

## **THE DALES SHORT MAT BOWLS LEAGUE CONSTITUTION APPROVED 24.08.2020**

**Title:** The League will be known as the Dales Short Mat Bowls League.

**Aims and Objectives:** The League aims to;

- Promote and regulate the game of Short Mat Bowls in the Dales League,
- To foster fellowship between members both recreationally and socially, and
- To act at all times in the best interests of members and resolve, where necessary, any disputes among members in accordance with the Dales League Disciplinary Procedure forming part of this Constitution.

**Membership:** 1. Membership of the League shall be restricted to clubs in a designated area defined by the League Committee and approved at an AGM. Currently the area is that containing Thornton le Dale, BSA, Marton, Kirbymoorside and Yedingham Clubs.

2. League teams representing clubs must be composed wholly of players registered with North Yorkshire Short Mat Bowling Association, and through them with English Short Mat Bowling Association, to play in a Short Mat Club in the Dales League area. Names of all members intending to play must be provided to the Fixture Secretary before they play in the League each season. If other teams are invited from another county association to take part in a competition then the composition of those teams will be in accordance with the constitution rules of the relevant association.

3. Members shall adopt and conform to ESMBA Rules & Regulations and the current Laws of the Sport of Short Mat Bowls except where Dales League Playing Rules vary these.

4. All Clubs must have valid Public Liability Insurance cover as a condition of membership to the League.

**Fees:** Subscriptions per team shall be fixed at the A.G.M and become payable prior to the first scheduled game of the season. No club can play teams until payment is made.

**Administration:** 1. The affairs of the League shall be administered by a Committee consisting of the Officers and one named Member (Representative) from each club. The Committee shall have the power to amend the Playing Rules where Government requirements, English Short Mat Bowling Association, or substantial changes in circumstances require.

2. The Officers of the League Committee, excluding the Chairman, shall be elected at every A.G.M. and shall hold that office until the next A.G.M. The Representatives from Clubs shall be adopted onto the Committee at the AGM. The Chairmanship will rotate each year from Clubs belonging to the League. The Committee shall have the power to fill any vacancy arising amongst the Officers or Committee during the year.

The league committee can appoint sub-committees for any purpose as they determine. Sub-committees shall comply with any instructions that may be given to them. Any such sub-committee will include at least one full member of the League committee who will give regular reports on the activities of the sub-committee to the League committee.

3. Officers of the League will consist of the Chairman, Secretary, Treasurer, and Fixture Secretary;
- a) The Secretary will keep a register of the names of all Club contacts, call meetings, keep correct minutes of all proceedings of the League and conduct all correspondence appertaining to that office.
  - b) The Treasurer shall receive and disperse all monies due to and from the League. All payments must be authorised by one of the following people; Chairman, Secretary, Fixtures Secretary. The Treasurer shall be responsible for regularly maintaining the books and preparing income, expenditure accounts and balance sheets for an auditor appointed at the previous A.G.M.
  - c) The Fixture Secretary shall be responsible for keeping a list of all registered players, collating and preparing fixtures and competition lists, and ensuring their correct submission to all clubs in good time for the following season's games. All personal information will be kept solely for the purpose of running the League and used for no other purpose, to conform to GDPR.
  - d) A person will be nominated by the Committee after the AGM to receive weekly results from Teams, keep up-dated scoring for League and Knock-Out results and make these available for on-line access

as a service to Committee and players through the North Yorkshire Website.

**Annual General and Other Meetings;** The A.G.M. will take place each year around mid-April at which;

1. Reports will be received from the Chairman, Secretary, Treasurer, Fixtures Secretary,
2. Proposals to change the Constitution will be considered,
3. Proposals to change Playing Rules will be considered,
4. Election of Officers of the League,
5. Adoption of Representatives for Clubs to the Committee,
6. Appointment of auditor

The AGM is open to all, but each Club shall be entitled to one Representative with power to vote. A quorum shall be 10% of membership.

At least 30 days' notice will be given to all clubs and any proposals for change to Constitution or to Playing Rules must be in the hands of the Secretary at least 14 days prior to the meeting.

Nominations for Officers must be proposed and seconded by individual members and be received by the Secretary at least 14 days prior to the meeting.

**An Extraordinary General Meeting** may be called either by;

- a) A majority decision of the committee, or
- b) By written application to the Secretary by 10% of the membership or 10 members whichever is higher.

An E G M shall require 14 days' notice to club members. A quorum shall be 20% of the membership.

**Committee Meetings** shall take place at least once a year.

The Chairman will preside over meetings of the Committee and ensure that the Secretary keeps correct minutes of all proceedings.

The committee shall meet together for the despatch of business, adjourn and regulate their meetings as they think fit.

Matters arising at any meeting shall be determined by majority vote. If a Club is represented by more than one person on the Committee the Club will only have one vote. The Chairman will have a casting vote if the overall vote is tied. Club Representatives can arrange a substitute to attend and vote for them if they are the only committee member from their club.

A quorum shall be 5 Committee members.

Decisions made by the League Committee will be final.

At any meeting after the A.G.M. members may vote to co-opt onto the committee any member for one or more of their meetings where the knowledge of the co-opted member is considered valuable. Co-opted members will not have a vote.

### **DALES DISCIPLINARY PROCEDURE**

**COMPLAINTS;** A complainant must be satisfied that the subject of their complaint is not trivial in nature. It is expected that complainants must have made every effort to resolve the complaint prior to submission to the Committee for investigation.

**REPORTING COMPLAINTS** The Committee will not investigate complaints made verbally.

Details must be submitted in writing to the Secretary within 14 days of the event which is the subject of the complaint including

- The nature of the complaint
- The name(s) of the alleged offender(s)
- The date it took place
- Any action already taken to try and resolve the matter amicably.
- The names of any witnesses prepared to support the complainant (if possible)

A complainant must be prepared to provide evidence or statements, either written or in person, at any hearing to support the complaint. Should the complainant be unwilling to provide such support then the Committee may dismiss the complaint.

#### ***ACTION ON COMPLAINT***

Upon receipt of the complaint, the Secretary or the person who has been designated will

1. Pass a copy of the complaint to the alleged offender(s) requesting a written response.
2. Establish a Disciplinary Panel of 3 non-committee members to hear the case and agree a Chairman.
3. Pass all documentation regarding the complaint to the Disciplinary Panel Chairman.

#### *INVESTIGATION*

1. Within 14 days of being appointed, the Panel Chairman should convene a meeting of the Panel to interview the complainant, the alleged offender and any witnesses. Both the complainant and the alleged offender shall be offered the opportunity to submit evidence and call witnesses to support their case. Third party evidence must be submitted via a signed statement.
2. Optionally, the Chairman may also seek independent advice from appropriate persons, e.g. NYSMBA
3. Any evidence presented must be recorded.

#### *CONCLUSION*

1. The Panel will, based on the evidence presented, arrive at a judgement either to uphold or dismiss the complaint. (The alleged offender must be considered innocent until proved otherwise and always be given the benefit of any doubt.)
2. If the complaint is to be upheld the panel will impose a suitable penalty in accordance with the tariff below. The Panel may take into account any previous offence(s) but details of any previous findings must not be available to the Disciplinary Panel until it has made its decision.
3. Within 7 days of the hearing the Disciplinary Panel Chairman will notify the complainant, the alleged offender and their clubs in writing of the results of their deliberations with details of the right to appeal within 7 days to the League Secretary.

No disciplinary measure will be acted upon until after the 7 days allowed for appeal is passed.

**APPEALS** Any party involved in a complaint has the right of appeal against decisions made by the Disciplinary Panel but such an appeal must be received by the League Secretary within 7 days of the notification of the contested decision.

#### **Upon receipt of an appeal**

1. The Secretary or the person who has been designated as responsible will establish an Appeals Panel of 3 to hear the appeal and agree a Chairman. This Panel must not contain any members of the original Disciplinary Panel.
2. The Secretary will pass all documentation regarding the original complaint and the appeal to the Appeal Panel Chairman.
3. The Appeal Panel Chairman should then convene a meeting of the Appeals Panel within 14 days of being appointed,. The complainant and the offender should be invited to attend in order to provide any additional evidence and/or clarify existing evidence if required.
4. The Appeal Panel Chairman will notify the complainant, the alleged offender and their clubs in writing of the results of their deliberations with within 7 days of the Appeal hearing including of the right of appeal to the League Committee. The Appeals Panel may take into account any previous offence(s) but details of any previous findings in any other complaints must not be available to the Appeals Panel until after it has made its decision. (**Note that the Appeals Panel has the authority to increase/decrease the original punishment passed down by the Disciplinary Panel**).
5. The Appeal Panel Chairman will also inform the League Secretary of the outcome and pass them all relevant paperwork for retention.

#### **DISCIPLINARY TARIFFS**

It is recognised that some offences are more serious than others and the Disciplinary/Appeals Panels should decide on the severity of any punishment using the following as guidance.

- Level 1 Reprimand Warned as to future conduct
- Level 2 Mild Suspension for up to 6 matches
- Level 3 Serious Suspension for 6 to 12 matches
- Level 4 Final Complete suspension from all Dales League activities.

Suspension would be for all matches and competitions organised by the Dales League and its member Clubs within the League.

Any Club playing a suspended player will forfeit ALL points gained in any League game and forfeit any Cup match. It will be up to the Secretary to inform all relevant bodies in cases which result in suspension.