



# **CONSTITUTION AND RULES**

**Issue 6  
Agreed AGM 26/3/2014**

# **DORSET SHORT MAT BOWLING ASSOCIATION**

## **CONSTITUTION AND RULES**

### **1. TITLE, OBJECTS AND AFFILIATION ARRANGEMENTS**

#### **1.1. TITLE**

- 1.1.1. The title shall be the Dorset Short Mat Bowling Association, hereinafter referred to as the “Association”

#### **1.2. OBJECTS**

- 1.2.1. To promote, foster and administer the game of short mat bowls played under the English Short Mat Bowling Association (E.S.M.B.A.) rules and laws
- 1.2.2. To organise Dorset County Championships and other competitions including League Competitions
- 1.2.3. To arrange Inter-County and other representative matches
- 1.2.4. To interpret, as required, questions relating to E.S.M.B.A. rules, laws and practice and give rulings on such matters. The committee’s decision will be binding based on the findings of the relevant standing committee.
- 1.2.5. To act at all times in the best interests of the game, the affiliated clubs and the individual members of the Association

#### **1.3. AFFILIATION AND MEMBERSHIP**

- 1.3.1. The Association shall be affiliated to the E.S.M.B.A.
- 1.3.2. Affiliation to the Association shall be available to any Dorset Short Mat Bowling Club or any other club which satisfies the requirements specified in this Constitution and Rules and those of the E.S.M.B.A.
- 1.3.3. The Association shall maintain a register of the names and addresses of affiliated Clubs and of their secretaries plus a full list of affiliated members.
- 1.3.4. Clubs who do not wish to affiliate to the Association and the E.S.M.B.A. may register with the Association at an annual fee. Such registered clubs will receive all current information but will have no voting rights. Their members WILL NOT BE ALLOWED to partake in any Dorset Leagues or Competitions.
- 1.3.5. The Association may elect Honorary or Life members in recognition of special services to the game.
- 1.3.6. A list of affiliated Clubs will be circulated to all Clubs in September of each year

### **2. AFFILIATION ARRANGEMENTS**

N.B. UNDER E.S.M.B.A. RULES INDIVIDUAL PLAYERS MUST BE AFFILIATED VIA ONE CLUB ONLY. PLAYERS OF ANY AGE, EITHER SEX AND REGARDLESS OF ANY

DISABILITY MAY, VIA AN AFFILIATED CLUB, BE AFFILIATED AS an ASSOCIATION MEMBER.

- 2.1 Affiliation to the Association shall be open to all Short Mat Bowling Clubs situated in the County of Dorset or any club approved by the membership rules of the ESMBA Constitution whose Constitution and Rules have been approved by the Association and whose mats and other playing equipment conform to the specification laid down by the E.S.M.B.A.
- 2.2.1 Application for affiliations must be made in writing to the Membership Secretary of the Association and must be accompanied by:-
- a) A copy of the Club's Constitution and Rules
  - b) The names, addresses and telephone numbers of the Club's officers
  - c) The name and address of their Dorset Representative
  - d) A map of the location of the Clubs playing premises with full postal address and postal code
- 2.2.2. a) A Club wishing to change the location of their playing premises should notify the General Secretary in writing.
- 2.2.2. b) A Club wishing to change their name must submit an application in writing to the General Secretary for approval by the Officers.
- 2.3. Affiliated Clubs shall be required to update their lists of affiliated members annually and notify the Association at the time of renewal of the annual subscription

N.B. PLAYER AFFILIATIONS DO NOT COME INTO EFFECT UNTIL THEY HAVE BEEN RECEIVED BY THE ASSOCIATION'S MEMBERSHIP SECRETARY. FOR EMERGENCY AFFILIATIONS A MINIMUM OF 48 HOURS NOTICE MUST BE GIVEN.

- 2.4. Clubs using municipal or Community playing equipment must possess written approval from the appropriate authority for it to be used for competitive purposes.
- 2.5. Any Club wishing to hold an Open Competition must first apply to the Association and must supply full particulars of the proposed event together with details of any sponsorship etc., Requirements for qualified Umpires must also be stated.
- 2.6. THE ASSOCIATION WILL NOT ORGANISE OR BE INVOLVED WITH ANY LEAGUE OR COMPETITION IN WHICH NON ESMBA RECOGNISED CLUBS OR PLAYERS ARE INVOLVED.

### **3. FEES AND SUBSCRIPTIONS**

- 3.1. An annual subscription to the Association shall be payable by all affiliated members at a rate determined at the Annual General Meeting of the Association
- 3.2. Annual subscriptions shall be payable to the Association by 31<sup>st</sup> August each year. Failure to pay by the due date shall mean suspension of the rights and privileges of the affiliated membership until the whole of the arrears have been paid.
- 3.3. The Association shall pay all required E.S.M.B.A. Affiliation fees and subscriptions, excepting any competition entrance fees, on behalf of affiliated Clubs and members.
- 3.4. All clubs that affiliate/register to the Association must join the County Insurance Scheme which includes Public Liability Insurance. This policy covers the period 1<sup>st</sup> September – 31<sup>st</sup> August.

3.5 As a non-profit making Association, all subscriptions levied by the Association are for the purchase of equipment and to cover administration costs, also to promote the game of Short Mat Bowls within the County.

4. **FINANCES**

4.1. The financial year of the Association shall be from 1<sup>st</sup> January to 31<sup>st</sup> December each year.

4.2 All monies collected shall be passed to the Treasurer (or deputed Committee Member) for depositing in a Bank/Building Society account (as directed by the Committee) in the name of the Association.

4.3 There shall be three designated signatories (non-related). Cheques drawn on the Association account shall be signed by any two of the three signatories

4.4 On dissolution of the Association all monies and equipment held by the Association will be distributed amongst all affiliated Clubs of the Dorset Association.

5. **ADMINISTRATION**

5.1 The administration of the Association shall be undertaken by a Management Committee ('the Committee') comprising the Officers, all of whom shall have been elected at the previous Annual General Meeting of the Association or Extraordinary General Meeting called for such purpose, together with representatives of each affiliated Club but only one vote per club represented.

5.2. The Officers of the Association shall be Honorary appointments, made annually and they shall be:  
Chairman  
Vice Chairman  
General Secretary  
Treasurer  
Competition Secretary  
League Fixture Secretary  
Membership Secretary  
County Team Manager

5.3. Each affiliated Club shall nominate one of their affiliated members to serve on the Committee. Where a member is unable to attend a meeting he/she may be deputed by another affiliated member of his/her Club.

5.4. The Committee shall have the power to fill any vacancy during the year

5.5. A quorum shall comprise of six Committee members, three of whom must be Officers of the Association.

5.6. Any Officer of the Committee may seek re-election at the AGM/EGM.

5.7. Each Officer and member of the committee shall have one vote except for the Chairman who shall have a second, or casting vote if required.

5.8. The Committee shall meet not less than three times annually, excluding General Meetings, or more often at their discretion if the business of the Association requires it.

- 5.9. The Committee shall have power to suspend or cancel affiliation/registration of any individual member or Club, found, at a hearing at which the member or Club is represented, to be in breach of these rules, or because of actions considered by the Committee likely to bring the Association or the game into disrepute.
- 5.10. (a) Officers to nominate a person to become President of the Association, then put to the Committee for approval.
- (b) The President to serve a term of three years but a further term of three years would be allowed.
- (c) The President shall be an ex-officio member of the Management Committee.
- 5.11. The Committee shall appoint a Disciplinary/Dispute's Committee comprising of 3 Officers and 2 members.

## 6. **COUNTY SELECTION**

- 6.1 Only affiliated members of the Association shall be eligible to enter County championship competitions or be eligible for selection for representative matches.
- 6.2 A playing/non playing County Team Manager shall be appointed annually at the Annual General Meeting.
- 6.3 The County Team Manager shall appoint an Assistant Manager, a Premier Team Captain and an 'A' Team Captain (if two teams are entered) of his/her own choice.
- 6.4 The County Team Manager, Assistant Team Manager and the Team Captain(s) shall form the Dorset Selection Committee.
- 6.5 The Selection Committee, once formed, shall write to all Clubs requesting nominations for prospective Dorset County Players, who must be considered of a standard to represent the County and must understand all the Rules, Laws and Regulations as laid down by the E.S.M.B.A.
- 6.6 From the list received a County trial or trials shall be arranged. Selection of the County Team shall be made by the Selection Committee as at 6.4. Above.
- 6.7 That within the County of Dorset – County Colours should only be worn by players when representing their County in competitions.

## 7. **ANNUAL AND OTHER GENERAL MEETINGS**

- 7.1. The Annual General Meeting of the Association shall be held not later than 31<sup>st</sup> March each year.
- 7.2. The business of the Annual General Meeting shall include:-
- a) Presentation of reports by the Chairman, Treasurer, Competition Secretary, League Fixtures Secretary and the County Team Manager.
  - b) Presentation of the audited accounts for the previous financial year.
  - c) Election of Officers.
  - d) Determination of annual subscriptions and other fees for the following year.
  - e) Consideration of any notice, rule change or amendment to the constitution.

- 7.3. Not less than twenty-one days written notice of an Annual General Meeting shall be given by the Committee and the relevant notification shall be accompanied by an Agenda, a copy of the Accounts and any motion or proposed rule change or amendment to the constitution.
- 7.4. Individual members and/or affiliated Clubs must provide the General Secretary of the Association notice of any motion, rule change or amendment to the Constitution for which they seek approval within 21 (twenty one) days before the AGM

Nominations for the post of Officers must be forwarded to the General Secretary of the Association within 21 (twenty one) days before the AGM. If no valid nominations have been submitted, they may be made at the Meeting. Nominations for election to the Committee can only be made with the consent of the nominee.

- 7.5. At a General Meeting, each affiliated member attending shall have one vote. A simple majority rule shall apply to all business requiring voting sanctions. The Chairman shall have any required casting vote.
- 7.6. Extraordinary General Meetings may be called by the Committee, or on the request of at least one third of the Affiliated Clubs. The notice calling such a Meeting shall specify the purpose for which it is called and NO OTHER BUSINESS shall be transacted at the meeting. Only Affiliated Members shall be entitled to vote at such Meetings and the Chairman shall have any required casting vote. Not less than seven days written notice of an Extraordinary General Meeting shall be given by the committee to the affiliated clubs.

## 8. **DISPUTES**

- 8.1. A dispute or appeal arising from the Dorset League or any other matters regarding Short Mat Bowls will be dealt with by the Disciplinary/Disputes Sub Committee appointed by the Management Committee.

Clubs/individuals wishing to challenge a ruling must submit an application in writing to the General Secretary. The General Secretary will then confirm in writing the date, venue and time of any such hearing.

Any appeal against the decision of this Panel should be made to the E.S.M.B.A. in writing within 21 (twenty-one) days of receipt of the decision.

## 9. **CHILD & VUNERABLE ADULTS PROTECTION POLICY**

The Policy as provided by the ESMBA/DSMBA will be used by the Dorset SMBA

## 10. **FIXTURE PRIORITY**

1. ENGLAND            2. NATIONALS            3. DORSET COUNTY TEAM/S
4. DORSET LEAGUES            5. DORSET COMPETITIONS            6. OTHER COMPETITIONS