

**MINUTES OF A MEETING OF THE
BOWLS ENGLAND BOARD
HELD ON WEDNESDAY 21ST SEPTEMBER 2011 AT
BOWLS ENGLAND HQ, LYNDHURST ROAD, WORTHING, AT 4.30p.m.
AND CONTINUING ON THURSDAY 22ND SEPTEMBER AT 9.30a.m.**

1. Welcome

The Chair, David Mitchell-Gears, welcomed everyone to the meeting.

2. Present:

David Mitchell-Gears, Peter Arnold (Vice Chair), Jeff Applegate, Margaret Docherty, Norma Hazzledine, Howard Pryse, David Tucker and Tony Allcock MBE

Apologies: Bowls England President: Joan Balding

3. Obituaries Recorded

- Mrs. Kit Parten President Surrey 1982
- Mrs. Pat Spencer President Lancashire 2000
- Fred Pedder President Bedfordshire 1983
- Brian Smith President Leicestershire 2003
- Bevis Walker President Devon 1974
- Mrs. Pauline Capon President Northamptonshire 1985

4. Minutes

The Minutes of the Board Meeting held on 18th May 2011 were approved and signed as a true and correct record.

5. Board Members: Declarations of Interest

No declarations were made.

6. Matters Arising not covered by the Agenda

7. Chairman of the Board's Report

- The Minutes of the earlier Review Meeting were circulated

8. Chief Executive's Report

- Gwen Sabin's retirement – the CE reported that GS will retire in December and had agreed to work during the National Championship fortnight at Leamington Spa in 2012.
- Sutton Winson – Buildings & Contents Commission. It was **resolved** that commission received from Sutton Winson would in principle be allocated to support counties with expenses in the 2012 White Rose and Amy Rose Trophies.
- The CE reported that ballot papers had been sent in respect of nominations for JVP 2012.
- The CE reported that ballot papers had been sent in respect of nominations (Nick Walker Warwickshire and Pip Branfield Somerset) for West Area Selector (Men) and that Mo Monkton had been elected unopposed as West Area Selector (Women).

- Board Director Vacancy – Following feedback from staff training, it was **resolved** to advertise future vacancies (including Team Managers/Selectors) on the Bowls England website.
- The CE reported on staff changes and savings following the retirement of Gwen Sabin. It was **resolved** to continue to rent the Leamington office and storeroom from Warwick DC.
- Hazel Schofield of Sport England had indicated to the CE that she would be able to attend the November Board meeting. Topics for discussion: BDA and Sport England
- Email received from Stuart Lake (SVP 2011) requesting official Bowls England recognition of Presidential Tours. After deliberation, it was **resolved** that the Tours where invitations were issued should remain as Presidential Tours and not official Bowls England Tours. The CE was asked to write to the SVP accordingly and to inform him that the Bowls England logo should not be used on such invitations.

9. **Development Officer's Report**

Having been circulated, the Board were happy to acknowledge the work done on sponsorship by both Penny Maguire (Office Manager) and Alistair Hollis (Development Officer).

10. **Committee Reports**

10.1 **Finance**

The Committee Chair addressed his report as circulated and reported that there would be a surplus of circa £100,000 for the current financial year - a larger than expected Surplus due to some windfall income, some budgeted spend being held over until 2012 and overall tight cost-control. He confirmed that his committee KPIs were all on target.

10.2 **Competitions**

The Chair reported that a recommendation had been received from the Finance Committee regarding small increases in 2013 National Championship and Competitions entry fees. The Competitions Committee **resolved** to support the principle but to **recommend** to the Board an increase of 50p to £2.50 for National Championships and an increase to £4.50 for individual Competition entries. No increase was recommended in respect of fees for the Balcomb Trophy, Walker Cup, White Rose Trophy, Amy Rose Trophy and Club Team events.

The initial rationale for the above increases was to allow a reasonable contribution to be made from Competition entries towards competitors' expenses when attending the final stages.

In consideration of this, the Board **resolved** to ask the Finance Director to produce a paper giving detail and figures of the following principles for 2013 Championship entries only, with the following options to be placed before the February 2012 AGM.

- Small Entry Fee increase / Increase in Contributions to Competitors
- Larger Entry Fee increase / Larger increase in Contributions to Competitors
- Reduction in county competition Entry Fees / NO Contributions to Competitors

Following receipt of a letter from Bowls Durham asking for the current round robin rules to be reviewed, allowing any dead rubbers not to be played, the Competitions Committee **resolved to recommend** to the Board that the regulations covering the Johns Trophy and Middleton Cup should allow for such a provision. The caveat to this being that it is not

mathematically possible to win without playing the match and that both Counties are in agreement and each would be responsible for the reimbursement of expenses incurred by venues already booked for such a tie. This would need prior approval from Bowls England.

Resolved

Following receipt of the letter from Suffolk Bowls (BE) asking for consideration of an amendment to Regulation 51.2.1 that participants in National Championship finals wear County shirts. The Competitions Committee **recommended** to the Board that this be supported and that Club shirts be worn for National Competitions appertaining Club events. The Board after deliberation **resolved** that the status quo should apply, i.e. *“White, County or Club coloured shirts will be worn provided that all members of the side wear the same and provided that the design and colour of the shirts has been registered with Bowls England/County respectively.”*

The following **recommendations** for amendments to Regulations were **resolved**:-

Regulation 50.1 to read: *“County Championships leading to National Championships shall be administered by the County Associations under the Rules and Regulations of Bowls England.”*

Regulation 50.5.1 to read: *“The dress code in County Championships leading to National Championships shall be administered by the County Associations under the Rules and Regulations of Bowls England.”*

Regulation 58 National Top Club Competition (Women)

To reflect the Competitions Committee’s resolution that the venue for the Women’s Top Club final stages to be moved to Victoria Park, Leamington Spa in 2012 (week 37 15th/16th September in 2012) and that the final stages format would be a knockout.

Amendments be made to all Bowls England Regulations utilizing the 160 mile round trip calculation for the purposes of neutral greens to read: *“(Google maps quickest route)”*.

County Team Managers’ responsibilities for team events be incorporated into the appropriate Bowls England Regulations.

Flood-Lighting – suitable flood-lighting can be used with the consent of both players/sides.

Regulation 70 – Tony Allcock Trophy – National Club Mixed Over 60 Double Rink

The format to be increased from 18 to 21 ends.

10.3 International Events

The Chair reported that a letter had been received from Mid Wales BC following an invitation made to them to play a match one day prior to the Senior Men’s International Series in 2012. The invitation had been declined as permission had been refused by the Welsh Bowling Association. As this was to have been a training match for the team, an alternative will have to be organised. It was agreed that the Chair of Finance Committee make tentative enquiries by phone call to Brian Rogers of the Welsh BA asking for a reason for this decision. Following this the CE was asked to formally write to the Welsh BA.

2012 World Bowls, Adelaide

The Chair tabled her Committee’s recommendation that, in view of split venues, the two

junior Team Managers should join the team and two senior Team Managers in Adelaide for this event providing additional support for the team. However, after due consideration and in view of additional costs involved, the Board **resolved** not to support this recommendation.

Trials Format

The Chair reported that it had been **resolved** at the last meeting of the IEC not to use individual score markers at the Trials.

The Chair further reported that new International Trial nomination forms were being prepared in an attempt to make the process more efficient.

Sports Physiology Support

The Board **resolved** that the IEC Chair should meet with Rex Hazeldine to discuss his future involvement.

Official Clothing

It was **resolved** that any authorised International Events support staff be allowed to wear official Bowls England fleece/clothing for the duration of a specific event.

It was **resolved** that the CE look at the current Bowls England Clothing Protocol and that a statement be prepared for inclusion on same to read that only official positions and not names be embroidered on Bowls England fleeces.

Selectors/Team Managers

It was **resolved** that the Bowls England Review Committee would look at Selectors'/Team Managers' appointment procedure, tenure, protocol, roles and attendance. It was **resolved** that the International Events Committee would set up an electronic sub committee to prepare a report for the Review Committee in this respect.

British Isles Over 55s Fours

The Chair expressed disappointment that the new Championship had not received support from the Counties and that there would be no Bowls England representation in this event at the British Isles Championships. The Board noted that the Competitions Committee had **resolved** to look at this topic again in the future.

Letter from Senior Women's Team Manager

The Chair reported that a letter had been received from the Senior Women's Team Manager expressing concern that certain Counties were not giving working women and students the opportunity to play in County competitions as there was no provision for evening and weekend matches. This was having an adverse affect upon the development and maintenance of performance of those international bowlers and aspiring women bowlers engaged in employment and/or full-time education. This is not in line with the Bowls England Equity Policy and potentially falls foul of the 2010 Equality Act. It was **resolved** to circulate all Counties to this effect.

10.4 Member Services

The Chair reported that Merchandise Sales at the National Championships were as follows:-

- Leamington Spa £3500
- Worthing £2800

The Year Book will remain at £4 in 2012.

Civil Liability Insurance

The Chair reported on a meeting with Sutton Winson re. Bowls England insurance.

Membership Card Scheme

It was **resolved** that the Chair look into this again – correlate Board views and ask for opinions from Counties on the pros and cons of such a scheme.

Conference

Due to the acoustics at the Town Hall in Leamington Spa, the Chesford Grange had been agreed in principle as the 2012 venue; however, this has to be further investigated as it is understood that intended charges for lunch and coffee were excessive.

Archiving

It was **resolved** that the CE and DO are to revamp/properly label the Museum at HQ.

Greens Maintenance

It was noted that an assistant to Arnold Goad will be sought.

President's Matches

The IT manager is currently working on a format for all communications to be made electronically in respect of the above.

Resolved it is a Bowls England policy that only affiliated members can play.

Resolved that the President selects the squad for any match and that the Captain of the Day formats the team (rationale: the Captain of the Day has the most up to date information on the given day).

Resolved that all electronic match request forms to be returned by 1st March in each year.

The Chair reported that the format for speeches at President's Matches is currently being revamped.

He concluded by reporting that his Committee's KPIs are on target and the Committee is within budget.

10.5 Development EBYDS

The Chair reported on the excellent EBYDS Finals Day at Worthing and informed the Board that in 2012 this would be held Indoors and in 2013 in Leamington Spa. The Board **resolved** to minute Bowls England's 100% support of the EBYDS.

Club of the Year

Following a rigorous inspection of shortlisted clubs by the Chair and Glyn Williams of his Committee, the following results were announced:-

Winner: Ditton BC, Kent

2nd Place: Clarence BC, Somerset

3rd Place: Highcliffe BC, Hampshire (highly commended)

An announcement is to be made by Bowls England and placed on the website.

National Championships Hospitality

From 2012 there is only to be one hospitality supper during the Women's Championships at Leamington Spa and therefore, in order that Honorary Members each have the opportunity of two hospitality places, it was **resolved** that Women Honorary Members will also be given the option to attend a second corporate lunch in Worthing.

Although the supper in 2012 Leamington Spa is to be held on 2nd Tuesday of the Championships, it was **resolved** that, in subsequent years, this will be held on the 1st Tuesday of the Championships.

It was **resolved** that the CE is to make formal introductions at Corporate Lunches/Suppers.

It was **resolved** that these events are to be known as Corporate Lunches/Suppers in view of them being utilised for PR and marketing purposes.

10.6 Policy & Management

Bowls England Transgender Policy (attached)

The Chair presented the re-written policy and explained that the original Policy had been challenged by an authority on the subject from another sport. The Committee subsequently liaised with that person and the resulting policy was submitted to the Board. The Board **resolved** to adopt the Transgender Policy.

Review on Associate Membership (ongoing)

The Chair reported on an anomaly that has arisen in that in certain Counties some members of leagues that were Associated Members to Bowls England were paying a reduced affiliation fee. It was **resolved** that it would not be possible to become an Associated Member unless full affiliation fees were paid by all their members.

Bowls England Rules and Regulations

It was **resolved** that each Committee is to review its own roles and responsibilities as set out in the Bowls England Rules and Regulations.

CRB Clearances

It was **resolved** CRB clearances administered through Bowls England were only available for Bowls England affiliated club members. It was noted that the CE is the designated Bowls England Child Protection Officer.

Bowls England Certificate of Merit

The Chair reported that 17 nominations had been made with 6 successful candidates in 2011 (3 women and 3 men).

It was **resolved** that of the 5 categories, the one entitled "Playing Achievements" was inappropriate and therefore should be removed. It was further **resolved** that entries must be made on the updated official Bowls England application form.

Equality Report

The Chair recommended the Equality Report and Equality Action Plan previously circulated. The Board **resolved** to adopt the Report and Action Plan and these will be sent to Counties. The Action Plan is to form part of the Policy & Management Committee's KPIs.

Articles of Association (draft previously circulated to Board)

The Chair presented a report to accompany the draft Articles of Association for comment and adoption by the Board. He pointed out that to date the cost of revising the Articles had been expensive.

- Resolved to add Annual General Meeting to the Interpretation
- Resolved to review Article 74 to ensure that Committee's can act with delegated powers
- Resolved that the quorum in Article 88 be not less than 3
- Resolved that the new Articles be submitted to the Company together with the reviewed Rules & Regulations
- It was **resolved to recommend** that a new category of membership be added – “Discretionary Member” – for groups such as Friends of English Bowling and Visually Impaired Bowls England. It was therefore **resolved to recommend** to the AGM.

Change of Accounting Year End

The Board were asked to consider changing the accounts year end to April to coincide with the tax year. After due discussion, it was **resolved** that the accounts year end should remain unchanged.

It was noted that the updating of the Articles of Association was still work in progress.

10.7 *Disciplinary Committee Update*

The CE reported that legal costs been high and that there was disappointment with the lawyer (which was strongly supported by the Chair of Policy & Management). It was therefore **resolved** to change lawyers at the end of the currently contract and to endeavour to negotiate a short contract with any new lawyer.

10.8 *Review Committee*

It was **resolved to recommend** to the EGM the roles and responsibilities of the Bowls England Vice Chair. This will include Directorship on the BDA Board with effect from the completion of the current tenure (1st April 2013). This will be subject to adjustment if deemed necessary.

It was noted that the combined Member Services and Development Committee roles had been incorporated and that the new name is Operational Services Committee.

11. *Any Other Business*

11.1 *Board Accommodation at National Championships*

Attendance of the Board at National Championships was reviewed.

11.2 *Board Meeting – July*

It was **resolved** to add an extra Board Meeting at Leamington Spa before the Championship Corporate supper if deemed necessary.

11.3 *Visually Impaired Bowls England (VIBE)*

The Chair of International Events (also Chair of VIBE Fund-Raising Working Group) addressed her report and drew the Board's attention to her idea for “The World's Biggest Spider”. She is planning to announce the initiative at the AGM and to bring it to everyone's attention at the April Conference. She will be speaking to Hazel Schofield (Sport England) re process of applying to Sport England for funding for the VIBE Bowlers Championships in 2013.

CE suggested that it be re-named "The World's Biggest Bowls Spider".

11.4 First Aid Cover

The Chair of Finance underlined the considerable costs expended by Bowls England for the provision of good first aid cover at the National Championships both at Leamington Spa and Worthing. This was coupled with the generous support of the Friends of English Bowling.

12. **Date and Venue of next Meeting**

Wednesday 16th November 2011, Worthing HQ.

Signed: Chair

Dated: