Doping Code

General Description of Doping

Part One – Doping Control Appertaining to Lawn Bowls

- Doping Control Bowls England
- Acceptance by Bowlers
- Rule Violations and Exclusions
- Prohibited list (Bowls England)
- Category of Substances which may violate health and safety Rules (Smoking and Alcohol)
- Testing and Distributions Planning
- Results Management
- Analysis of Samples
- Consideration Prior to Violated Results
- Principles of Suspension
- Fair Hearing and Appeals
- Consequences within Bowls England (single player or team offence)
- Sanctions
- Status of Bowler if Suspended
- Reinstatement
- Confidentiality and Reporting
- Clarification
- Protection against Claims

Part Two – Education and Research

Part Three – Roles and Responsibilities

Part Four – Acceptance, compliance and Modification

References and Appendix - Definitions

1. Disciplinary Regulations

1.1 The right of Bowls England to take disciplinary measures

Any member of Bowls England against whom an allegation of misconduct, as defined below, is alleged may be subject to disciplinary measures.

The essence of misconduct under these regulations is:-

- a) Improper interference with the functioning or activities of Bowls England or of any members of Bowls England
- b) Action which otherwise improperly damages Bowls England or its reputation.

2. Particular definitions

For the purposes of this Regulation, the definition of 'misconduct' shall include, but shall not be restricted to.

- 2.1** breach of Bowls England Protection of Children and Vulnerable Adults Policy
- 2.2** be guilty of any breach of the Rules and Regulations or of the Laws of Bowls England;
- 2.3** be guilty of any conduct which is prejudicial to the interests of Bowls England or the sport of bowls
- 2.4** have failed or refused for a period of one calendar month to pay any fine lawfully imposed by any competent authority under the jurisdiction of Bowls England;
- 2.5** deliberately lose or attempt to lose any match or otherwise be guilty of unfair play;
- 2.6** wilfully alter a bowl after the same has been stamped by a World Bowls Board Licensed Bowls Tester, without submitting the same to such Tester for re-testing and re-stamping;
- 2.7** at any function of Bowls England or of any County Association or Club thereof, or whilst upon the property of any Club, use any profane, indecent, or improper language;
- 2.8** at any time or place be guilty of any violent, indecent, disorderly, threatening, intimidating or offensive behaviour towards Bowls England (this includes all (employees)), any County Association or any Club, or any member thereof, or any official appointed by such body, in respect of the carrying out of any functions or duties under the Laws of the Sport or the Rules and Regulations of Bowls England or of such County or Club as applicable

- 2.9** Sexual, religious, disability or racial harassment of any member of Bowls England, Associate members or any members affiliated through their County
- 2.10** any breach of Bowls England Equity Policy
- 2.11** be guilty of drug abuse, otherwise known as 'Anti doping', in breach of the Anti Doping Policy Regulations of Bowls England;
- 2.12** disregard, or refuse compliance with or act in contravention of any decision of Bowls England or its Directors or of any official of Bowls England;
- 2.13** obstruct, disrupt or interfere improperly with the functions, duties or activities of any member or official or visitor of Bowls England;.
- 2.14** be guilty of any conduct which constitutes a criminal offence;
- 2.15** commit any fraud, deceit, deception or dishonesty in relation to Bowls England or its members or visitors;
- 2.16** behave fraudently or cheat at any event held by or connected with Bowls England;
- 2.17** theft or misappropriation or misuse of property of Bowls England or of Clubs or County Associations or property of its Members;
- 2.18** failure to comply with a reasonable instruction relating to bowling matters authorised by the board or the Rules and Regulations of Bowls England to make such instruction;
- 2.19** the unauthorised use or misuse of premises of Bowls England or any club or county association

3. Procedure following an allegation of misconduct at Club and County level

In the event of an incident considered necessary for possible disciplinary action by a Club or County Association against one of its members, the following procedure recommended should be:-

- 3.1** The person or persons concerned must be advised, preferably in writing, that an issue is to be considered for possible action.
- 3.2** In the event of a formal hearing taking place, the person or persons concerned must be given the right to be heard and to be accompanied by an advisor.
- 3.3** The delegated committee appointed by the governing body of the Club or the County Association must be impartial and must hear all sides of the story. It should then adjourn and consider its decision. The decision must be given in writing as soon as possible after the hearing. A copy of the minutes of the hearing must be made available to all parties.
- 3.4** In the event of disciplinary action being taken then the person or persons involved must be advised of their right of appeal to the County Association (in the case of disciplinary proceedings by the Club) or to Bowls England (in the case of disciplinary proceedings by the County

Association) and a minimum stated period of 14 days given to lodge any such appeal.

4. Appeals to County

4.1 A member of Bowls England may appeal to the County Association who shall arrange for a hearing of such appeal to be held within twenty-eight days of receipt of written notice of appeal by the Secretary of the County. The appellant may appear and call evidence in support of the appeal if he so desires.

4.2 If the appeal is dismissed, by the County Association, then the opportunity to appeal to Bowls England must be drawn to the appellant's attention.

5. Procedure for an appeal to Bowls England

5.1 Establishing a prima facie case.

Allegations of misconduct by all members of Bowls England under these regulations should be made in writing, in confidence to the Chief Executive of Bowls England at Bowls England Headquarters within twenty one days of the appeal. The Chief Executive will refer them to the Chairman of the Board. The Chairman of the Board will consider whether the available evidence supports a prima facie case of misconduct. In making this consideration, the Chairman of the Board should enquire if there is any additional written evidence in support of the case.

5.2. Prima facie case not established

The Chairman of the Board may dismiss the complaint immediately if he or she believes that there is no case for the member to answer, or that it is for some other reason appropriate to do so.

5.3 Case to answer.

If the Chairman of the Board decides that there is a case to answer then he or she will refer it to the Disciplinary Committee under the procedures set out in section 6 of these regulations

6. Disciplinary Committee of the Board.

6.1 Composition

The Directors may appoint or delegate five persons as the Disciplinary Committee ("the Disciplinary Committee"), and delegate power to hold an enquiry. The members of any such Committee need not necessarily be members of the Board or Council. The Directors shall appoint one of the Committee to be the Chairman thereof. In making

any such delegation, the Directors may impose such conditions, if any, as it thinks fit and everything done in due performance of such delegation shall for all purposes be deemed to be done by the Directors and shall have force and effect accordingly

6.2 Assistance to the Committee.

The Chief Executive or a nominee will act as clerk to the Committee, to give advice and to assist the Disciplinary Committee as it thinks fit. The Chief Executive will arrange for minutes of the proceedings to be taken. The Committee may seek legal advice, and may invite the Bowls England solicitor to be present at part or all of the hearing.

6.3 Representation

The member may be present at all disciplinary hearings, and may be represented by an advisor, friend or other representative. If the member is so represented, should it become necessary to ensure good order in the hearing, the Chairman of the Committee may stipulate that the member may speak only when called upon to give evidence by his or her representative.

6.4 Hearing

The Committee will rely on evidence presented at the hearing. The deliberations and decisions of anyone previously considering the matter shall be irrelevant for the Committee's purpose.

6.5 Standard of Proof

The burden of proof shall be with Bowls England, and the Committee will find that an allegation of misconduct has been proved only if, on the evidence before it, it is satisfied in its absolute discretion that an allegation of misconduct has been proved.

6.6 Majority Verdict

If members of the Committee cannot agree, the verdict of the Committee will be that of the majority of its members.

6.7 Procedure

Subject to the provisions of these regulations, the order of proceedings shall be at the discretion of the Committee. Members of the Committee may ask questions of any witness. The Committee may ask for additional enquiries to be undertaken, and may call for additional witnesses to attend.

6.8 Joint hearings

If two or more members are involved in related misconducts, the Committee may, at its discretion, deal with their case together.

However, the wishes of the members concerned may be taken into account.

6.9 Evidence

The evidence presented at the hearings will normally be oral evidence, given by witnesses appearing in person. However both the accused member and Complainant should be encouraged to submit a written statement in advance of the hearing. Should evidence be relied upon from a witness, then a written statement from the witness should be submitted. In each case the written statement should be submitted to the Committee prior to the hearing..

6.10 Presentation of the case

The Chairman of the Board will appoint a member of Bowls England or a lawyer to present the allegations against the accused member.

6.11 Written allegations

The Secretary or nominee, on behalf of the Committee, will set out the allegation or allegations in writing in advance of the hearing. A copy will be sent to the accused member at least 10 days before the hearing.

6.12 Written witness statements in advance of the hearing

The Secretary or nominee, on behalf of the Committee, may call for written witness statements in support of the allegations in advance of the hearing. If such statements are obtained, members of the Committee will be entitled to see them in advance of the hearing and copies will be made available to the accused member at least one week before the allegation is heard.

6.13 Opening and closing addresses

The case presenter shall be entitled to address the Committee before calling witnesses, and at the conclusion of the evidence called on behalf of the accused member. The member, or representative, may address the Committee before calling witnesses and after the case presenter's final address.

6.14 Submission that there is no case to answer

At the conclusion of the evidence in support of the allegations against the member, the member, or representative, may submit that no case has been made out against the member which requires an answer. The case presenter has the right to reply. If the Committee finds that, on the evidence, there is no case to answer, it must dismiss the allegation.

6.15 Time limits

The Committee may impose time limits on oral addresses and submissions.

6.16 Witnesses in support of the allegations

The allegation against the member will be put first. The case presenter will ask questions of each witness giving evidence in support of the allegation. These must not be leading questions. The witness may be cross-examined by the member or representative. Witnesses may be re-examined, but concerning only those matters raised in cross-examination, for the purpose of clarification

6.17 Witnesses against the allegation

If the case proceeds, the member may then give evidence. At the conclusion of the member's evidence, the case presenter may cross-examine. The member may give evidence to clarify matters raised in cross-examination. The member or representative may then call further witnesses, who may be similarly cross examined and re-examined.

6.18 Recall of witnesses

A witness may be recalled to give further evidence only with the leave of the Committee.

6.19 Relevance

The Committee will refuse to admit evidence that is, in its opinion, irrelevant to the issues raised.

6.20 Adjournment

The Committee shall have power to adjourn a hearing to another date, as it thinks fit.

6.21 Report

At the termination of the proceedings, the Chairman of the Disciplinary Committee will write a short report. In the event of a finding that the allegation has been proved, the report will set out the misconduct alleged, a brief summary of the evidence received, the grounds for the finding that the allegation has been proved, the penalty imposed, and the factors taken into account in deciding the penalty. A copy of the report will be sent to the member and to the Chairman of the Board and to any other party deemed to have a material interest in the outcome, though in the latter case the report may be censored. Where the misconduct concerns the anti-doping policy, a copy may also be required to be sent to Sport England.

6.22 Chairman of the Board's right to stop the proceedings

The Chairman of the Board has the power to suspend the activity of the Disciplinary Committee at any time, and to stop the proceedings against the member if he or she believes it to be appropriate to do so.

6.23 Imposition of penalties

If an allegation of misconduct is proved against a member, penalties may be imposed by the Committee. The penalties are set out below.

6.24 Matters to be considered

When determining penalties, consideration will be given to the seriousness of the misconduct, the circumstances of the misconduct, and the general personal circumstances of the member. Due regard should also be paid to the seriousness with which Bowls England regards proven deliberate cheating and the misuse of drugs in bowling.

6.25 Types of penalty

A member found to have an allegation of misconduct proved may be:

- a) Absolutely discharged, which means that although the member is technically found to have had proved against him or her the allegation of misconduct alleged, no blame should be attached to the actions of the member.
- b) Admonished
- c) Conditionally discharged, which means that no penalty is imposed, subject to the member fulfilling certain stipulated conditions including future good behaviour over a specified period of time. If the conditions are not met, a penalty may be imposed following a further hearing, which shall concern itself only with whether the conditions had been broken
- d) Required to pay a reasonable sum by way of compensation and restitution for an identified and quantified loss
- e) Excluded from certain activities of Bowls England, such as participating in competitive bowls, for a fixed period of time
- f) Suspended from Bowls England for a fixed period of time
- g) Expelled from Bowls England.

6.26 A member found to have an allegation of misconduct proved may be cautioned which means that no penalty is imposed but, if the member is found to have had proved against him or her the allegation of

misconduct on a subsequent occasion within a specified period, the caution may be referred to and taken into account if a further allegation of misconduct is proved against him or her within a period of three years.

7. Expulsion and Suspension

7.1 For the purposes of this Regulation, 'expulsion' means the action of expelling a member from membership of a Club for an indefinite period of time or a County Association from membership of Bowls England or a Club from membership of a County Association in any such case for an indefinite period of time and 'suspension' means the action of suspending from membership for a defined period of time.

8. Expulsion

8.1 Unless the terms of the expulsion decision in any particular case otherwise so provide, no member who has been expelled by Bowls England or by his/her County or Club shall be admitted to membership of any Club or be permitted to play or practise bowls or to have access to any Club affiliated to Bowls England except with the consent of the Board of Directors.

8.2 No County Association or Club that has been expelled shall be reinstated without the approval of the Board of Directors of Bowls England.

9. Suspension

Unless the terms of the suspension decision in any particular case otherwise so provide, the provisions in this Regulation shall apply to any suspension:

9.1 Whilst a club member is under suspension by Bowls England or by his/her County or by his/her Club he/she shall not be permitted to play in any form of competition in his/her own Club nor shall he/she be entitled to represent his/her County.

9.2 No Club member, whilst under suspension by Bowls England or by any County or Club shall be admitted to membership of any Club, except with the consent of the Directors.

9.3 Any Club under suspension and every member thereof shall, while such suspension continues, forfeit all rights and privileges held under Bowls England and under the governing County of such Club and no member of a suspended Club may, except with the consent of the County, be admitted to membership or be granted any playing privileges by any Club.

- 9.4** Any County Association under suspension shall while such suspension continues forfeit all rights and privileges held under Bowls England.

10. Notification of Expulsion or Suspension

- 10.1** Any expulsion or suspension of a Club member shall, unless there is an appeal, be immediately reported by the Club to the County.
- 10.2** Each County shall as cases arise, send to all its constituent Clubs and to Bowls England, notification of the name of any Club expelled or suspended and of Club members who have been expelled or suspended.

11 Appeals

11.1 Right to appeal against a finding that an allegation has been proved

A member may appeal against a finding that an allegation has been proved by the Disciplinary Committee. The appeal must be made in writing to the Chief Executive of Bowls England within fourteen days of the date of the report, who will refer it to the Chairman of the Board. The member must set out the grounds on which the appeal is based. The appeal will be heard by appeal committee set up for the purpose by the Chairman of the Board, one of whose members shall be appointed as Chairman of the appeal committee. It will normally consist of three persons and must be wholly independent of the Committee.

11.2 Nature of appeal against a finding that an allegation has been proved

There is no entitlement to a re-hearing of the case, which will be allowed only in very exceptional circumstances. Those hearing the appeal may overturn the finding that an allegation has been proved where they consider it just to do so. In particular, a finding may be overturned in the light of new evidence; or where it is considered that the original hearing was not conducted fairly; or where the finding that an allegation has been proved was unreasonable in the light of the findings of fact. At the discretion of the member, the appeal may be presented in person or in writing, and the member may be represented by an advisor, friend or other representative.

11.3 Right to appeal against imposition of penalty

A member may appeal against a penalty imposed following a finding of guilt. The appeal must be made in writing to the Chief Executive within fourteen days of the date of the report, who will refer it to the Chairman

of the Board. The member must set out the grounds on which the appeal is based. The appeal will be heard by an appeal committee set up for the purpose by the Chairman of the Board, one of whose members shall be appointed as Chairman of the appeal committee. It will normally consist of three persons and must be wholly impartial and independent of the Disciplinary Committee (the appeal committee referred to in regulation 11.1 and in this regulation 11.4 is hereinafter referred to as the "Appeal Committee")

11.4 Nature of appeal against imposition of penalty

Those hearing the appeal against penalty may impose a lesser or greater penalty, having considered whether the original penalty imposed was fair and reasonable in the light of all the circumstances of the case, and the member's general personal circumstances.

11.5 Power not to hear the appeal

The Appeal Committee will firstly consider the written appeal from the member and if it considers it appropriate will enquire if there is any further evidence of such parties as it deems relevant. It will then decide whether sufficient grounds are shown to proceed with the appeal. The Appeal Committee is empowered to decide not to hear the appeal in which case the decision of the Disciplinary Committee will stand.

11.6 Procedure of appeal

If the Appeal Committee decide to hear the appeal, the member or representative may present the appeal in writing or orally, at his or her discretion. The burden of proof rests with the member. The hearing shall proceed on similar lines to that outlined in Regulation 5 (*mutatis mutandis*), with the evidence presented being relevant only to the grounds for the appeal.

11.7 Findings of the Appeal Committee in an appeal against a finding that an allegation has been proved

Where the appeal is against a finding that an allegation has been proved, the Appeal Committee may, after due consideration:

- a) Dismiss the appeal in which case the original findings of the Disciplinary Committee will stand
- b) Grant the appeal in which case the allegation in respect of the accused member will be recorded as not proved
- c) Exceptionally invite the Chairman of the Board to form a new Disciplinary Committee for the purposes of re-hearing the case.

11.8 Findings of the Appeal Committee in an appeal against penalty

Where the appeal is against penalty, the Appeal Committee may, after due consideration:

- a) Dismiss the appeal allowing the original penalty to stand
- b) Dismiss the appeal but impose a greater penalty, or alter or amend any conditions imposed by the original penalty
- c) Grant the appeal and impose a lesser sentence, or reduce or remove any conditions imposed by the original sentence.

11.9 Report

After the termination of the proceedings, the Chairman of the Appeal Committee will write a short report. In the event of a finding that an allegation has been proved, the report will set out the misconduct alleged, a brief summary of the evidence received, the grounds for the finding that an allegation has been proved, the penalty imposed, and the factors taken into account in deciding the penalty. A copy of the report will be sent to the member and to the Chairman of the Board and to any other party deemed to have a material interest in the outcome, though in the latter case the report may be censored. Where the misconduct concerns the anti-doping policy, a copy may also be required to be sent to UK Sport.

12 Decision of Appeal Panel

The decision of the Appeal Committee of Bowls England shall be final.

13. Costs

If any appeal is abandoned within forty-eight hours of a scheduled hearing or is dismissed, either after a hearing or on the papers, then the Directors may, if they think appropriate, make an award of costs and expenses against the appellant in such sum as the Board of Directors considers appropriate. Until such time as the costs and expenses are paid the appellant shall forfeit all rights, entitlements and recognition under this Regulation and shall be deemed to be suspended.

14. Natural Justice

The rules of natural justice must apply at all times to all matters the subject of these regulations. **Natural justice is procedural fairness comprising of two basic rules; first that no man is to be a judge in his own cause (*nemo iudex in causa sua*), and second that no man is to be condemned unheard (*audi alteram partem*).** Natural justice is concerned with the manner in which the decision is taken rather than with whether or not the decision is correct.

Licensed Events.

- 1** All open and/or invitation events where rewards, including attendance money and/or expenses, and whether in cash or kind, distributed to competitors must be licensed by Bowls England. Any Club organising, or allowing its green to be used for the purpose of, or any player taking part in any unlicensed event shall be suspended from taking part in all forms of bowls organised by or under the auspice of Bowls England.
- 2** The licence fee for all events shall be in accordance with the official scale approved by Bowls England. 'Licences for Club Tournaments may be issued by the County Bowling Association, which may levy an additional fee'.
- 3** The organisers of all events must apply to Bowls England for a licence before commencement of the event. The Licence Number **must** be displayed on the entry form.
- 4** Application for a licence must state:
 - (i) The date and location of the event;
 - (ii) **Name of insurers providing Liability Insurance together with the Policy number;**
 - (iii) The form which it is to take (Singles, Pairs etc);
 - (iv) Details of Child Protection and Vulnerable Adults shall be in place.

End

International Selection Committee

1. Accountability

The International Selection Committee shall be accountable to the International Events Committee.

2. Purpose

To be responsible for selecting players to represent Bowls England in the Home Internationals Series, and any other International Events or Representative Matches.

2.1 To assess, monitor and review the performance of players/teams.

2.2 To request, via the facilitator, the co-option of specialized personnel to provide services as required.

2.3 Team Managers or Selectors shall not be eligible to serve on the International Events Committee, nor for selection for international team representation.

2.4 To officially attend the International Series (BIBC/BIWBC) in a supportive and advisory role to the respective Team Manager.

2.5 Team Managers/Selectors only to attend International Events Committee if deemed appropriate and by invitation only.

3. Composition

Two selection committees shall be elected, one for each gender:

3.1 Each selection committee shall consist of 4 men or 4 women nominated through the County Associations and elected through their County Groups

3.2 Each Committee will include the respective Team Manager and Chief Executive, who shall also act as facilitator.

4. Nominations

Nominations for Group Representatives to be made in writing signed by the Secretary and an Officer of the County Association, and sent together with an appropriate CV to the Chief Executive no later than the Monday of Standard week 36 each year. Nominations of Selectors may be received from any County Association within their relevant geographical group and supported in writing by the same.

5. Election

5.1 Each member to serve for four years (subject to recall by nominating geographical group). One member group shall retire at the end of each year commencing North, South, East and West. The same selector may be re-elected.

5.2 Elections will be by Postal Vote through the County Associations forming the group and ratified at the Annual General Meeting.

5.3 A Team Manager will be appointed for each gender by the International Events Committee, for a period of three years, subject to recall.

6. Vacancies

Should a vacancy occur during a year it shall be filled by consensus among the County Associations forming that Group until the following Annual General Meeting, when the position will be added to the rotation list and will be voted on by the County Associations forming that Group.

7. Trials

7.1 Each Selection Committee shall be empowered to call anyone for a trial even if they have not been nominated by their County.

7.2 Each Selection Committee may, with the approval of the International Events Committee, co-opt two suitably qualified persons to assist at International Trials. These co-opted persons shall have no voting rights.

8. Players selected for bona fide International Duties, together with Officers and Officials on duty with the English teams must be allowed to play all County Championships. This to include International trials and squad/training days.

End

Committee Structure

1. Each of the Committees shall be chaired by a Director.
2. The Committees are:

2.1 International Events Committee with responsibilities for:

Appointment/recall of Team Managers

The receipt of reports and results on the performance of all competitive international level representation

The definition of protocols re. Bowls England personnel in respect of travel, needs, accompaniment, accommodation and subsistence, event related costs, cost parameters for Bowls England personnel, players and officials.

The preparation and control of budgets in line with Bowls England criteria for international events.

The accountability for the overall performance of the Managers and Selection Committees.

2.2 Finance Committee with responsibilities for:

Financial Performance

Annual Budgets

Affiliation Fees

Loans (Clubs)

2.3 Policy and Management Committee with responsibilities for:

Policy and Rules

Logo/Colours

Office Management

Celebration Matches

Annual General Meeting

Anti-Doping Policies

Child Protection

Equal Opportunities

Gender Issues

Annual Dinners

Associated Membership

Life Membership

Health and Safety

2.4 Development Committee with responsibilities for:

Facilities Strategies

Club and Member Development

Youth Development

Bowls Coaching

Public Relations

Press and Media

2.5 Competitions Committee with responsibilities for:

National Championships
National Competitions
Tournament & Licenses
Umpire Services
Laws of the Sport

2.6 Member Services Committee with responsibilities for:

Member Services
Commercial and Marketing
National Handbook
Event Programmes
Newsheets and Magazines
Judicial
Merchandise
Benevolent and Charity Trusts
Greens Maintenance
Civil Liability Insurance
Sponsorship
1000 Club

2.7 Review Committee with responsibilities for:

Review of Bowls England Board
Review of Committee Structure
Review of Committee Performance

The Review Committee to comprise the Bowls England Board Chair and Vice Chair, in conjunction with the Bowls England Chief Executive.

3. Seven members shall be elected to each Committee by postal ballot and ratified at the AGM
4. Each Committee may co-opt two further members, subject to Executive Board approval, and who need not be members of the Council.
5. That notwithstanding any changes that may impact thereon as a result of county or national elections/decisions under the terms of office of Bowls England, Committee Members shall, under normal circumstances, be co terminus with the administrative year of Bowls England and that members of a Committee(s) shall run from one Bowls England Annual General Meeting to the next subsequent one.
6. The Board Chair and Vice Chair to be ex-officio members of all Bowls England Committees.

End

Health and Safety

General Statement of Health and Safety Policy

Bowls England is committed to achieving a positive and effective health and safety culture throughout the organisation. This document sets out our policy for protecting the health and safety of employees and others who may be affected by the way we conduct our activities and services.

The nature of Bowls England activities present many varied health and safety risks. It is essential therefore that we have effective health and safety management throughout the organisation.

Our aim is to achieve a level of excellence in managing health and safety. It is our intention to ultimately eliminate all work related accidents, injuries and illnesses to any person or damage to property that may result from our activities. Unsafe events, whether they result in property damage or injuries, represent failures in control systems. All such instances will be investigated in order to improve controls and measure performance.

Bowls England through the Board of Directors, Main Council, Committees, County Associations, Clubs, managers, supervisors and all employees are encouraged to develop a culture, which promotes a safe and healthy working environment; by working together we can create a safer and healthier environment for ourselves and others.

In order to achieve our objectives we will:-

- Work on the principle that accidents, injuries, dangerous occurrences and ill health conditions can be prevented, and promote actively amongst all those associated with Bowls England, the high standards of health and safety consciousness, discipline and individual accountability that this principle demands.
- Recognise the vital importance of the continued commitment of all to the highest standards of health and safety, and ensure that they have the necessary skills and support to achieve this through :-
 - Information
 - Instruction
 - Training
- Actively promote participation and co-operation in establishing and maintaining measures to improve health and safety at all levels of the Association.

- Ensure through systematic risk assessment programmes, that risks associated with the Bowls England activities are identified and then eliminated, reduced or adequately controlled.
- Provide adequate finance and resources to successfully achieve our aims.
- Recognise that an effective health and safety culture and management system will benefit Bowls England, reducing financial and resource losses.
- Require that any company contracted to work for Bowls England applies health and safety standards that are fully consistent with our own.

Bowls England recognises that for this policy to be effective, the management of health and safety must be fully integrated into and treated with at least equal status to any other area of our work. Before making decisions at Board, Council and Committee level we will consider any health and safety implications associated with our actions.

The Chief Executive of Bowls England is appointed as adviser in relation to health and safety, to ensure that Members are informed of any health and safety ramifications of any decisions and keep the Company apprised of relevant changes to best practice and legislation.

In addition to providing technical advice to Bowls England, the Chief Executive must ensure that an annual report is produced on the overall safety performance of the Company, from which the Board of Directors will develop targets and objectives for the following year.

This policy will be reviewed annually to establish its effectiveness and amended where appropriate.

End

Equal Opportunities

Bowls England, through its Board of Directors, Main Council, its Committee Structures, and the Chief Executive, so far as Office management and staffing matters are concerned, will be responsible for the implementation and administration of the Organisation's Equal Opportunities in Service Provision and Employment Policy as detailed in the Appendices to these Regulations.

End

English Bowls Youth Development Scheme

Bowls England financially assists and monitors the activities of the English Bowls Youth Development Scheme which has been developed as a progressive pathway for young bowlers to improve their bowling skills and to compete on an equal level with their peers.

End

Greens Maintenance Scheme

The objective of this service is to maintain and improve the playing surface of the bowling greens used by the Clubs affiliated to Bowls England.

End

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Bowls England Policies

Please refer to the Bowls England Website: www.bowlsengland.com

End