

SURREY COUNTY INDOOR BOWLING ASSOCIATION



Affiliated Member E.I.B.A

Member H.C.I.B.A

Web site: www.sciba.co.uk

Bye Laws

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Surrey County Indoor Bowling Association (SCIBA)
BYE-LAWS (to replace Standing Orders)
(Revised at Council Meeting on 8th January 2019)

I. Policies and Procedures

Council has power to introduce or change policies, procedures and best practice for SCIBA activities.

II. Officers and Team Managers

Principal Officers and Team Managers, will ensure that advance written reports are provided for presentation and discussion at each Council meeting. They will provide also a formal report to the Annual General Meeting. The main responsibilities and requirements expected for Officers Team Managers are outlined in this By-law though these do not represent an exhaustive explanation of their roles.

- a. **President** will or, if it is not possible, arrange for a Senior Officer to
- attend and Chair all Council and Committee Meetings
 - attend and Chair Selection meetings for County, President's and Patrons' games
 - attend and officiate at all County, President's and Patrons' games
 - attend, in an *ex officio* capacity, Selection Meetings, all Liberty, County Over 60s and Home Counties matches, and Under 25s National Competitions
 - assist the JVP and SVP in providing support to the under 25s
 - for all matches
 - ensure, in advance, that Top Rink prizes and opposing President's gift are available
 - *on the Green*, welcome visiting President and players
 - before the meal, arrange for Grace to be said
 - after the meal,
 - propose the Loyal Toast
 - deliver a short *post-match* speech
 - present County Badges and Flashes where applicable, a gift to the visiting President, and Surrey Top Rink mementoes, concluding with a toast to the visiting President/Captain and players
 - on Finals Day,
 - Mark Singles finals if requested
 - present prizes
 - for President's Day
 - liaise with his own Club and the County Match Secretary concerning arrangements
 - arrange for invitations to players and other guests.
- b. **Senior Vice President** will, where possible,
- support the County President in all County-related matters
 - deputise for the President in his absence on all County business
 - attend all Council meetings
 - attend and participate at County and President's match selection meetings
 - play in County, President's and Patrons' matches
 - assist the JVP in providing support to the under 25s teams
 - officiate as required, at County Finals
- c. **Junior Vice President** will, where possible,
- attend all Council Meetings
 - be the focus for Presidential support at all under 25s matches
 - attend and participate at County and President's match selection meetings
 - play in County, President's and Patrons' matches
 - officiate as required at County Finals
 - decide whether or not to have a Tour in his President's year.
- d. **Hon Secretary** will
- maintain appropriate SCIBA records including those of members
 - deal with all correspondence including taking necessary action
 - ensure that Meetings are effectively organised, with agendas and reports prepared and circulated
 - liaise with Officers and Council members directly and through circulation of relevant information
 - liaise with Affiliated Bodies and Associations
 - ensure County entries for all national and inter-county representative competitions are made in time
 - request affiliation fees from SCIBA members annually
 - liaise with the Hon Records Officer on the provision of appropriate information
 - send reminder to all Club Secretaries in January that nominations for Honours must be with him by 1st March
 - ensure legal compliance on behalf of the SCIBA
 - oversee the preparation of the Year Book including renewal of advertising and entry on the County website
 - ensure that the SCIBA operates within its Rules and Constitution, and that these are kept up-to-date
 - sit on Management Groups as defined in the Rules and Constitution, including Emergency and Disciplinary panel

- e. **Hon Assistant Secretary will**
- take the Minutes at General, Special, and Executive Council Meetings
 - assist the Hon Secretary in all matters specific to the SCIBA
- f. **Hon Treasurer will, during the indoor season, be responsible for**
- payment of green fees to host clubs for all matches except Patrons and Under 25's
 - payment of all costs associated with these matches including for umpires and travel expenses
 - management of bank accounts with monthly bank reconciliations to ensure sufficient funds
 - management of the day-to-day administrative expenses of the SCIBA including those of the President's Tour Fund and
at the end of the indoor season
 - prepare the income and expenditure account to include stock control, duly audited and available for presentation to the Executive Committee at the September meeting.
- g. **Hon Competition Secretary is responsible for**
- ensuring that all Clubs are invited to participate in SCIBA Competitions
 - the organization and arrangements of these competitions, including Finals Days
 - obtaining and distributing prizes
 - liaising with the Hon Match Secretary and Hon Records Officer ensuring the maintenance of detailed records concerning County Badge qualifications
 - keeping a detailed record of all income and expenditure for competitions together with a detailed summary to the Hon Treasurer at the end of the season.
- h. **Hon Fixture Secretary is responsible for**
- preparation and execution of the SCIBA Fixture Lists viz Home Counties League, Deric Homes Memorial Trophy, Inter-County Friendlies, President's and Surrey Indoor Patrons' matches
 - distributing and receiving availability applications from SCIBA players for selection (not HCL games).
- i. **Hon Match Secretary is responsible for**
- arranging and attending Selection Committee meetings
 - notifying those selected to play
 - receiving acceptances and match fees from selected players and arranging match replacements as necessary
 - match day arrangements including
 - liaising with the host Club and/or County on match-related matters
 - booking in players
 - keeping a record of, and, at the end of the season, providing the Hon Treasurer with a detailed statement of, all income and expenditure for each match
 - liaising with the Hon Competition Secretary and Hon Records Officer ensuring the maintenance of detailed records concerning County Badge and Flash qualifications
 - providing copies of scorecards to the Hon Records Officer as soon as possible after each match
 - the provision, allocation and distribution of all SCIBA Stock items on behalf of the Team Managers, Competition Secretary, Match Secretary and Surrey Indoor Patrons' Secretary including Shirts, Jackets, Patches, Ties, Badges, Score Cards and Stickers.
- j. **Honorary League Secretary is responsible for**
- the County's Inter-Club Competition
 - ensuring that all Clubs are invited to participate
 - managing the admin process in accordance with the agreed Rules.
- k. **Hon Surrey Indoor Patrons' Secretary is responsible for**
- keeping a detailed record of all Surrey Indoor Patrons
 - all matters relating to Patrons' matches once they have been arranged by the Hon Fixture Secretary
 - maintaining a detailed record, and providing the Hon Treasurer, at the end of the season, with a detailed statement, of all income and expenditure
 - providing copies of scorecards to the Hon Records Officer as soon as possible after each match.
- l. **Hon Surrey Indoor Patrons' Assistant Secretary will**
- assist the Hon Surrey Indoor Patrons' Secretary in all matters specific to Surrey Indoor Patrons
- m. **Hon Deric Homes Memorial Trophy (Surrey Cup) Secretary is responsible for**
- all correspondence concerning the DHMT including annual invitations to other Counties to take part
 - adjudicating on queries made, with assistance from a sub-committee if deemed necessary
 - compiling and making available to competing Counties at regular intervals, a League Table in line with the competition Rules provided.
- n. **Hon Publicity Officer will**
- encourage Surrey indoor clubs and County Officers to provide him with match reports and other developments at County and Club level which he can submit to the local media
 - make and maintain contact with Editors of Surrey local newspapers
 - establish with them their preferences in terms of what local clubs might submit for inclusion
 - provide them with match reports including photographs, clubs' and players' names, and other relevant local publicity information likely to be of interest to local readers
 - adapt reports of County and Presidents' matches, making them more suitable for local consumption.

- o. **Hon Records Officer** is responsible for all SCIBA records including,
- on a yearly basis, information on
 - names and affiliated clubs of Officers, Club Representatives, Hon Vice Presidents, Team Managers, Safeguarding Officer, Surrey Indoor Patrons and County Honours recipients
 - SCIBA Competition Winners
 - National Competitions - Winners and Finalists
 - all senior and junior SCIBA Representative match results including players' names and clubs
 - all senior and SCIBA Friendly match results including players' names and clubs
 - all SCIBA President's and Patrons' match results including players' names and clubs
 - SCIBA inter-club League Winners and runners-up
 - on receipt of match result details from the relevant Team Manager, County Match Secretary, or Surrey Indoor Patrons' Secretary, record the results of all matches in a suitable format, and send to the Webmaster for inclusion on the County website
 - comprehensive records of individuals' match appearances, in particular those relating to County Badge and County Flash qualification
 - production of records for County Website publication

p. **Team Managers** will

- be responsible, directly to Council, for all matters relating to representative matches under their jurisdiction including team selections of matches under their jurisdiction (By-law 5)
- attend all Council Meetings
- arrange Home match venues including facilities availability
- visit clubs to assess current form, meet and talk with players and check representative match availability
- know the strengths and weaknesses of the players within the County including those developing and new to the County
- communicate with opposing Counties regarding match arrangements including facilities, food/drink availability, match times, match dress codes, potential clashes of bowls stickers, costs
- arrange venue payments, SCIBA bowls stickers, scorecards and Away game travel expenses for players
- communicate with players and Webmaster on publishing the team
- arrange Umpires for Home fixtures
- on Match Day, take appropriate action to
 - ensure Umpires on site
 - check individual team arrivals and whether any player has health requirements
 - provide appropriate stickers on bowls
 - ensure bowls are on the green for Umpire check
 - enter players' names on scorecards
 - draw for rinks
 - confirm extra end arrangements
 - set up the master scoreboard
 - ensure communications with the other venue if match played at two locations
 - lead the pre-match *team talk* with players
 - record match start time
 - actively support and encourage the team during a game
 - ensure running score totals are kept
- communicate winning result to the appropriate governing body
- liaise with the Hon Records Officer ensuring the maintenance of detailed records concerning County Badge and Flash qualifications
- providing copies of scorecards to the Hon Records Officer as soon as possible after each game, and providing match reports to the President and Hon. Secretary for review prior to sending to the Website Manager and Hon Publicity Officer
- throughout the year,
 - try to encourage a team spirit
 - continue to support, encourage and assist players in their delivery and approach to games etc
 - be open-minded and flexible

III. **Standing Committees appointed by Council are:**

- a. **Emergency Committee** comprising the President, Senior Vice President, Hon Secretary and Hon Treasurer
- b. **Honours Awards Committee** comprising the President, two Life Members and two experienced and knowledgeable current Officers or Club Representatives. In the event that there are no Life Members available to consider nominations, two of the remaining members of the Emergency Committee will assume, for these purposes, the role of Life Members. The Hon Secretary will attend meetings *ex officio*. The President will have a casting vote.

IV. **Team Managers' Appointments**

- a. Team Managers will be appointed by a Panel comprising the President and two other Council members, and such appointments will normally be for a period of three years.
- b. there may be separate Team Managers for each of the representative Inter-County competitions viz
 - Liberty Trophy and Home Counties competitions
 - National over 60s Inter-County competition
 - under 25s Inter-County competition and Friendly matches.

- c. towards the end of the contractual period
 - the position will be advertised, at a minimum directly through Club Secretaries and preferably by 31st JANUARY in the relevant year
 - nominations or applications should be received by 1st MARCH in the relevant year
 - an Appointments Committee, comprising the President and two experienced Council Members, will consider all applications, interview suitable candidates, and make a formal decision in time for the following AGM.
- d. the procedure in IV (c) will be followed as soon as is practicable when a Team Manager vacancy is anticipated. In the event of an unexpected vacancy, or, in exceptional circumstances, a suitably adapted approach will be taken including Council agreeing a temporary appointment.

V. Team Selections

- a. Senior/Junior Representative and Junior Friendly Matches – Team Managers will have sole responsibility for team selections within their appointed jurisdiction, and for notifying the Webmaster for website entry. Advisers may be invited by a Team Manager to assist him but final responsibility will be that of the Team Manager. Other than in exceptional circumstances, a Team Manager should not play in a selected team.
- b. County Friendly Match selections are expected to be the strongest possible from the names available. Selections will be made by the President, Senior Vice President, Junior Vice President, Immediate Past President and Hon Match Secretary
- c. President's Match selections, including for the Cecil Crawford Trophy, are intended, primarily, as introducing members of Council to member Clubs, Council members should, therefore, be given priority consideration for selection. Selections will be made by the President, Senior Vice President, Junior Vice President, Immediate Past President and Hon Match Secretary.

The President will be invited to attend, *ex officio*, all Representative Match selection meetings.

VI. Expenses

Reasonable out-of-pocket expenses may be claimed by those responsible for selections.

VII. Honours and Awards

The County may bestow Honours and Awards for service and achievement to the Surrey County Indoor Bowling Association viz

- Life Membership
- Honorary Vice President
- Certificate of Merit.

These, and the procedure to be followed for nominations, are explained in the County website under "Honours/County Colours". Copies are also available from the County Secretary. Decisions of the Honours Awards Committee (III (b) above) will remain confidential until the following AGM.

VIII. County Colours

Qualification for the County Badge will be

- a. on reaching at least the semi-finals of any SCIBA Competition or, competing for a SCIBA Club and reaching the Area Final of a National Competition, provided he wins a minimum of three rounds. A 'walk-over' is counted as a won round
- b. on being selected and playing in FIVE County matches, but not more than ONE match per year shall count
- c. on being selected and playing in TWO Liberty Trophy matches, players will be awarded the County Badge and Flash
- d. on being selected and playing in FIVE Home Counties League matches, players will be awarded the County Badge and Flash
- e. on being selected and playing in FIVE National over 60s Inter-County Cup matches, players will be awarded the County Badge and Flash
- f. on being selected and playing in FIVE under 25s County Representative matches (ie not under 25s Friendly matches) or on reaching the FINAL of the National under 25s Two-Fours competition, players will be awarded the County Badge, provided they have played in at least three rounds. National Winners will be awarded a Flash upon election to the Office of Junior Vice President if not previously "Badged".

PROTOCOL FOR PRESIDENT'S AND SURREY INDOOR PATRONS' MATCHES

The President, Senior Vice President and Junior Vice President are expected to play for the President's Team in all matches against County Clubs. Other Officers and Council Members may elect to play for their own clubs against the President on these occasions.