

**BOWLS HAMPSHIRE**  
**Administration Regulations**  
**2015**

1. General

These regulations are to be read alongside the Rules and Constitution of Bowls Hampshire and nothing in these regulations shall be in contradiction of the Constitution. Changes to the regulations may be introduced as a result of a vote at the Executive or through a proposition approved at the AGM.

2. Areas and Presidential Officers

(a) Clubs are assumed to be mixed, unless shown otherwise and allocated to the following Areas:

North

Aldershot Traction; Aldershot Underwood; Alton; Alton Social; Basingstoke Town; Royal British Legion; Cove; Crondall; Farnborough; Farnborough Gate; Fleet Social; Fleet United; Four Marks (Men); Hawley; Headley (Men); Hook; Howard Park; Kingsclere; Liphook; Marnell; Oakley; Odiham and North Warnborough; Old Basing; Petersfield (Men); Pyestock; St Mary Bourne; Thornycroft; Whitchurch; Yateley.

South

Andover; Atherley; Banister Park; Bitterne (Ladies); BTC; Colden Common; County; Eastleigh Railway; Fleming Park; Folland; Four Marks (Ladies); Friary; Hampshire Police Bowls (Men); Hedge End; Hyde Abbey; Littleton; Lockwood; Mayfield Park; Meon Valley; Parkside; Pirrie Park; Romsey; Sherfield English; Southampton (Old) Bowling Green); Southampton Sports Centre (Men); Sports Centre Southampton; Totton & Eling; Twyford; Waterside; Winchester City; Woolston & District (Men)

East

Alexandra; Bedhampton; Bridgemary; College Park (Men); Copnor (Men); Cosham Park; Cowplain; Crofton; Denmead; Eastney (Men); Emsworth; Fareham; Forton; Gas Social; Gosport; Hayling Island; Headley (Ladies); Lee-on-the-Solent; Leigh Park; Milton Park (Men); Milton Park (Ladies); Moneyfields (Ladies); Naismith (Men); Northern Parade (Ladies); Pembroke Gardens; Petersfield (Ladies); Phoenix (Men); Portchester; Portsmouth Water Company (Men); Priory (Men); Purbrook Heath; Rowner; Southsea Waverley (Men); Star & Crescent (Men); Vospers (Men); Waterlooville

## West

Argyll; Boscombe Cliff; Bournemouth; Bournemouth Electric (Men); Braeside; Brockenhurst (Men); Brockenhurst (Ladies); Fordingbridge; Highcliffe; Iford Bridge; Kings Park; Knyveton Gardens (Men); Lyndhurst; Lymington; Milford-on-Sea; Moordown; New Milton; Pelhams; Redhill Park; Richmond Park; Ringwood; Southbourne; Swanmore

- (b) Petersfield; Four Marks and Headley are mixed Clubs with men and women playing in different areas.
- (c) In the event of a Presidential Office falling vacant it will be the duty of the Executive to fill the vacancy.

### 3. Duties of Officers

#### 3.1 County Secretary

The Secretary shall:

- (a) Convene, prepare and attend all Annual and Special Meetings of the Association and the meetings of the Association Executive Committee and keep a record of all business transacted.
- (b) Attend the meetings of the sub-committees as required producing minutes/reports for the BH Executive.
- (c) Maintain a stock of BH property both permanent and consumable.
- (d) Conduct the correspondence of BH.
- (e) Liaise with the BE delegate(s) and produce the statistical data required by BE.
- (f) Manage, together with the Assistant Secretary, the preparations for Presidents' Day and Annual Luncheon and Prizegiving.
- (g) Prepare and submit to the AGM a report on the activities of BH during the preceding year.
- (h) Liaise with the Webmaster to ensure the composition of the BH website is relevant and provide up to date input
- (h) On retirement from Office, surrender books, papers and any BH property held to their successor.

#### 3.2 Assistant Secretary

The Assistant Secretary shall:

- (a) Assist and support the Secretary as required and directed, to carry out the Secretary duties.
- (b) Attend meetings of committees and, where acting as secretary, produce minutes, reports for the Executive.
- (c) Manage, together with the Secretary, the preparations for Presidents' Day and Annual Luncheon and Prizegiving.
- (d) Ensure up to date input is provided to the Webmaster
- (d) On retirement from Office, surrender books, papers and any BH property held to their successor.

### 3.3 Treasurer

The Treasurer shall:

- (a) Receive and be responsible for all monies belonging to BH from whatever source derived.
- (b) Incur and pay only such liabilities of BH as have been approved by the appropriate Committee.
- (c) Maintain accounts and prepare an Income and Expenditure Statement and a Balance Sheet as at 30 September each year.
- (d) Keep the funds and accounts of the Benevolent Fund and prepare an annual statement and balance sheet as at 30<sup>th</sup> September each year.
- (e) Ensure suitable arrangements are in place to enable those officiating at BH matches are able to collect and disperse monies.

### 3.4 Chair and Vice Chair

The Chair is a 2 year appointment and he/she shall with the appropriate Secretary plan the Agenda, chair and ensure accuracy of minutes of all BH General Meetings (excluding Area AGM) and Committees.

### 3.5 Match Secretaries

The Match Secretaries shall:

- (a) Arrange and confirm the full programme of BH matches and, where appropriate, arrange transport/accommodation.
- (b) Collate invitations received from Clubs/Associations for President(s) matches and agree together suitable dates for games.
- (c) Maintain uniform stock and keep a record of all sales and presentations.
- (d) Shall, as appropriate, receive from Area Secretaries names of players selected and confirmed for games and shall place players in rinks before passing details to appropriate Presidential Officer and Match Official.

### 3.6 Area Secretaries

The Area Secretaries are responsible for the administration within their Area. They shall:

- (a) Ensure jointly that necessary meetings are arranged and administered in accordance with the Constitution.
- (b) Ensure a proper record is kept of all Area meetings.
- (c) Receive entries for all BH competitions and prepare and arrange for the draw.
- (d) Organise and control competitions up to and including Area Finals and submit details of qualifying quarter finalists to the Secretary or Assistant Secretary, as appropriate.
- (e) Receive nomination sheets, convene, prepare and attend all meetings of the Area Selection Committee, notify selected players (or Clubs for President's games) and confirm availability.
- (f) Arrange replacements for those unavailable for selected games and submit team sheets to the Match Secretary.
- (g) On retirement from office surrender all books, papers, computer data and any County property to his/her successor or to the County Secretary.

### 3.7 Membership and Yearbook Secretary

The Membership and Yearbook Secretary shall

- (a) Maintain a register of all Affiliated Clubs.
- (b) Receive and process annual returns from each Club in relation to the Clubs Officers, members and delegates.

- (c) Be responsible for the compilation of the County Yearbook and for ensuring the web site is kept up to date.

### 3.8 Non Executive Officers

The following non executive Officers shall be appointed, on the recommendation of the Management Committee:

The County Coach  
The Child and Vulnerable Adults Protection Officer  
The Press Officer  
The Greens Maintenance Officer  
The Middleton Cup (and Under 25) Manager  
The Johns Trophy Manager  
The Amy Rose Manager  
The Yearbook Officer

The Committee shall agree and publish terms of reference for these posts. All post holders are expected to provide a report annually to the AGM.

## 4. Standing Orders

- 4.1 At all meetings of BH and its various committees, the chair will be taken as detailed in the Constitution and Rules). At all meetings (including all committees) the Chair, in addition to his/her voting rights as a member, shall have the casting vote in the event of a tied vote.
- 4.2 At a General Meeting no motion on any matter not arising out of a report of the General Executive shall be considered unless included in the agenda.