

1. Title

Federation of Crown Green Bowls

2. Aims

The Federation is established to organise and promote the game of Crown Green Bowls for individuals of all ages and genders. The Federation is committed to fostering inclusion and diversity within the sport, primarily through the arrangement and management of leagues and competitions.

3. Membership

Membership is open to areas and districts, subject to approval by the Management Committee. Applications for membership may be submitted to the Management Committee at any time.

4. Management Structure

The Management Structure shall comprise elected officers, including the President, Chairman, Vice Chairman, Secretary/Co-Ordinator, Youth and Junior Officer, Auditor, and other Committee Members as required.

5. Annual General Meeting

1. The Annual General Meeting (AGM) will be held on 31st October each year.
2. Subject to the receipt of any Notices of Motion or contentious issues requiring members' attendance, the AGM will be conducted via email exchange. This will include a Statement of Account and reports from all officers and the Co-Ordinator regarding the year's business.
3. To comply with the Constitution, affiliates are required to acknowledge and approve, or otherwise respond to, all topics on the agenda.

6. Bye Laws and Event Rules

1. Suggested alterations, additions, or deletions to the Bye Laws may be submitted by the Management or affiliates and must be received at least 14 days prior to the AGM.
2. Any matter not provided for in these Bye Laws or Event Rules shall be decided by the Management, whose decision will be binding.
3. Players must be registered on the MB Results site and include the name of their Primary Club.

4. Players must have a connection to their affiliate, either by residence or by playing bowls in the approved district or area.
5. Affiliates are required to have Public Liability Insurance in place.

7. Finance

1. The financial year shall commence on 1st November and end on 31st October of the following year.
2. The board will determine fees. Affiliation fees and National League fees must be paid by 31st March, with other fees payable upon request.

8. Disputes

Any affiliate with a dispute may lodge their grievance with the Co-Ordinator within seven days of the issue, providing details of their complaint. The Officers and the Board will address the matter as soon as possible and make a decision. Affiliates retain the right to appeal.

9. Code of Conduct and Disciplinary Procedure

The Federation has formally adopted the R.E.S.P.E.C.T. Code of Conduct as advised by Sport England and the Bowls Development Alliance. The Federation reserves the right to require a person or player to sign the document in extreme cases before participating in any event.

If any player or person, regardless of whether the document is signed, is proven to be in breach of the Code of Conduct, the Federation Management will take disciplinary action based on the severity of the breach. Possible actions include:

- Caution
- Reprimand
- Suspension
- Expulsion

The decision will be made via email by a majority of the Management Committee.

The player or spectator has the right to appeal within 14 days of any decision, which will be reviewed by three nominated officers of the Federation, with a response from the Federation provided within a further 14 days.

Should no response be received within that period the Federation reserves the right to proceed with the disciplinary process, and reach a decision based upon the evidence and information available at that point.

Any further appeal regarding expulsion will be referred to the BCGBA, in line with their jurisdiction procedure.



10. Federation Social Media Policy 2024 and Code of Conduct

The Federation recognises the positive impact of evolving technologies that enable interactive sharing, creation, and discussion of content. Individuals and groups are encouraged to use social media to promote their clubs, achievements, and the sport of Crown Green Bowls, while remaining mindful of their responsibilities.

The Federation will challenge any use of social media, either intentional or by association, that insults, slanders, creates risks to personal safety, or abuses any individual, organisation, or the sport of Crown Green Bowls.

This includes behaviour that is:

- Discriminatory
- Abusive, obscene, or offensive
- Libellous or defamatory
- In violation of intellectual property rights (copyright)
- In violation of any law or regulation
- Bringing the Federation or the game of bowls into disrepute
- Targeting individuals for 'grooming' or cyber bullying

This policy provides guidance to members to help them understand acceptable standards in the use of social media within Crown Green Bowls.

Reporting Concerns

Safeguarding is everyone's responsibility, as is upholding the high standards of behaviour expected within and outside the world of Crown Green Bowls. The initial point of contact for concerns should be the club Safeguarding Officer or Club Chairman. Potential safeguarding issues must be reported to the Federation Safeguarding Officer:

David Kay

07860 358283

fedbowls@gmail.com

11. Definitions and Interpretation

In these Bye Laws, unless the context otherwise requires, "Federation" means the Federation of Crown Green Bowls; "Affiliate" means an area, district or other body approved for membership; "Management Committee" means the elected officers and committee members responsible for the administration of the Federation; "Event Rules" means the rules published for a specific Federation league, competition or activity; and "Participant" means any player, official, volunteer, spectator or other person taking part in, attending or assisting with Federation activities.

12. Order of Precedence

Where there is any inconsistency between the Constitution, these Bye Laws and any Event Rules, the Constitution shall take precedence, followed by these Bye Laws, followed by the relevant Event Rules, unless the Management Committee determines that a specific Event Rule is necessary for the safe and effective running of a particular event.

13. Voting, Quorum and Decisions

Each Affiliate shall have one vote at a General Meeting or by approved email vote, unless the Constitution provides otherwise. Decisions shall be made by a simple majority of votes cast, except where these Bye Laws require a higher majority. A quorum for a General Meeting shall be one third of eligible voting Affiliates, rounded up to the nearest whole number. Where voting is conducted by email, the notice shall state the closing date and time for responses, and only votes received by that deadline shall be counted.

14. Election, Term of Office and Vacancies

Officers and Committee Members shall be elected at the AGM for a term of one year and may stand for re-election. Nominations should be submitted to the Co-Ordinator before the AGM in accordance with any timetable issued by the Federation. The Management Committee may fill any casual vacancy arising during the year, and any person so appointed shall serve until the next AGM.

15. Management Committee Meetings

The Management Committee shall meet as often as necessary for the proper administration of Federation business. Meetings may be held in person, online, by telephone or by email. A quorum for Management Committee meetings shall be three officers or committee members. Decisions may be made by majority vote, and the Chair shall have a casting vote where votes are equal. Minutes or written records of decisions shall be retained.

16. Duties of Officers

The Chair shall provide leadership and preside over meetings where present. The Secretary or Co-Ordinator shall administer correspondence, notices, records and registrations. The Treasurer or person responsible for finance shall maintain financial records and present accounts. The Safeguarding Officer shall oversee safeguarding arrangements for Federation activities. Other officers shall carry out duties agreed by the Management Committee.

17. Financial Controls

Federation funds shall be held in an account approved by the Management Committee. Payments shall be authorised in accordance with arrangements approved by the Management Committee, and significant expenditure should require the approval of at least two authorised officers. Proper records of income and expenditure shall be kept and accounts shall be presented annually to Affiliates.

18. Conflicts of Interest

Any officer, committee member or person involved in a decision must declare any personal, financial or other interest that may conflict, or may appear to conflict, with the interests of the Federation. The Management Committee may require that person to withdraw from discussion or voting on the matter.

19. Equality, Inclusion and Non-Discrimination

The Federation shall promote fair access to its activities and shall not unlawfully discriminate on grounds including age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. All participants are expected to treat others with dignity and respect.

20. Data Protection and Privacy

The Federation shall collect, use, store and share personal information only where necessary for Federation administration, registration, competition management, safeguarding, insurance, communication or legal compliance. Personal information shall be handled securely and retained only for as long as necessary. Affiliates and participants are responsible for keeping their contact and registration details accurate and up to date.

21. Complaints

Any complaint relating to Federation activities should be submitted in writing to the Co-Ordinator or another appropriate officer. The Management Committee shall determine whether the matter should be dealt with as a general complaint, dispute, safeguarding concern or disciplinary matter. Complaints shall be handled fairly, proportionately and as promptly as reasonably practicable.

22. Health, Safety and Risk Assessment

The Federation shall take reasonable steps to promote the health and safety of participants at Federation activities. Where appropriate, risk assessments should be carried out for Federation events, and affiliates, venues and participants shall be expected to follow reasonable safety instructions issued by the Federation or event officials.

23. Event Cancellation and Force Majeure

The Management Committee or event officials may cancel, postpone, rearrange or amend a Federation event where necessary due to weather, venue conditions, public safety, lack of entries, illness, emergency, public health requirements or other circumstances beyond reasonable control. The Federation shall act reasonably in deciding whether entry fees or other payments should be refunded, retained or carried forward.

24. Records and Retention

The Federation shall retain appropriate records of meetings, decisions, accounts, registrations, complaints, disciplinary matters and safeguarding concerns. Records shall be kept securely and retained for a period considered reasonable by the Management Committee, subject to any legal, safeguarding or insurance requirements.

25. Membership Resignation, Suspension and Removal

An Affiliate may resign by giving written notice to the Co-Ordinator. The Management Committee may suspend or remove an Affiliate for non-payment of fees, serious breach of these Bye Laws, conduct likely to bring the Federation or the sport into disrepute, or other good cause. Before removal, the Affiliate should be given reasonable notice of the issue and an opportunity to respond. The Affiliate shall have a right of appeal within 14 days of the decision.

26. Notices and Communications

Notices may be sent by email, post or other method approved by the Management Committee. Affiliates are responsible for ensuring that the Federation has up-to-date contact details. A notice sent by email shall be deemed received on the day it is sent unless the sender receives an automated delivery failure message.

27. Dissolution

The Federation may be dissolved only by a resolution approved by at least two thirds of Affiliates entitled to vote. After payment of all proper debts and liabilities, any remaining funds or assets shall be transferred to another voluntary bowls organisation, registered community sports organisation or charitable body with similar sporting purposes, as determined by the Affiliates.