



PRESIDENTIAL PROTOCOL

August 2022



Presidential Protocol

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General

Presidential Team Composition

The Presidential Team comprises of:

- President (P)
- Senior Vice President (SVP)
- Junior Vice President (JVP)
- Immediate Past President (IPP)

Elections

Elections should be made in accordance with Bowls England Regulation 6: Presidential Appointments.

Bowls England and Presidential team relationship and meetings

The People and Governance Officer will be the first point of contact for the Presidential Team and will meet the team every month to support the discharging of Presidential duties. From time to time, other members of staff will join the meeting to discuss particular areas of work.

Each year in October, the Presidential team will meet with the Chief Executive and relevant members of the staff and board to review the year and plan for the following year. Each year in March after the AGM, there will be a similar meeting detailing plans for the forthcoming season.

The Presidential Team protocol will be subject to an annual review by the Board.

Gifts/Bowls England Logo

Any personal gifts will be at the President's discretion and own expense. All items must be produced in line with Bowls England Brand Guidelines, and approval must be obtained from the Marketing Officer before any items are ordered.

Allowances

The following is written so that there is no misunderstanding regarding the payment of allowances 'gross' or 'net of tax'.

Bowls England pay an annual allowance (reviewed by the Board annually) to each Ceremonial Officer to assist with their travel, accommodation, meals and other expenditure in their year of Office.

Bowls England bannerettes, spoons and badges for official celebrations and approved occasions, are provided at no cost to the President.



Prior to being paid the allowance by Bowls England in April, the recipient is required to either produce an HMRC P45 (a certificate providing details from their previous employment), or complete a Form P46 (see Appendix 'B')

The P46 requires the recipient to declare (tick a box), according to their circumstances:

Either

- A. This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension.
- B. This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or occupational pension.
- C. I have another job or receive a state or occupational pension.

The Bowls England payment agency uses the declaration made by each individual to determine 'gross or net'.

- If they ticked A or B – this states that it is their main or only job – and if the value falls under the taxable rate per annum they don't pay tax at this time
- If they ticked box C – this states that they either have another job or receive a state pension. Then they must be taxed on the BR (basic rate)

Bowls England or their payment agency are not in a position to query the tax on behalf of the individual. If they have a problem with the tax paid then they will have to query it themselves.

Allowances will be paid on a monthly basis from April to April. These are paid with tax deducted and it is up to the individual member of the Presidential Team to reclaim tax.

If non-tax payer then a P46 must be signed and lodged with head office, as mentioned above. All mileage for all events is included in allowances. It may be possible to claim repayment of tax deducted from allowance, on production of receipts for justifiable expense to the Inland Revenue.

Any member of the Presidential Team, who is specifically invited by the Chief Executive, or an assigned staff member, to participate in an event which falls outside their normal remit, may receive expenses from Bowls England. This will be confirmed at the time of the invitation being sent.

For clarity purposes, this protocol details areas where there will be no additional expenses paid as the event is covered as part of the annual allowance. This refers to all expenses including meal receipts, accommodation and travel etc.

Presidential Charity

There will be no official Presidential Charity

Uniform



A review of clothing will take place during the winter 2022/2023, this section will be updated April 2023.

Diary

An events calendar will be prepared annually by the office and circulated. A brief overview is below.

- Annual General Meeting – February
- Awards Night - February
- Celebration Matches – throughout the season
- Bowls' Big Weekend – May
- International Events – throughout the season
- Bowls England National Finals – August/September (TBC annually)
- Counties Conference – November
- Champions Dinner – November
- County Luncheons/Dinners – September - January

Meetings

Annual General Meeting (AGM)

The Bowls England AGM takes place in February each year. The Board extends invitations to the full Presidential Team (including the JVP elect). Attendance is strictly ceremonial with no voting powers.

Investiture:

- The Presidential Insignia is presented prior to the AGM.
- Guests will be invited by the Chair to join.

During the investiture the following protocol will be followed:

- The President's County may wish to introduce the incoming President
- IPP presents P with chain of office, P then gives a brief address
- The newly installed P presents the IPP jewel (no response from the IPP)
- The newly installed P presents the SVP jewel (no response from the SVP)
- The SVP presents the JVP jewel and the JVP can opt to give a brief response.

Presidents that are also in attendance as County Authorised Representative are entitled to speak and vote at the Meeting. They are required to identify that they are speaking as a County Authorised Representative and not as a member of the Presidential Team.

Attendance at the AGM is covered as part of the annual allowance, and there will be no additional expenses paid.

Counties Conference

- Attendance only, no official speeches or address.
- Smart casual business attire should be worn, with no uniform required.

Attendance at the County Conference is covered as part of the annual allowance, and there will be no additional expenses paid.



Events

Bowls' Big Weekend (BBW)

For one weekend each year, local bowls clubs around the country will open their doors to welcome new participants to try our wonderful sport. The Presidential Team is invited to join the Bowls England Board, Staff Team and England players on the road to informally visit these clubs and create a fun and memorable day for all involved.

Dress is smart casual, with a BBW t-shirt provided by the office.

Attendance at BBW is covered as part of the annual allowance, and there will be no additional expenses paid.

Celebration Matches and Charity Trust (EBACT)

Bowls England organise a programme of celebration matches for affiliated clubs as recognition and reward for the brilliant work they are doing. The Bowls England team which includes a wide variety of players from our programmes, internationals, certificate of merit holders, county volunteers and board. The Presidential Team play a key part in leading teams across the county ensuring an enjoyable day for all.

Celebration matches are usually played by 24 players from the club and a team of 24 player representing Bowls England. They are traditionally been held between April – September on Tues, Wed and Thurs afternoons

All requests for celebration matches should come through the official channels, no personal invitations or fixtures should be issued or accepted without it going through these channels.

Information on why we hold celebration matches, what should celebration matches look and feel like, what clubs can gain from hosting a celebration match, how we decide which clubs are awarded a celebration match and how players for the Bowls England Team will be selected can be found in the document entitled 'Celebration Match Information 2023+' which can be found on the Bowls England website.

Celebration Match Duties

Captain of the Day:

Pre-Game:

- Attend the Bowls England COTD Webinar
- Notify all players of selection
- Liaise with the host club on all details (numbers, meals, diets, arrangements etc.)
- Liaise with the players on all details (times, guests, parking etc.)
- Arrange any reserves that might be required
- Inform all players to purchase shirts online in advance

At the game:

- Arrive at 11:30 a.m. to meet the President
- Confirm selected rinks with the President
- Player check-in
- Issue the stickers & scorecards
- Work with the Presidential Team to complete any required paperwork
- Liaise with the host club
- Read out the scorecards at the start of play
- Collect any guest money

After the game:

- To share reports, photos and feedback with the Bowls England Team.

Roles – President:

- President to arrive no later than 11:30 a.m.
- President should obtain from the Communications Team content for speeches.
- Personal gifts should be at the President's discretion and expense.

Roles – Other members of the Presidential Team:

- The JVP* should ensure the Bowls England flag is taken to matches and collected at the end of the day.
- The SVP* should ensure that the stickers, scorecards and giveaways are taken to the matches.
- All players are being directed to purchase shirts online in advance, if members of the presidential team carry their own stock this at their own choice and the stock is direct from manufacturer not Bowls England.
- It is not expected that the full Presidential Team attend all of the matches.

**Or arrange with another member of the team, if not in attendance.*

A review of clothing will take place during the winter 2022/2023, this section will be updated April 2023.

Giveaways will be provided for each celebration match as per the below:

- 30 badges, one to be presented to each player playing against Bowls England
- 10 highest rink spoons
- 1 pennant for host team

All celebration matches are free for players, with only guests paying for meals.

Attendance at the Celebration Matches are covered as part of the annual allowance, and there will be no additional expenses paid.



The President may be invited to submit a rink in support of the EBACT. The rink/s where possible, should comprise Presidential Team, Past Presidents, Honorary Members, Life Members, Internationals and Board Members

All non-official celebration matches must be referred to the People and Governance Officer, as approval will need to be obtained. The President will be required to meet all costs.

Any money raised on the day must be donated to the host club.

Bowls England National Finals

The Presidential Team should be represented during the whole period. A rota will be agreed, in advance of the National Finals with the People and Governance Officer. There should be a minimum of two members of the team on duty at any time. No member of the Team should be present for more than five days in any seven day period.

Lunch, or lunch vouchers will be provided on days that you are scheduled to attend according to the rota.

The Presidential Team is responsible for hosting any special guests of Bowls England in The Extra End. They will be provided with refreshments. The Presidential Team may be invited to any lunches or dinners that are organised with key stakeholders. This is a requirement of employment law.

The Presidential Team will play a key role in the badge presentation at the start of each session. A schedule will be drawn up in advance of the event and will align with the Presidential team rota. If members of the team are off or not present then Board Members or other Bowls England VIPs will assist.

A maximum of two members of the Presidential Team to be present to receive the semi-final and final players onto the green. A representative of the Presidential Team will watch all finals if possible. A maximum of two members of the Presidential Team to be present for prize presentations.

A review of clothing will take place during the winter 2022/2023, this section will be updated April 2023.

Chain of office to be worn as appropriate during the Championships.

The National Top club is viewed as an extension to the National Finals and will follow the same protocol.

Attendance at the National Finals and Top Club are covered as part of the annual allowance, and there will be no additional expenses paid.



Awards Night

The Bowls England Awards Night is a glittering evening celebrating the great contribution made by players, officials, clubs, counties & volunteers in the sport.

Dress: Smart (No Bowls England Uniform or Dinner Jacket)

During the event:

- The Presidential Team will form part of the VIP drinks reception welcoming guests and stakeholders to the event.
- Each member of the Presidential team will host a table.
- Each member of the Presidential team will present an award at the event.
- The President will do a brief welcome speech, prepared by the Communications Team.
- The senior vice will present the loyal toast
- The junior vice will say grace.

Attendance at the Awards Night is covered as part of the annual allowance, and there will be no additional expenses paid.

Champions Dinner

Dress: Smart (No Bowls England Uniform or Dinner Jacket)

During the event:

- The President shall act as host to all invited guests and shall coordinate the JVP and SVP to arrive 15 minutes prior to the Bowls England official reception and form a welcome line-up.
- The President shall be required to make a speech in response to the "Toast to Bowls England".
- The President's personal guest (one) may attend, any other additional guests attending the Bowls England reception with prior approval from the CE.
- JVP to coordinate a raffle at the Champions dinner.
- The CE, in consultation with the Director of Governance and President shall be responsible for organising the guest speaker. The guest speaker may be provided with their meal, accommodation and travel expenses.
- After dinner, the President will be required to present National Trophies.
- JVP to greet all Principal guests in the hotel foyer and escort them to the pre drinks reception.

Attendance at the Champions Dinner is covered as part of the annual allowance, and there will be no additional expenses paid.

County Luncheons/Dinners

County Associations may wish to ask for a Bowls England representative to attend their annual luncheon/dinner.

- Counties will be asked to submit requests during August.
- All Counties requiring attendance must provide accommodation and expenses.

- Invitations will be managed by the People and Governance Officer.
- Attendance at these functions will be from members of the Presidential Team, Board and other VIP Groups.
- The draft attendance list is to be agreed by the People and Governance Officer, Chief Executive and representative of the Board.
- Dress is in accordance with the Counties wishes. Some events maybe formal, others may not.
- It is usual to visit your own County during your year as President.
- Official representative to same County in consecutive years should be avoided.
- Chain of office for President; insignia for others.
- Invitations must be sent directly to Bowls England office. If you receive any personally, please do not respond directly but send to the Bowls England office.
- All speeches should be prepared in conjunction with the Comms team.
- Bowls England's Representative is the guest of the Counties and in some instances the partner of the Representative is not included in the invitation.
- Any personal gifts to Counties will be at the President's discretion and expense.

Attendance at the County Luncheons/Dinners is covered as part of the annual allowance, and there will be no additional expenses paid.

Optional Attendance

Events are organised throughout the yearly Bowls England calendar.

Members of the Presidential team are very welcome and may wish to attend, but will do so at their organisation and own expense:

- Youth Development, Trials, Training and Squad Days
- International Events outside of the British Isles (such as World Bowls, Commonwealth Games, Atlantic Rim, European Championships etc)
- Regional Finals (spectator)
- Potters

British Isles International Events

Attendance at British Isles International events is optional for the Presidential Team.

If the President wishes to attend the International Series, then it will be in a symbolic role. Accommodation, flights (if required) and meals will be arranged by the Bowls England Events team to include the President. A review of clothing will take place during the winter 2022/2023, this section will be updated April 2023.

Other members of the Presidential Team may attend in an unofficial capacity. Bowls England uniform should not be worn and expenses will not be provided.



Attendance outside of the Official Presidential Remit

Events are organised throughout the yearly Bowls England calendar, where members of the Presidential Team may be invited to perform a specific role for example Bowls England Representative at the Regional Finals. Attendance at these events are not part of the annual allowance, and will be consistent with the Bowls England expense policy at the time.

Tours

There is no expectation from Bowls England for the President to arrange a tour. Presidential Tours are entirely at the discretion of the President who will be responsible for organising the venue, matches, travel and insurance etc. including all expenses incurred and not that of Bowls England. Any such tour must not coincide with any official events. The President must obtain Board approval for the use of the Bowls England flag. Any personal gifts will be at the President's discretion and expense. Internal Tours will not include official celebration matches.



Document Title