



Devon County Indoor Bowls Association

Devon County Indoor Bowls Association Constitution and Rules

CONTENTS

1. Title of Association
2. Objects
3. Membership
4. Fees and Subscriptions
5. Nomination for President
6. Administration
7. Executive Responsibilities
8. County Players
9. Official Payments
10. Severance of Membership
11. Alteration of Rules
12. Annual and other General Meetings
13. Conduct of Meetings
14. Health and Safety
15. Dissolution
16. Vice Presidents Association
17. Youth Section including Devon Colts

- Appendix-1 Suspension of Clause 6(e) (Liberty Selection Management)
- Appendix-2 Suspension of Section-17 Clause 3(a) (Youth Section Management)
- Appendix-3 Extension of Presidential Year (extraordinary measure)
- Appendix-4 Code of Conduct

1 Title of Association

The Title of the Association shall be:-

Devon County Indoor Bowls Association (DCIBA)

2 Objects

The objects of the Association shall be:-

To promote, foster and safeguard the level green game of Indoor Bowls for men in the County of Devon.

- (a) By affiliation as a Member of the English Indoor Bowling Association Ltd.
- (b) By adopting and enforcing the laws of the game as set out in the current edition of "Laws of the Sport of Bowls".
- (c) By organising and promoting Annual and other County Championships.
- (d) By entering the Liberty Trophy (The Inter-County Championship) and the Under 25's Inter-County Double Rink Competition and the Over 60 Inter County Competition.
- (e) By arranging representative matches with other Counties and with member Clubs of the Association.
- (f) By arbitrating on disputes between clubs, sections and members and by interpreting on questions of rules and practice referred by clubs and/or members, and act in matters of misconduct as set out and recommended in EIBA Regulations.
- (g) By promoting a safe environment for everyone playing bowls including children and vulnerable adults by recommending and following policies and procedures laid down by the EIBA and Safeguarding Bowls Guidelines and Policy.

3 Membership

- (a) Membership of the Association shall be open to bona fide Clubs in Devon which are affiliated to the English Indoor Bowling Association Ltd and which agree to provide facilities compatible with their domestic arrangements for the staging of competitions and matches arranged by the Association and the English Indoor Bowling Association Ltd.
- (b) Application for membership shall be made in writing to the Honorary County Secretary for approval by the Executive Committee of the Association.

- (c) The Association shall have the power to grant Life Membership to members who have rendered notable services to the game and or the Association. The names of those recommended will be submitted by the Executive Committee to the Association's Annual General Meeting.

4 Fees and Subscriptions

Each affiliated Club shall pay;-

- (a) An annual Affiliation Fee at a rate to be fixed at the Annual General Meeting.
- (b) An annual membership levy (capitation fee) at such a rate as may be determined at the Annual General Meeting. The membership number of the Club as at 31 October each year will be used to calculate the capitation fee payable. Any Club which has not paid within one month of the above date will forfeit all the rights and privileges of Membership until the whole of the arrears have been discharged.

5 Nomination of President

Below is the Schedule for the nomination and rotation for the position of President of the Association. The affiliated Clubs of the Association are divided into three groups as follow:-

Group A	Group B	Group C
Mid Devon	Sidmouth	Isca
North Devon	Madeira	Dawlish
South Hams	Budleigh	Torquay Utd
Kingsley	Axminster	Torbay
Plymouth L.C.	Honiton	Exonia

Commencing 1989 the nomination of Junior Deputy President will be from the first named Club in Group A followed by Group B and Group C and so on in strict rotation.

New Clubs will be placed in the appropriate Group by the Executive Committee and listed immediately beneath the last Club in that Group to nominate the President.

6 Administration

- (a) The affairs of the Association shall be conducted by an Executive Committee consisting of:-
- (1) The President, Senior Deputy President, Junior Deputy President, Honorary Treasurer, Honorary County Secretary, Honorary Match Secretary, Honorary Fixture Secretary, DCIBVPA Secretary/Treasurer,

Inter Club Competitions Secretary, Inter Club League Secretary and Safeguarding Officer (herein after referred to as "The Officers").

- (2) Retiring President (for 2 year period after passing the chair).
 - (3) Two representatives from each member Club.
 - (4) Life Members and Past Presidents of the Association.
 - (5) The Tour Secretary will not have the power to vote except when the post holder is otherwise qualified under sub clause 6(a)(1).
- (b) Officers of the Association shall be elected at the Annual General Meeting from nominations by the Executive Committee and Member Clubs all such nominations to be submitted by the 1 April each year. In the event of two or more nominations being submitted for any of the offices the voting shall be by ballot.
- (c) The Executive Committee is authorised to appoint sub committees for specific purposes and to determine the remit and authority of such sub-committee. All proceedings of the sub-committee to be reported to the Executive Committee.
- (d) The President, Senior Deputy President, Honorary Treasurer, Honorary County Secretary shall act as the Emergency Committee.
- (e) ***This clause is suspended from April 2014 (see Appendix-1)***
A Selection Committee shall be appointed annually and shall consist of one member or his deputy from each Club. The President, Senior Deputy President and Honorary County Secretary are ex-officio members of this committee without the power to vote except the President will have a casting vote.
- (1) A Liberty Trophy Selection Committee (L.T.S.C.) will be appointed annually by the Executive Committee and will consist of ONE current Liberty Trophy player and TWO other persons with Liberty Trophy experience or having been awarded a County Badge. Affiliated Clubs to nominate in writing candidates for the L.T.S.C. prior to 28 February each year in order that the Executive Committee may appoint prior to the A.G.M. together with match day officials for the coming season.
 - (2) A meeting of all Club County Selectors at which the L.T.S.C. are present to receive and discuss nominations of players shall take place prior to the commencement of the season. The L.T.S.C. will have the power to choose the format of the "Liberty trial" or dispense with the need for a trial.
- (f) The Emergency Committee will have the power to fill any vacancy arising amongst the Officers but such appointment shall be confirmed at the next Executive Committee meeting of the Association.
- (g) The Executive committee will meet at least twice annually.

- (h) Fourteen days notice of meetings of the Executive Committee will be given by the Honorary County Secretary to the Officers and members of the committee entitled to attend.
- (i) The Chairman of all meetings except the Selection Committee will have an additional and deciding vote in the event of a tie.
- (j) The President and Honorary County Secretary will be members of all sub committees appointed by the Executive and the Honorary Treasurer will be a member of all committees associated with finance.
- (k) All those members of the above will be members of an affiliated indoor Club.

7 Executive Responsibilities

Executive Officer responsibilities are covered by individual Job Descriptions.

8 County Players

[A] Each affiliated Club will be responsible for submitting to the Honorary County Secretary the names and qualifications of its players of outstanding bowling merit who are eligible to qualify for their full County badge subject to having met one or more of the the qualification criteria approved by the Executive Committee as defined below.

1. Played in 3 winning Denny Cup matches.
2. Played in 3 winning Over 60 Inter County matches.
3. Played in 3 winning Under 25 National Double Rink matches.
- 4a. Winner of an individualistic discipline in an accredited Open Indoor Competition.
- 4b. Winner of the Club Singles Championship.
- 5a. Having reached the Area final of a National Singles Competition.
- 5b. Having reached the Area semi-final of a National Team Competition, having played in all preceding rounds.
- 6a. Having reached the final of the County Singles Competition.
- 6b. Having reached the final of the County Triples or Unbadged Pairs Competition, having played in all preceding rounds.
7. Junior under 21 players having received their Colts badge and after playing in three Junior County games.
8. Having played in three Charles Parrott 2 x 4 matches in the same season including winning the final.

A player will qualify for his County badge after playing TWO County games with only one County game each year counting towards the awarding of his badge. The badge will be awarded at a time convenient to the President. County players will be entitled to wear the County tie after playing one County game.

The particulars of a player's qualification shall in every case be authenticated by the signature of the Club County Selector and the Club Secretary on the official form, and must be capable of being independently verified by the County Executive who may call for further supporting evidence as appropriate. One copy of Form-B (*together with copies of all score-cards supporting each player's qualification statement*) shall be submitted to the Honorary County Secretary by the 29 August each year and one copy to the Club County Selector.

If however a player of outstanding merit becomes a member of an affiliated Club after 29 August, his name and qualification may be added.

Entitlement to play in County Matches is restricted to (a) badged players, (b) those players whose names have been submitted by affiliated clubs on Form B and accepted as authentic by the Executive, (c) players otherwise known to the Executive as having fulfilled County requirements to commence the badge-trail, and (d) Officers who are deserving of County recognition by virtue of exceptional service rendered to the County in the course of their official duties.

Other than for good reasons a player selected for a County match who fails or declines to take his place in the selected side will not be considered for further selection for one year from the date of that match.

[B] A player playing in the Liberty Trophy team or winning a National Title before qualifying with three County games will be presented with a County badge by the President.

[C] All players will wear the established County dress:-

- (1) Smooth soled heel less footwear
- (2) White above the waist or County shirt with white or cream trousers.
- (3) County tie
- (4) International players will have the option of wearing International dress.

9 Official Payments

The travelling expenses etc for the Officers and Selectors shall be recommended by the Executive Committee for approval/amendment at the AGM.

10 Severance of Membership

- (a) Upon breach of the Constitution & Rules of the Association it shall be open to the Executive committee after due investigation of the facts and if need be the examination of witnesses and relevant evidence to suspend or terminate the membership of any Club or Member of such Club. Such Club or Member of such Club shall have the right of appeal to the Association provided that the appeal be signed by its Office Bearers and lodged with the Honorary County Secretary of the Association within fourteen days of the notification of the Executive decision. The appeal shall state the grounds on which it is made and be accompanied by the fee of £10 (Ten Pounds) which will be returned if the appeal is upheld.

NB See also Appendix-4 to this Constitution & Rules (Code of Conduct).

- (b) Any Club may withdraw from the Association by giving written notice to the Honorary County Secretary of the Association on or before the 30 September in each year. Such Club shall forfeit all interest in the funds of the Association and therefore be in the same position as if they had never been a member of the Association but it shall be liable for any money it owes to the Association.

11 Alteration of Rules

Alteration of or any additions to these rules shall only be made at an Annual General Meeting or at a Special general Meeting convened for that purpose after notice of motion by Clubs or the Executive Committee and providing that such Notice of Motion is given 28 days prior to such meeting.

12 Annual and Other General Meetings

The Annual general Meeting shall be held on a date that follows completion of the season's activities which will usually be by the end of May each year. The meeting shall be held at a member club or at other such venue agreed by the Executive. The Notice of agenda of this meeting shall be sent to all member clubs and executive delegates not less than fourteen days prior to the meeting.

- (a) Each affiliated Club shall be entitled to send two delegates additional to the Club County representatives to the Annual General Meeting or Special General Meeting.
- (b) Members of affiliated Clubs may attend the Annual General Meetings and take part in the business but only Club delegates, Life Members, Past Presidents and members of the Executive Committee shall be allowed to vote.
- (c) Each item on the Agenda shall be submitted for discussion and votes for and against any resolution will be counted.
- (d) One member who is not a member of the Executive Committee shall be appointed Honorary Auditor of the Association at the Annual General Meetings.

- (e) Notice of Motions shall be submitted;-
 - (1) By the Executive committee.
 - (2) By any affiliated ClubAny such Notice of Motion shall reach the Honorary County Secretary five weeks before the date of the AGM.
- (f) A Special General Meeting shall be called:-
 - (1) At the request of the majority of the Executive Committee or
 - (2) On written request addressed to the Honorary County Secretary of the Association by at least 2 Member Clubs and
 - (3) Detail of the issue to be discussed should be submitted at least 14 days prior to the meeting. No other business shall be conducted at this meeting.

13 Conduct of Meetings

- (a) A Quorum for an Annual General Meeting or Special General Meeting will require that at least two Executive Officers and voting members from at least Eight (8) Clubs are in attendance.
- (b) A motion shall be deemed to be carried or defeated by a simple majority as determined by a show of hands. However if called upon a motion will be determined by undertaking a paper ballot of those voting members in attendance.
- (c) No motion on any other matter shall be considered at any Annual General Meeting unless specified on the Agenda.
- (d) No resolution shall be rescinded at the meeting at which it is carried.
- (e) The Chairman shall have a second and casting vote.
- (f) The Financial Year shall be set as at 30th April of each year to reflect the balance of the whole of the preceding season and a report will be given to the meeting to reflect that position.

14 Health and Safety

- (a) Devon County Indoor Bowls Association (D.C.I.B.A.) requires all players, organizers and officials at events under D.C.I.B.A. jurisdiction to actively promote, and cooperate in maintaining health and safety to the highest practical extent.

Incidents where health and safety standards are deemed inappropriate shall be reported to those managing that area of activity. Any practicable corrective measures shall be carried out.
Records shall be kept of the incident and actions taken.

15 Dissolution

If at any Executive meeting a resolution for the dissolution of the Association is proposed and passed by a majority of the Club Members present and entitled to vote then a Special General Meeting will be held one month thereafter and such resolution will be confirmed if there are then at least eight Clubs of the Association in attendance and is supported by a majority of three quarters of the individual Members in attendance and who are entitled to vote.

If the resolution to dissolve the Association is approved then the Executive shall proceed to realise the asset value of the Association and will in due course after discharging all outstanding liabilities distribute such asset value to the Member Clubs affiliated to the Association as at the date of the above mentioned Special General Meeting. Such distribution shall be divided based on the members registered with each Member Club at the date of dissolution compared as a percentage of the total membership of the Association as at that date.

DCIBA Vice Presidents Association
Constitution And Rules

1. Title

Shall be called “**Devon County Indoor Bowls Vice Presidents Association**” (DCIBVPA)

2. Objectives

- (a) To foster good fellowship amongst bowlers in the Devon County Indoor Bowling Association.
- (b) To give financial support to the DCIBA
- (c) To arrange and play representative matches.

3. Membership

Membership of the DCIBVPA shall be open to all members of Clubs affiliated to the DCIBA.

4. Subscription

The “Annual” and “Life Membership” subscriptions shall be as recommended by the Executive Committee of the DCIBA. (hereinafter referred to as the Association) and approved by the Annual General Meeting of the Association.

All fees shall be payable to the Secretary/Treasurer of the DCIBVPA.

5. Administration

- (a) The affairs of the DCIBVPA shall be conducted by a committee consisting of the Honorary Secretary/Treasurer together with a committee of four members one of which may be the Immediate Past President of the Association. The Committee shall appoint a Chairman and have powers to co-opt members if necessary.
- (b) The Honorary Secretary/Treasurer and three committee members shall be nominated and elected at the AGM. of the Association. The fourth committee member shall be appointed by the Executive Committee of the Association.
- (c) The Honorary Secretary/Treasurer (or his nominee) shall represent the DCIBVPA on the Executive Committee of the Association without power to vote.

6. Finance and Expenses

All monies shall be held in a bank account in the name of the DCIBVPA. At the end of each financial year which will coincide with that of the Association, after deduction of expenses and working balance agreed annually by the Executive Committee of the Association, all subscriptions will be paid to the Honorary Treasurer of the Association on or before the last day of February in each and every year. The accounts will be audited by the Association auditors annually.

1. Objects

To encourage, foster, develop and promote the level green game of Indoor Bowls for players who have not attained the age of 25 by the 1st October each year

2. Membership

- (a) Application for membership shall be made in writing to the Honorary County Secretary stating full name, address, date of birth and contact telephone number or e-mail address

Membership is open to players who are registered with an affiliated Club of the Association.

3. Administration

- (a) ***This clause is suspended from April 2015 (see Appendix-2)***
The affairs of the Devon Colts (formerly Youth Section) shall be conducted by a committee consisting of Club representatives (where applicable) and Four members appointed by the DCIBA Executive Committee.

4. Fees and Subscriptions

- (a) Method of funding to be determined by the DCIBA Executive Committee annually.

5. General

- (a) The section and administrators will adopt at all times current legislation regarding the Children Acts 1989 and 2004 and Care Act 2014 and Working Together to Safeguard Children (DOH 2015) and other regulations approved by EIBA Ltd.

Appendix 1

Addendum to DCIBA Constitution & Rules **(Liberty Selection management)**

Effective from April 2014 and following the appointment by the DCIBA Executive Committee of a Team Manager to manage and select the Liberty Trophy Team and Under 25 National Double Rink Team, clause 6(e) of the Constitution & Rules (Administration) will be suspended until further notice.

April 2014

Appendix 2

Addendum to DCIBA Constitution & Rules (Youth Section) **(Team and Youth Section Management)**

Effective from April 2015, and following the appointment by the DCIBA Executive Committee of a Team Manager and Assistant to manage and administer in full the Youth Section of the Association, clause 3 (Administration) sub clause(a) will be suspended until further notice.

April 2015

Appendix 3

Addendum to DCIBA Constitution & Rules **Extension of Presidential Year (2020-21 onwards)**

The succession of the Presidential Year is to be extended by one season, allowing Mousa Al-Kordi to serve as President for the 2020-21 Season and also for the 2021-22 Season.

Then Ian Turner will serve as President for the 2022-23 Season, and then Chris Fenner will serve as President for the 2023-24 Season.

The reason for this Appendix is the Covid Pandemic and will remain in place until the end of the 2023-24 Season.

January 2021

Appendix 4

Addendum to DCIBA Constitution & Rules **Updated Code of Conduct (7/9/2021)**

Devon County Indoor Bowls Association (DCIBA)

Code of Conduct

PURPOSE & APPLICABILITY

1. This Code of Conduct covers the behaviour and conduct of all personnel to whom this Code of Conduct applies, before, during and after events, and at any other time, and covers any action liable to bring the game of bowls or the DCIBA into disrepute.
2. The Code of Conduct applies to the following: DCIBA Officers and Assistants, Competition Organisers and Assistants, Team Managers, Staff and Volunteers, Players, Club Members affiliated to the DCIBA by virtue of their Club being a DCIBA affiliated Club.
3. Any person in one of the above categories who officates or assists at any event, match or competition under the auspices of the DCIBA, plays in, or simply attends, is expected to comply with this Code of Conduct, and is deemed to accept it in every detail.

RESPONSIBILITIES

4. It is the responsibility of all personnel to whom this Code of Conduct applies to read it fully and to be conversant with its content. Ignorance of the Code is no excuse.
5. It is the responsibility of Team Managers and Competition Organizers to draw attention to this policy to all event participants, volunteers and other relevant personnel.
6. Clubs affiliated to the DCIBA are expected to have their own codes of conduct in place, in the public domain, under periodic ongoing review, together with a policy governing the use of social media. Club members should periodically have their attention drawn to these policies.

7. The Code of Conduct requires that the aforementioned personnel do not take part in any irresponsible, abusive, inappropriate or illegal behaviour, including behaviour which is intimidatory or bullying (verbal, written, or physical).
8. The aforementioned personnel must not abuse alcohol or engage in the consumption of illegal or performance enhancing drugs or stimulants.
9. The aforementioned personnel must not use foul language, or publicly show disrespect of other players, officers or officials (including the officials, management, staff, volunteers and members of a host club, or of the DCIBA's playing opponents, or of any other Club or organization, or the public present at matches and events).
10. The aforementioned personnel will not engage in reckless behaviour of any kind, especially such as may have the potential to injure or harm other personnel.
11. Action may also be taken against players or officers (a) without good cause failing to appear and be ready to play or officiate at times pre-arranged by the Association or (b) to dress to an acceptable and approved standard.
12. Players shall not cheat in order to gain unfair advantage or in order to deliberately lose a game, or to use any form of gamesmanship in an attempt to gain an unfair advantage. Players will refrain from reckless behaviour on and off the green. A suitable warning must be given in a timely manner of the intention to fire.
13. Abuse of Social Media at any time by the aforementioned personnel (see Appendix-1 to this Code of Conduct) is also viewed very seriously by the DCIBA and the policy regarding this is equally applicable to Club members who are affiliated to the DCIBA by virtue of belonging to a Club which is itself affiliated to the DCIBA. GDPR also remains operative and must therefore be adhered to.

OPERATION & GOVERNANCE

14. An Emergency Committee (with powers to co-opt members as appropriate) will be selected on a case by case basis and will be empowered to fully investigate all alleged breaches of the Code of Conduct and to decide on appropriate action.

15. Allegations of breaches of the Code of Conduct are to be made in writing (email acceptable) to the DCIBA County Secretary within 7 days of an alleged incident and shall include full information, time and date and also witness contact details. The complainant must be prepared to appear before the Emergency Committee.
16. The DCIBA County Secretary will advise the person who is the subject of the complaint and invite his or her comments in writing.
17. Where the Emergency Committee decides there is a case to be answered, the person complained against must be advised of the nature of the complaint, and of the right to attend the hearing of the Emergency Committee, and the right to be accompanied, and further, to be represented.
18. Where the complaint is upheld, the Emergency Committee is authorised to apply such penalty it considers appropriate.
19. The decision of the Emergency Committee will be confirmed in writing (email acceptable) by the DCIBA Honorary County Secretary to the person who is the subject of the complaint.
20. The person who is the subject of an upheld complaint may appeal the decision of the Emergency Committee by giving notice in writing to the Honorary County Secretary within 14 days of the decision having been made.
21. Appeals will be considered by a select Executive Committee and the person who is the subject of the upheld complaint will again have the option to be present and will have further options to be accompanied, and represented.
22. Nothing in this Code of Conduct affects an individual's right of appeal to the EIBA (English Indoor Bowling Association). However, it is expected that they do so firstly to (Devon County Indoor Bowling Association) DCIBA, if the matter was dealt with by their club.
23. Club Members affiliated to the DCIBA (by virtue of their Clubs being so affiliated) are expected to abide by this code of conduct. However, discipline and complaints handling will be for the Clubs themselves to administer according to their own codes of conduct, and the DCIBA will not normally be involved, except in cases where the DCIBA or its personnel are directly severely affected by the behaviour of the affiliated Club member(s) involved.
24. This Policy will be reviewed annually.

Appendix 1 of Code of Conduct

Social Media

Introduction

1. This policy applies to all DCIBA Officers, Players, Competition Organizers, Team Managers, and volunteers.
2. The policy sets out the standards expected to be applied to use of social media by the personnel identified above, and by any person affiliated to the DCIBA by virtue of being a member of a Club itself affiliated to the DCIBA.
3. This policy applies to all types of social media, current and future.
4. Any online activity that brings the DCIBA or any of its members into disrepute, or a breach of confidentiality will be treated as an infringement of this policy. This includes any statement or comment that could be seen to negatively affect the reputation or good name of the DCIBA, or any of its personnel.

Responsibilities

5. It is the responsibility of all personnel to whom this policy applies to be familiar with and fully understand this policy.
6. It is the responsibility of Team Managers and Competition Organizers to draw attention to this policy to all event participants, volunteers and other relevant personnel.
7. Clubs affiliated to the DCIBA are expected to have their own codes of conduct in place, in the public domain, under periodic ongoing review, together with a policy governing the use of social media. Club members should periodically have their attention drawn to these policies.

Types of Social Media Abuse

8. In all use of social media in respect of all DCIBA matters and personnel, care must be taken by all to avoid on-line behaviour which gives rise to postings which are inaccurate, libelous, defamatory, or obscene, or which may be seen to be harassing, threatening, discriminatory and /or illegal.
9. This is further extended to inappropriate social media behaviour directed at any associations and clubs (or their individual personnel and members) with

which the DCIBA deal (whether or not affiliated to the DCIBA), and to organizations and staff which have bowling, commercial or other partnership relationships with the DCIBA.

10. Any posting of images must take into account copyright situations and any necessary permissions or absence thereof. Privacy of individuals' data must also be respected, and GDPR adhered to.
11. Cyber bullying, stalking and trolling are prohibited. Civil and criminal prosecutions are not uncommon in respect of instances where social media has been used in an inappropriate manner.
12. Negative comments or complaints made by others on social media about the DCIBA or any personnel affiliated to or working with or for the organization should not be replied to or responded to or endorsed. Anyone who has concerns about such negative comments should contact the DCIBA County Secretary immediately and await a response from that source.

Complaints Procedures

These are set out in the main body of the Code of Conduct.

Code of Conduct – relevant history

07/09/2021 D.Butterworth

Reviewed by G.Taylor

Reviewed by G.R.Coxwell 03/09/23