



WEST SUSSEX COUNTY SHORT MAT BOWLS ASSOCIATION

AFFILIATED TO THE E.S.M.B.A.

CONSTITUTION AND RULES

(Amended in accordance with the AGM held on the 6th June, 2025)

1. TITLE.

1.1 The Association shall be called the **WEST SUSSEX COUNTY SHORT MAT BOWLS ASSOCIATION (WSCSMBA)** hereinafter referred to as the **ASSOCIATION**.

1.2 The **WEST SUSSEX COUNTY SHORT MAT BOWLS ASSOCIATION** shall be affiliated to the **ENGLISH SHORT MAT BOWLING ASSOCIATION** hereinafter referred to as the **ESMBA**.

2. OBJECTS.

The objects of the Association are as follows:

2.1 To promote, foster and regulate the game of Short Mat Bowls in the County of West Sussex.

2.2 To conduct and control all county competitions and championships and to license all Open Competitions conducted by the County.

2.3 To arrange representative matches with and among players of member clubs and others.

2.4 To act at all times in the best interests of its member clubs and to resolve where necessary any dispute arising therein.

3. SAFEGUARDING

3.1 This Association is committed to promoting a safe environment in which Under18s and all adults can enjoy the game of short mat bowls. It will seek to underpin and ensure this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Bodies of all Bowling Codes.

3.2 This Association will appoint a nominated safeguarding lead who holds a current ESMBA enhanced DBS certificate. This person may or may not be a member of the committee.

3.3 All member clubs must have a certificated safeguarding officer by 2028.

4. MEMBERSHIP.

4.1 Membership of the Association shall be open to:

Clubs within the county of West Sussex, or in adjacent counties with the agreement of the County Association of that County or with the approval of the ESMBA.

4.2 Applications for membership shall be submitted to the Secretary of the Association on the appropriate form and shall be subject to the approval of the Management Committee of the Association. The Management Committee shall have the right to refuse membership to any Club if they consider that such membership would not be in the best interests of the Association, of the member Clubs of the Association or of the game of Short Mat Bowls.

4.3 Clubs that are not part of the **ESMBA** Insurance scheme will be required to produce a valid certificate showing that they are insured for Public Liability, either directly or through their hall's insurance scheme, whenever they apply for or are renewing their membership of the County.

4.4 All clubs must provide to the County Secretary a copy of their constitution. Any changes to the constitution of a club must be forwarded to the County Secretary within 14 days of the date on which such changes were agreed.

4.5 Membership of member clubs shall be open to people of all ages and gender, regardless of disability.

In certain circumstances membership applications may be subject to a risk assessment in line with ESMBA safeguarding protocols.

Individual players must register with the WSCSMBA/ESMBA via one club only, and must be registered to qualify for Inter County Competitions/Games. It is mandatory for all players registering with the

County to also register with the ESMBA at the same time. It is permissible to belong to any other club as a social member. Players may transfer their registration from one club to another at any time during the year and no additional Capitation Fee shall be payable. The receiving club shall notify the County Membership Secretary of the proposed transfer who will then contact the losing club to ensure that they are aware of the proposed transfer and have no valid objections to it taking place. If there are no valid objections then the transfer will be enacted. A period of 7 days should be allowed for this process. If there are objections then the County Management Committee will arbitrate. In the case of a player transferring registration from one club to another at the start of a new season the receiving club shall be responsible for ensuring that the losing club is aware of the proposed transfer and that there is no reason for the transfer not to take place. In the case of an objection, which cannot be resolved, the matter shall be referred to the County Management Committee who shall arbitrate.

4.6 To assist the County with matters such as ICC selections clubs are requested to submit initial player registrations no later than 31st August.

Subject to confirmation of payment being received additional players can be registered during the season and they will be eligible to play in League, Cup and County competitions.

Clubs should allow 7 days for late registrations to be processed. Requests for emergency registration will be at the discretion of the Membership Secretary and subject to confirmation of payment.

Note: To enter the NQs players must be registered by the closing date.

4.7 The Association may elect Honorary Members in recognition of their service to the Short Mat Game.

4.8 After due process the Management Committee shall be empowered to suspend/sever the membership of any club or player.

5. FEES AND SUBSCRIPTIONS.

5.1 Each member club will pay an Annual Administration fee which shall be determined by the Management Committee and ratified at the Annual General Meeting (hereinafter referred to as the AGM). Each member club shall, in addition to the Annual Administration fee, pay a Capitation Fee in respect of each registered player, which shall be determined by the Management Committee and ratified at the AGM.

New clubs joining after 1st March should only pay 50% of the Annual Administration fee providing no players are registered until 1st August.

The County will only be responsible for affiliated members. Where clubs have unaffiliated members the responsibility for those members will remain at club level.

5.2 The Capitation Fee and the Administration Fee as stated in paragraph 5.1 shall be paid before 1st September following the AGM. Players failing to pay the capitation fee by the due date shall forfeit all rights and privileges until the whole of the arrears have been paid.

6. ADMINISTRATION.

6.1 The Office bearers of the Association shall consist of:-

CHAIRMAN.

VICE-CHAIRMAN.

SECRETARY.

TREASURER.

COMPETITION SECRETARY.

MEMBERSHIP SECRETARY.

COUNTY LEAGUE SECRETARY

KO CUP SECRETARY.

MINUTES SECRETARY.

6.2 The affairs of the Association shall be conducted by a Management Committee consisting of the eight listed Officers and up to four Committee Members. Of these four Committee Members at least one shall be from the South-west of the County and at least one from the North-east. The South-west shall be defined as the Arun and Chichester District Council areas and the North-east as the Adur, Horsham, Mid-Sussex District Councils and the Crawley Borough Council areas with Clubs situated outside the county being considered as in the nearest District Council area geographically. If there are no nominees from one of these areas then the vacancy shall be filled by

a nominee from the other area by normal voting practice. The Officers and Committee Members shall hold office from the conclusion of the General Meeting at which they are elected until the conclusion of the following Annual General Meeting. There shall not be more than three people from any one club on the Management Committee. The Management Committee shall have the power to set up Sub-Committees to deal with specific matters and to co-opt non-committee members as required.

6.3 Five members of the Management Committee including at least three officers shall form a quorum.

6.4 Each member of the Management Committee present shall have one vote. In the event of equality of voting the Chairman of the Meeting shall have a second or casting vote.

6.5 A minimum of three Officers and two Committee members shall act as an Emergency Committee.

All decisions of an Emergency Committee shall be reported to the next Management Committee Meeting.

6.6 The Management Committee shall have the power to fill any vacancy arising amongst the Officers or Committee Members during the year.

6.7 The Chairman or in his absence the Vice-Chairman shall take the chair at all meetings. In the Absence of these Officers a Chairman shall be nominated from the members present.

6.8 The Management Committee shall have the power to submit notices of motions, and also to make recommendations to the AGM.

6.9 The Management Committee and Sub-Committees shall meet as often as the business of the Association requires. The Secretary, after consultation with the Chairman, may call a Management Meeting whenever circumstances warrant. Notification of any meeting must be given by the secretary to all those who shall be entitled to attend.

6.10 The selection of County representative teams shall be carried out by a selection sub-committee as outlined in Policies & Procedure Document "WSCSMBA ICC Selection Policy".

6.11 E-mailing is an accepted form of communication between the Association and its member clubs and its use shall be deemed sufficient for the delivery and receipt of all notices and correspondence without the requirement to also send such notices and correspondence by overland mail. Each member club may notify, as required, the Association of an email address that can be used for such purposes (normally that of the club Secretary). Where a club has not provided an e-address, overland mail will be used for such notices and correspondence.

7. ANNUAL AND OTHER GENERAL MEETINGS.

7.1 The Annual General Meeting shall be held in the month of June each year.

7.2 Each club in membership shall be entitled to send two delegates to the AGM or any other General Meeting but only one delegate will be entitled to vote.

7.3 Notices of motions and nominations for Officers and Committee Members for consideration at an AGM should be submitted to the County Secretary by the first day of March each year.

7.4 Each club shall elect a Delegate to attend a minimum of two Delegates Meetings during the year. This will keep all clubs informed of the business being carried out by the Management Committee.

7.5 The Management Committee may call a Special General Meeting at any time. They must also call A Special General Meeting within twenty one days of receipt of a written request supported by at least 25% of all member clubs stating the reason for calling such a meeting. The stated reason shall be the only business discussed at such a meeting.

7.6 Twenty-one days written notice shall be given of all general meetings.

8. SECRETARY, TREASURER AND AUDITOR.

8.1 The Secretary shall keep a record of all business transacted at all meetings and at the AGM shall report on the proceedings since the previous AGM.

8.2 The Treasurer shall keep the accounts of the Association, prepare the Annual Financial Statement and be accountable for those monies belonging to the Association once delivered into his/her possession. The Financial Statement shall be for the year ending the last day of April and after examination shall be presented for approval at the AGM.

8.3 Copies of the Annual Report and Financial Statement shall be sent to each member club fourteen

days before the AGM.

8.4 The member clubs shall at the AGM appoint each year a suitable person to carry out an examination of the Association's financial affairs and to certify the accuracy of the annual financial statement.

9. DISCIPLINARY MATTERS

9.1 The Management Committee shall be empowered to take such action as it may deem necessary against Clubs or Individuals in membership of the Association who contravene the requirements of this Constitution or shall in any other way bring the Association or the Game of Short Mat Bowls into disrepute. For this purpose, it shall convene a sub-committee with delegated powers. The Disciplinary Committee will normally consist of members of the Management Committee or such of those members or other persons co-opted for the purpose, as the Management Committee may consider appropriate.

9.2 Clubs or Individuals against whom such action is taken have the right of appeal to the ESMBA.

9.3 The Association shall act as the appeals body for individual members in dispute with member clubs.

9.4 In all disciplinary matters the procedure to be followed by both the Association and Member Clubs will be that set down by the ESMBA in their Disciplinary Guidance Notes.

10. CONDITIONS OF PLAY.

10.1 The Laws of the game of Short Mat Bowls as determined by the ESMBA Rule Book shall apply to all games. Clubs can however make such regulations deemed necessary to govern their own club competitions.

10.2 Member clubs and registered players shall at all times abide by the terms of the ESMBA Registered Player policy.

10.3 Players entering competitions organised outside West Sussex shall not describe their team as "West Sussex" unless they have the agreement of the Management Committee.

11. ALTERATIONS TO THE CONSTITUTION AND RULES.

11.1 No alteration of or addition to the Constitution and Rules of the Association shall be made UNLESS passed by at least two-thirds of the delegates present and entitled to vote at a General Meeting.

12. POWERS OF THE MANAGEMENT COMMITTEE.

12.1 The Management Committee shall have the power to interpret the Rules and deal with all matters not specifically provided therein.

13. DISSOLUTION.

13.1 If the Management Committee decides on the grounds of expense or otherwise it is desirable that the Association be dissolved, it shall call a GENERAL MEETING by giving twenty-one days' notice in writing to each Member Club, stating the terms of any resolution to be proposed there at. If it is decided at the General Meeting by a simple majority of those present and eligible to vote, that the Association shall be dissolved, the Management Committee shall wind up the Associations affairs. Any assets remaining after proper satisfaction of any liabilities properly payable shall be distributed equally to all Member Clubs.

Constitution History (Previous Versions):

WSCSMBA Constitution June 2025 (approved amendments carried at the AGM):

13.1. WSU-P01 Proposal Constitution rewrite 3 making Safeguarding inclusive.

13.2. WSU-P01 Proposal Constitution Insert in 4.5 Membership (2nd para)

WSCSMBA Constitution June 2023 (approved amendments carried at the AGM):

13.1. WSU-P01 Proposal Constitution Update 4.7

13.2. WSU-P01 Proposal Membership Deadline (insert New 4.6, renumber 4.6, 4.7 to 4.7, 4.8)

13.3. WSU-P01 Proposal Change v Annual Subscription 5-1

13.4. WSU-P01 Proposal Change v Annual Subscription 5-2

WSCSMBA Constitution June 2022 removes references to “Added AGM 2016” in 5.1; “Amended AGM 2008” in 5.2; “Added AGM 2014” In 6.1; “Amended AGM 2008” in 6.4.

WSCSMBA Constitution June 2022 remove reference to “member clubs” in 2.2.

WSCSMBA Constitution July 2021 removes references to dates in 4.3, 4.4, 4.5. Deletes 6.10 to 6.12.

Replaces 6.10 with new rule, and rennumbers 6.13 to 6.11.

WSCSMBA Constitution June 2017

WSCSMBA Constitution Amendment September 2016

WSCSMBA Constitution June 2016

WSCSMBA Constitution Amendment April 2014

WSCSMBA Constitution Amendment March 2014