

Procedures Document

PART 1

DUTIES OF OFFICERS CONSTITUTING THE EXECUTIVE COMMITTEE

Wherever a function title is mentioned within these Procedures, it is deemed to include a Delegate; i.e. the title "Chairman" shall mean the Chairman or his nominated representative.

Association Chairman

Shall be a subscribing member of the Association, elected at the Annual General Meeting of the Association

Unless otherwise agreed, shall chair Annual General and Special General Meetings of the Association.

Shall exercise their discretion as to the admissibility of all matters or motions raised at such meetings. It shall also be at the Chairman's discretion which amendments are relevant for discussion and when the voting on any motions and amendments shall take place.

In the event of equality on a vote at such meetings, shall have a second or casting vote.

Deputy Association Chairman

A subscribing member from any area may be nominated for election to the position of Deputy Chairman at the Annual General Meeting. The elected member shall normally serve for a period of twelve months in that capacity.

Chairman of the Executive Committee

Shall be a subscribing member of the Association, elected at the Annual General Meeting of the Association normally for a period of three years with options to extend to cover more long term projects.

Shall Chair all Executive Committee meetings and be responsible for pursuing programmes agreed at an AGM.

Will exercise their discretion to the admissibility of all matters or motions raised at Executive Committee meetings. It shall also be at the Executive Committee Chairman's discretion which amendments are relevant for discussion and when the voting on any motions and amendments shall take place.

In the event of equality on a vote at such meetings, the Chairman of the Executive shall have a casting vote.

Honorary National Secretary

The Honorary National Secretary shall be responsible for the efficient administration of the Association.

The Honorary National Secretary shall:

- i) Attend all meetings of the Association, Executive Committee and all sub-committees wherever possible and appropriate.
- ii) Keep or cause to be kept, a record of business transacted at such meetings.
- iii) Record amendments to this Procedures' Document as directed by the Executive Committee.
- iv) Prepare a written report of the activities of the Association since the last AGM and, if approved, it shall be submitted for adoption at the ensuing AGM. They shall also present a report on the activities of the Association at each Executive Committee Meeting.

- v) Appoint, or cause to be appointed, suitably qualified members to officiate at events for which official requests have been made for the services of an umpire(s).
- vi) Liaise with the Chairmen on all matters and motions submitted in connection with Executive and General Meetings.
- vii) Liaise with the appropriate National Governing bodies as and when required
- viii) Retain all Voluntary Disclosure forms securely & destroy them when the member concerned ceases to be a member of the Association.

An *ASSISTANT to the SECRETARY* may be appointed, who shall be an existing member of the Executive Committee. Their specific task shall be to record the minutes of meetings and present them to the National Secretary to enable that officer to circulate them prior to a meeting. At the request of the National Secretary, the assistant may carry out additional duties.

Honorary Treasurer

The Honorary Treasurer shall open and maintain financial accounts for the handling and management of the Association's finances as the Executive Committee shall from time to time direct, and the mandates for the operation of such accounts shall be in accordance with such directions.

Shall keep the books of account and the financial records of the Association and in every year prepare a financial statement comprising an income and expenditure account to the 31st December of that year.

Professional examiners elected at the previous Annual General Meeting shall certify a balance sheet, as at that date, and such accounts shall be presented for adoption at the next Annual General Meeting.

Present a report regarding the Association's finances at each Executive Committee meeting.

Honorary National Examination Secretary

The Honorary National Examination Secretary shall be responsible for the planning; co-ordination and delivery of agreed examination programmes as approved by the Executive Committee.

The duties shall include:

- i) The examination, re-examination and upgrading of Umpires & Potential Umpires.
- ii) The creation of examination programmes for the development of members.
- iii) Advising the Executive Committee on all matters pertaining to examination of both potential and existing members.
- iv) Presenting reports on examination matters at each Executive meeting and at each Annual General Meeting,
- v) Maintaining close liaison with the Area Examiners and National Training Officer on all matters relating to the examination of potential umpires and all other pertinent matters.

Honorary National Training Officer

The Honorary National Training Officer shall be responsible for the planning, co-ordination and delivery of agreed training programmes as approved by the Executive Committee.

Duties shall include:

- i) The training and assessment of Umpires & Potential Umpires.
- ii) The creation of training and assessment programmes for the development of individual members.
- iii) Advising the Executive Committee on all matters pertaining to training and development of both potential and existing members.

- iv) Presenting reports on training matters at each Executive meeting and at each Annual General Meeting,
- v) Maintaining close liaison with the Area Tutors and National Examination Secretary on all matters relating to the training of both potential umpires and those for re-grading and re-testing and all other pertinent matters.
- vi) Will ensure that the EBUA Policy on Protection of Children & Vulnerable persons is included in the regular training and upgrade courses.

Qualifications for all Training Officers and Examiners

Shall be an active National or International grade member.

Served at least five years at National grade or above.

PART 2
DUTIES OF OTHER E.B.U.A. OFFICIALS

Immediate Past Association Chairman

The Immediate Past Association Chairman shall serve upon the Executive Committee for one year past the Chair. The holding of any other office shall have no effect upon the above

Area Chairman

Is elected annually at the Area AGM and will conduct the Area Annual General Meeting.

In the absence of an Area Secretary, will nominate another member to take over as temporary Area Secretary until the next area AGM.

Area Secretary

- i) Is elected annually at the Area AGM
- ii) Shall represent the Area at all Executive Committee meetings.
- iii) Is responsible for the day-to-day running of the Area on matters related to umpiring.
- iv) Will appoint suitably qualified umpires to events where an official request has been made.
- v) Will recommend to the National Secretary, suitably qualified umpires for selected National and/or International events.
- vi) Will aid in the development of umpires by giving them more appropriate appointments as their abilities and experience progress.
- vii) Will liaise in the appointments of Area Examiners and Area Tutors & their assistants.
- viii) Will appoint County Co-ordinators following consultation with full members within the county concerned.
- ix) Is responsible for communicating to the Area membership on relevant issues from the National Secretary and/or National Executive meetings.
- x) Shall liaise with the Area Tutor and Area Examiner to establish suitable training and examination times and places for potential umpires, retests and upgrades.
- xi) Shall liaise with National and Regional bodies in conjunction with the National Secretary where appropriate.
- xii) Will encourage the recruitment of suitable persons for training to become umpires.

County Coordinator

Is responsible for appointing umpires to local, inter club and intra county matches following an official request.

Will liaise as necessary with the Area Secretary on the development of all umpires.

Will act as communication link between the Area Secretary and the county where appropriate.

Reports to the appropriate Area Secretary.

Area Tutor

Is responsible for:

- i) Implementing the training programmes within the Area as laid down by the National Training Officer.
- ii) Maintaining close liaison with the National Training Officer and the Area Secretary in the appointment of suitable assistants.
- iii) Maintaining close liaison with the Area Examiner on all matters relating to the teaching of potential umpires, the assessment and re-grading of members and all other pertinent matters.

Area Examiner

Is responsible for:

- i) Implementing the examination programmes within the Area as laid down by the National Examination Secretary.
- ii) Maintaining close liaison with the National Examination Secretary and the Area Secretary in the appointment of suitable assistants.
- iii) Maintaining close liaison with the Area Tutor on all matters relating to the examination and training of potential umpires, the assessment and re-grading of members and all other pertinent matters.

Each Area Examiner shall have assistants in proportion to the number of members in each area, subject to the approval of the National Examination Secretary.

The National Executive shall approve the appointments of Area Tutors and Area Examiners.

The following posts are non executive and report to the nominated Executive Officer.**Child Protection Officer**

- i) Reports to the National Secretary.
- ii) Is appointed by the National Executive and is normally a member of the executive although the post is non executive.
- iii) Will advise the National Secretary on all Children & Vulnerable Adult issues as they affect members of the EBUA.
- iv) Will be the point of contact for any member seeking advice on child protection issues.
- v) Will maintain the EBUA policy document on Children & Vulnerable Persons.

Merchandising Officer

- i) Reports to the National Treasurer.
- ii) Using guidelines issued by the National Treasurer, is responsible for the ordering, promotion & sales of bowls related equipment, mainly to members, at a profit.
- iii) Will maintain a set of accounts for presentation by the Treasurer at Executive Meetings & the AGM.

Training Administration Officer

- i) Reports to the National Training Officer.
- ii) Is the conduit through which all initial enquiries from potential umpires are routed.
- iii) Will receive completed Form "A" (combined initial request to become an umpire and Voluntary Disclosure form) - incomplete forms will be returned.

- iv) If the voluntary disclosure form indicates a past conviction, it shall be passed to the National Training Officer for action. Any decision following this will be in writing, with copy to the National Secretary.
- v) On receipt of a satisfactorily completed Form "A" and the appropriate fee, will send a prepared questionnaire to the potential umpire.
- vi) Will mark the returned questionnaire papers and notify the candidate of the result.
- vii) Will pass relevant details of the successful candidates to the appropriate Area Secretary (or other deputised person).

Webmaster

The Executive shall authorise a website to be installed for the Advancement and Implementation of the Aims of the Association and to improve communication within the Association.

A Webmaster will be appointed to maintain the website reporting to the National Secretary.

Amongst the subject matter there shall be sections covering:

- i) The structure of the Association and its objectives.
- ii) Recruitment and Training procedure.
- iii) Examination Matters.
- iv) A discussion group inviting questions from members and other interested parties on the Association and Laws of the Game interpretation.
- v) Any other authorised matter that promotes the interests of the Association.
- vi) Communication to members via the web site on matters of general interest and concern.

A panel of Executive Committee members shall be appointed, normally consisting of the Secretary, Examination and Training Officers and one other, nominated by the National Executive, for the purpose of answering any questions submitted.

PART 3

MEMBERSHIP

No person shall become a member of the Association unless they have:

- i) Completed the approved form of application including voluntary disclosure, meeting with the qualifications required and paid the examination fee.
- ii) Attended a recommended course of instruction with an approved tutor.
- iii) Qualified by an approved examination.
- iv) Paid all necessary dues to the Association.

All applicants shall authorise the Association to seek information from whatever source regarding their suitability for membership.

Should a member wish to become Non-Active they shall inform the Area Secretary. Membership of the Association may be retained by payment of all subscriptions due.

No member shall be entitled to derive, or otherwise receive, any income except legitimate expenses for duties in the administration of The Association or for officiating at a match, competition or tournament.

The Association keeps membership details and examination records on an electronic database. This information will be used solely for the use of the E.B.U.A. and the National Governing bodies.

Such information will not be transmitted to any other party or organisation without the express written permission of the member concerned.

Copies of data held on a member can be obtained solely by that member from the National and/or Area Secretary by sending a written request together with a stamped & addressed A4 envelope for return.

Duties of an Umpire

A newly qualified Umpire (County Grade) will be expected to:

- i) Carry out such Umpiring and Marking activities at any venue within their County in line with the E.B.U.A. training received and the relevant Rules of Competition on request from either the County Co-ordinator, the Area Secretary or the National Secretary.
- ii) Be prepared to travel to other Counties within the Area on request from either the County Co-ordinator or the Area Secretary to assist where sufficient local Umpires are unavailable or for personal development.
- iii) Ensure that they have a measuring kit which will enable them to cope competently with any measuring condition which may be encountered.
- iv) Maintain awareness of the current Laws of the Sport and their interpretation and be prepared to advise & give guidance on them as required.
- v) Liaise with either the County Co-ordinator or the Area Secretary and prepare reports on incidents which need escalating to the appropriate authority.
- vi) Liaise with either the County Co-ordinator or the Area Secretary on unusual incidents.
- vii) Remember that at all times that they are representing the E.B.U.A. and act and dress accordingly.
- viii) Be prepared for re-examination including attendance at a training seminar every four years.
- ix) Umpire matches up to and including National Quarter Finals, commensurate with experience.

A National or International Umpire will be expected in addition to the duties listed above:

- i) Be prepared to travel to any part of the U.K. (Internationals - any part of the world) on request from the Area Secretary or National Secretary to act as an E.B.U.A. representative.
- ii) Be prepared to assist in the development and improvement of other Umpires.
- iii) Umpire any match at all levels.

Qualifications and procedure relating to membership grading

The National Training Officer shall define the teaching procedures and the National Examination Secretary shall define the examination procedures, for test, re-test and upgrading of umpires.

The Area Tutors and the Area Examiners will implement these procedures.

A new umpire upon becoming a member of the Association shall qualify as a County Grade Umpire entitled to officiate at Club Competitions, Local Tournaments and Intra County Competitions.

At the discretion of the Area Secretary, they may be used as a Marker and/or assist a National or International Grade umpire at other selected inter county or National events.

A potential member at their initial examination and not having a full umpire's kit may, on request, use other kit that is available.

An umpire for retest or upgrade will be expected to use their own kit throughout the examination.

A member may apply to be re-classified as a National grade member upon acquiring the qualification of the minimum period of experience in County grade. Normally this is a period of at least two years.

A member who has qualified by examination as a National Grade Umpire shall be qualified to officiate at all Competitions, excluding International Matches.

A National Grade umpire, with experience of National Competitions at quarter-final level or above, may be considered for International grade by a panel elected from the Executive Committee.

All members shall attend an examination to re-qualify on expiration of a period as determined by the Executive Committee.

This is at present set as four years from the end of the year of the previous examination for each grade with a six-month extension to allow for examination date variances.

Members shall have attended a training course prior to a test, re-test or an upgrade.

An umpire who has allowed his certification to lapse for more than twelve months shall commence the programme as a new umpire and will pay the full examination fee.

A member not successfully taking a re-test examination by the appropriate time shall become Non-Active until such time as they have successfully completed a course of instruction and been successful at the subsequent examination.

A National or International umpire, who fails a retest, may, at the discretion of the National Examination Secretary, continue to work as a county grade umpire, but will need to go through the upgrade process to return to his former grade.

Any member failing a re-grading examination will continue to be an active County grade member until the expiration of their current certificate, when they can either continue with a county grade test or request a further upgrade assessment.

They may apply for re-examination on the section failed, at the discretion of the Area Examiner, within twelve months of the examination.

Should they apply for re-classification after the expiration of twelve months from the date of the failed examination they shall take all parts of the examination.

All members failing to respond to two invitations for the re-test examination will be placed on the Non-Active list but may apply for re-examination to requalify.

PART 4

ADMINISTRATION

Meetings

The Executive Committee shall normally meet at least twice a year at a venue and date agreed at the termination of the previous meeting.

The meeting may be constructed using available technology, not requiring members to be at the same venue.

These meetings shall normally take place on the second Sunday in March and the first Sunday in November each year.

The Annual General Meeting shall normally be held on the last Sunday in April, on the day immediately following the E.I.B.A. AGM for the convenience of members.

A meeting may also be held at the conclusion of the Annual General Meeting at which the agenda will deal specifically with matters raised at the Annual General Meeting, plus any other business considered by the Chairman to be of sufficient urgency to warrant inclusion. This meeting will not qualify for travel expenses.

Minutes of all Committee and Sub Committee meetings shall be circulated to all members of that committee and to all National Executive members within 15 working days of that meeting.

Where practicable, such minutes should define who is actioning each item and the expected action completion date.

Elected Posts

All candidates for elected posts at either National or Area level within the E.B.U.A. shall be proposed and seconded in writing or by electronic mail by full members of the Association. All nominees shall consent to the nomination prior to the proposal being made.

The appropriate Secretary shall receive all such correspondence by the due date

For the National posts this shall be received by the National Secretary no later than 31st January prior to the AGM.

For Area posts this shall be received by the National or Area Secretary at least one calendar month ahead of the date of the election.

Should no such nomination be received by the due date, the Executive Committee shall be empowered to nominate a suitable candidate.

Most posts, both National and Area and whether elected or appointed, are for a maximum term of one year and will terminate at the appropriate AGM.

The holder of any post except Immediate Past Chairman may seek re-election or re-appointment for a further period in office.

Standing Sub-Committees

The Executive Committee shall establish appropriate Sub Committees, the duty of which will be to examine at intervals all aspects of the activities of the EBUA, with a view to the maintenance and improvement of standards

All sub committees shall meet at least once per year. Minutes of each meeting shall be taken and circulated (see MEETINGS above).

The Chairmen of Sub-Committees shall report at each Executive Committee meeting upon the work carried out by the individual committee to date.

International Selection Panel

The Executive Committee shall establish an International Selection Panel for the selection of members considered suitable to officiate at matches or competitions.

The panel shall consist of three members of the executive from three different areas - refer to executive minutes for current panel. Members of this panel will not be considered for selection.

They shall select for matches designated as International status by the National Governing bodies and include all junior and senior international matches between two countries as well as qualifying matches between countries for the world championships. For this purpose, the Channel Islands shall be considered as another country.

To qualify for an International flash, the appointments must be EBUA approved prior to the event taking place.

Persons appointed purely as Markers at an International event will not qualify for an International flash, nor will persons appointed to umpire International trials.

Disciplinary & Appeals

Where necessary, upon any dispute or complaint arising between members of the Association and any Association or Club affiliated to the National Governing Bodies or other members of the Association in accordance with the Constitution, the following processes will apply:

- i) Where practicable, the Area Secretary will resolve the dispute or complaint.
- ii) If the dispute or complaint cannot be resolved by the Area Secretary, the Chairman shall create a Disciplinary Sub Committee of not less than three disinterested members to investigate and resolve such dispute or complaint.
- iii) The decision in all cases shall be notified to each party and the National Secretary in writing.

All statements, including those referring to the dispute and/or complaint, supporting statements and those of the Area Secretary and/or Disciplinary Sub Committee shall be in writing, with copies to the National Secretary.

The decision may include suspension (suspending a member from the Association for a defined period of time) or expulsion (expelling a member from the Association for an indefinite period of time)

The member will have right to appeal this decision to the full Executive whose decision shall be final.