

# STAFFORD VETERANS BOWLING LEAGUE

Sponsored by Stan Robinson pallet network  
(Established 1970)

## CONSTITUTION & RULES

(Revised 2024)

1. The league shall be known as the Stafford Veterans Bowling League, to which may be added the name of the current sponsor, and shall be open for membership to teams playing in the Stafford and District area.  
The League will be affiliated to the Staffordshire County Bowling Association (SCBA).

2. The League shall have an Annual General Meeting (AGM) on the second Wednesday in February each year.

The Secretary will send out details of any new proposals or alterations to the rules 14 days prior to the AGM.

All members have the right to vote on all matters raised at the Annual General Meeting.

3. A Special General Meeting can be called, on demand by a club representative and supported by another club representative, or when considered appropriate by the Management Committee. The agenda for such a meeting shall be specific and discussion and voting confined to that topic.  
Fourteen days notice shall be given to all members of a Special General Meeting.

4. Administration of the League shall be invested in a Management Committee which will consist of the following members:  
President, Chairman, Vice-Chairman, Secretary, Treasurer, Competition Secretary together with a single representative from each team.

1 quorum requires the presence of a least 7 (seven) members, two of whom must be officers of the League.

The Chairman, Vice-Chairman and the three other officers shall be elected annually at the AGM. Nominations for the executive officer posts must be made by 31st December each year.

5. Any proposals for changes to this constitution and rules must be made in writing to the League Secretary by December 31st each year. The proposal must be signed by a club representative and supported by another club representative before discussion and voting.
6. The Management Committee will meet as required, but a least once 14 days prior to the AGM to discuss any new proposals.

# STAFFORD VETERANS BOWLING LEAGUE

Sponsored by Stan Robinson pallet network  
(Established 1970)

## CONSTITUTION & RULES

(Revised 2024)

Fixtures, Score Cards and Match Report Cards will be issued two weeks prior to the start of the season. The season start date will be determined at the AGM.

7. The League shall consist of two or more divisions with as near as possible equal numbers of teams in each division. New teams entering the League must first be approved by the Management Committee and then voted upon at the next AGM. If accepted they will be placed in an appropriate division.

The top two teams in lower divisions will be promoted to the next higher division and the bottom two teams in each division will be relegated to the next lower division.

In the event that teams are equal in every respect, the Management Committee will arrange a play off on a neutral green.

Each team will play each other on a home and away basis in their respective Divisions. The winner of each division will be decided on a point's basis, 2 points for a win and 1 point for a draw. After each match, teams will be placed in a League table, the position of which will be determined, firstly by points achieved and then by games won and then by the difference of shots won over shots conceded.

8. Eight points are available in each match. One for each game won and one for the team with the highest aggregate shots scored. In the event that the shots are equal then each team will receive half a point e.g. matches can be won 4½ to 3½.

9. **All matches are to be played on or before the notified date and can only be postponed through inclement weather or the condition of the green or other exceptional circumstances as approved by the officers.** Team captains are to decide upon the fitness of the green at the start of the match unless the ground authority has already made the decision to close the green *or the captains have agreed that the forecast high temperature/sunny conditions are a threat to bowlers' health and well-being.*

A team which calls off a match for any other reason will concede the match to their opponents 8-0 with all games recorded as walkovers.

10. Any matches abandoned in accordance with Rule 9 must be replayed within 28 days. Any games completed before the match is abandoned will stand and the remaining games will be redrawn on the replay date.

11. All League matches, other than those rearranged as a result of postponement or abandonment in accordance with paragraph 9 above, are to be played on a Wednesday, commencing at 2pm. The draw for the games shall be completed before that time to ensure that all doubles games will commence at 2pm sharp.

# STAFFORD VETERANS BOWLING LEAGUE

Sponsored by **Stan Robinson** pallet network  
(Established 1970)

## **CONSTITUTION & RULES**

(Revised 2024)

Any player who is not present within 5 minutes of the start of the match cannot be selected for either doubles or singles. However, if any team captain is aware of a possible late arrival then an agreement must be made prior to the draw of the singles games for the inclusion of that late arrival in the singles games only. **No away team player to practice on away greens on the day of the match.**

Once the draw has been made it can only be changed under the mutual agreement of both team captains.

All home teams are to provide 4 standard approved match jacks, mats and a 19 metre measuring tape, and other approved measuring devices.

All matches are to be played in accordance with the laws of the game. Team captains will act as referees during the course of the match.

12. After each match the home team captain/representative shall complete the match record card, which will be signed by both team captains/representatives. As soon as possible (but within 5 days of the match) the match details are to be entered onto the SVBL website by the home team captain/representative and saved. Within 5 days of the match the away team captain/representative is to check the entered data and, if correct, save the match details again. Should a dispute arise involving details of the match or game scores this should, if possible, be settled amicably between the teams involved and the online details amended accordingly. Should such a settlement not be possible the League Secretary should be informed and, on request only, the Match Result Card should be forwarded to the Secretary. The details entered on the card will be checked by the Secretary and will be used as the definitive result of the match. Should there still be a dispute the matter will be brought before the Management Committee.
13. Each team will play on a green with acceptable standards and facilities.  
The Management Committee shall have the power to decide the fitness of the green.  
Each green is to be available at reasonable times for League matches and competitions.  
Each club will nominate the green on which their team(s) will play home matches.
14. The League is open to bowlers who have reached the age of 60 years. All bowlers must be registered with the British Crown Green Bowls Association (BCGBA). All teams wishing to register bowlers in the Veterans League must ensure that they are bona-fide members of the club that they wish to represent.

# STAFFORD VETERANS BOWLING LEAGUE

Sponsored by **Stan Robinson** pallet network  
(Established 1970)

## **CONSTITUTION & RULES**

(Revised 2024)

15. At the beginning of the season teams shall submit to the League Secretary, on the Official Registration Form provided, a list of each player and his or her BCGBA individual registration number, which the League Secretary is required to retain on a database annually, in accordance with the requirements of the SCBA Rules and Byelaws 2013, §7-1  
New registration of player/s can be made by the appropriate team captain/representative, through the website up until 1st April each year. After this date, registration must be done via the League Secretary.  
Registration of new players through the Secretary can be made up until midnight on the Monday immediately prior to the day of the match in which the new player is to compete. All players must have a County Registration Number or be in possession of an application receipt. Failure to comply with the above will render that application invalid.
16. All players can only be registered with one team and must remain with that team throughout the season. Under certain circumstances transfers between teams can be allowed, but must have the prior consent of the Management Committee.
17. A team shall consist of a minimum of 6 players and a maximum of 10.  
1 match will comprise of 3 x Doubles and 4 x Singles games.  
All games shall be played from zero to 21 (21 up).  
If a player is required to play in both doubles and singles 5 shots are to be deducted from that player's team total aggregate score.  
A player may only play twice if there are no other eligible team members present. Any player doubling up more than 3 times during the season will forfeit those subsequent games 21-0 with the aggregate recorded as 21-10.
18. Any team found playing an ineligible player must concede the game in which that player bowled. The game will be recorded as a 21-0 win and as 21-10 for the individual average.
19. The League Treasurer shall maintain the accounts of the League. The financial year shall end on 31st December. The accounts shall be checked for presentation at the AGM. The League shall maintain a bank account and withdrawals should be made on the signature of two out of three nominated officers of the League. Two account checkers shall be elected annually at the AGM.
20. Each team will pay an annual entry fee to the League, the amount payable to be decided at the AGM. The fee is to cover operating costs and affiliation fees to the SCBA and must be paid prior to the commencement of the season.

# STAFFORD VETERANS BOWLING LEAGUE

Sponsored by **Stan Robinson** **pallet network**  
(Established 1970)

## **CONSTITUTION & RULES**

(Revised 2024)

21. The Management shall be entitled to expenses incurred in the running of the League.

The following officers are entitled to an honorarium:

Secretary	£60.00
Treasurer	£30.00
Competition Secretary	£60.00 League
Auditors (2)	£ 7.50 each.

22. The Management Committee will decide the amount of monies to be paid in cash awards at the end of each season. The following awards will normally be paid:

Division Winners and Division Runners up

Division Singles Average Winner and Division Singles Average Runner up

Division Doubles Average Winner and Division Doubles Averages Runner up

23. Financial or legal liability incurred in the rightful exercise of their office shall not be the personal liability of the officer or member of the Management Committee but shall be the responsibility of the clubs in the League.

24. The League will run competitions throughout the season, arranged by the League Competition Secretary.

The dates, venues and entry fees will be agreed at the annual AGM.

Entry to the competitions run by the League Competitions Secretary is via the official entry form only, accompanied by the correct payment, either in cash or by cheque in accordance with the total number of entries for that competition only.

Telephone or e-mail entries will NO longer be accepted and all league competitions will have a "Pay before you play" ruling. Refunds will not be payable.

Any person who turns up on the day of the competition as a substitute will have to conform to the "PBYP" ruling.

25. The SVBL will automatically enter and pay the appropriate fee for the winner of the Individual Merit competition to be its official representative in the SCBA Champion of Champions competition and agree that the League entry for the SCBA M V Dams Trophy competition will be in accordance with the latest SCBA ruling.

The League and affiliated clubs shall purchase annually, prior to 31st December each year, as required, copies of both the SCBA and BCGBA Annual Handbooks.

# STAFFORD VETERANS BOWLING LEAGUE

Sponsored by **Stan Robinson** **pallet network**  
(Established 1970)

## **CONSTITUTION & RULES**

(Revised 2024)

26. Individuals or teams who have a complaint against other individuals or teams **MUST** write immediately to the League Secretary. The letter **MUST** give full details of the complaint and the individuals or teams involved and **MUST** be countersigned by the relevant club secretary.

The League Secretary will acknowledge receipt of the complaint and forward a copy to the individuals or teams involved, asking them for their comments. If **NO** reply is received within 21 days of the League Secretary's letter then it will be deemed that the complaint is justified and a meeting of the League Management Committee will be convened to determine the action to be taken, after which the League Secretary will write to all concerned and the SCBA advising them of the League Management Committee's decision.

**(Complaints will follow the BCGBA guidelines)**

Should the complaint be contested a meeting of the League Management Committee will be convened and all persons involved in the complaint will be called to appear before the League Management Committee to make statements in reference to the complaint. The League Management Committee will then consider all aspects of the complaint and reach a final decision.

Notification of the final decision will be sent, in writing, to all concerned by the League Secretary who will also ensure that the SCBA are advised of all actions taken.

### **Safeguarding<sup>1</sup>**

If anyone has any concerns about the welfare of an adult or child you should follow the guidelines of the BCGBA . Talk to your clubs safeguarding officer for advice. Serious concerns should be reported to the police. Everyone involved in bowls has a part to play in safeguarding young people and adults making bowls an enjoyable and safe experience for all.

(Guidance is available on the BCGBA website, and [bowlsdevelopmentalliance.com](http://bowlsdevelopmentalliance.com) for viewing all the relevant safeguarding policies) Your clubs safeguarding officer will also have the relevant contact details if they require further advice.

---

<sup>1</sup>**Advised by SCBA to include Safeguarding in constitution to be ratified at 2026 AGM**

# STAFFORD VETERANS BOWLING LEAGUE

Sponsored by **Stan Robinson** pallet network  
(Established 1970)

## **CONSTITUTION & RULES**

(Revised 2024)

### **Risk Assessment**

#### **Aims and purpose**

A Risk Assessment is an important step in protecting our League members and visitors from harm as well as complying with the Law. It helps one to focus on the important risks that really matter, the ones with the potential to cause real harm and help establish good practice.

In order to make informed judgements about Health and safety practices around a bowling green, or for a special event, it is necessary to understand the **Risk Assessment Process** the distinction between **Risk and Hazard** and the concept of “so far as is reasonably practicable”

#### **Risk Assessment Process**

This is the on-going process to evaluate the level of risk and to identify methods of risk reduction. These factors are used in determining a risk:

**Probability** – the likelihood of an accident occurring.

**Impact** – the potential severity of an injury

#### **Risks and Hazards**

a **Hazard** is anything that may cause harm, e.g. chemicals, electricity, working from ladders, uneven paving, etc. a **Risk** is the possibility that someone could be harmed.

**As far as is reasonably practicable** – The law does not expect you to eliminate all risk, but you are required to protect people as far as is reasonably practicable.

A person who is required to do something, **as far as reasonably practicable**, must assess, on one hand, the risk of a particular activity and, on the other, the cost in money, time or trouble of implementing safety measures which would avoid risks.

# STAFFORD VETERANS BOWLING LEAGUE

Sponsored by **Stan Robinson** **pallet network**  
(Established 1970)

## **CONSTITUTION & RULES**

(Revised 2024)

### **Procedure**

#### **What is Risk Assessment?**

A risk assessment is a systematic method of looking at the risks resulting from all activities necessary in running a bowls club; considering what could go wrong and deciding on suitable control measures to prevent harm, damage or injury. The assessment should include the controls required to eliminate, reduce or minimise the risks.

#### **Why conduct a Risk Assessment?**

Risk Assessments are a fundamental requirement to appreciate where the risks are that may be putting your members or visitors in danger.

#### **What should a risk assessment cover?**

This will depend on the organisation and will vary depending on the size and complexity of the facilities. However, assessments must consider everyone who could be affected by the activity, particularly visitors and members of the public who may not be familiar with the green. Special attention should be given to children and disabled and disadvantaged persons.

#### **Legal Duties and Obligations around Risk Assessments.**

The process is regulated by:

**The Management of Health and Safety at Work, etc. (MHSW) Regulations 1999.**

As such, there is a legal obligation to carry out proper assessments, with penalties for non-compliance.



## **CONSTITUTION & RULES**

(Revised 2024)

### **Assessing Risks**

It is important that Risk Assessments are carried out systematically and all of the foreseeable risks considered. The Health and Safety Executive (HSE) recommend an approach where the process is carried out in 5 steps.

- 26.1. Identify the hazards** associated with normal activities
- 26.2. Identify who could be harmed** by those hazards
- 26.3. Identify how you manage the risks** at present and what further steps might be required to reduce the risks further. These are your control measures
- 26.4. Record the findings** of your assessment and inform those at risk of the controls.
- 26.5. Review the Risk Assessment** on a regular basis e.g. if members, visitors, the activity or the equipment used changes. It is a good idea to review your Assessment **at least annually.**

Look at each activity as critically as possible, checking how potential users observe it.

### **Controlling Risks**

When deciding on control measures, the following principles should be applied.

- \* **Can the risk be eliminated or avoided? \* Can the risk be contained or localised?**
- \* **Can the activity be adapted to suit the circumstances?**
- \* **Can new equipment or procedures be used?**

# STAFFORD VETERANS BOWLING LEAGUE

Sponsored by **Stan Robinson** **pallet network**  
(Established 1970)

## **CONSTITUTION & RULES**

(Revised 2024)

### **Rating of Risks**

Evaluate the risks and decide if existing procedures are adequate or if more should be done.

Consider how likely it is that each hazard will occur (**Probability**) and the severity of harm that will result (**Impact**) if it does.

What you have to decide for each significant hazard is whether this remaining risk is **High, Medium or Low**, as follows:

<b>Probability</b>		<b>Impact</b>	
1	Zero	1	No impact
2	Low (will seldom occur)	2	Slight (injuries requiring first aid only)
3	Medium (will occasionally occur)	3	Serious (Injuries requiring a paramedic or a visit to a hospital)
4	High (will frequently occur)	4	Major (injuries causing stay in hospital or absence from work)
5	Very High (certain or near certain will occur)	5	Severe (Death or major injury or significant irreversible health damage)

### **Action Plan**

The Stafford Veterans League Secretary to contact the Bowling Club where a League Competition is due to be played to arrange a suitable time and date for the Risk Assessment to take place. A member of the Bowling Club **must** be present at the time of the Assessment.

Copies of Appendices A, B and C are available from the Secretary.

# STAFFORD VETERANS BOWLING LEAGUE

Sponsored by **Stan Robinson** **pallet network**  
(Established 1970)

## **CONSTITUTION & RULES**

(Revised 2024)

### **General Code of Conduct**

#### **Aims and Purpose**

Crown Green Bowling is a sport suitable for a wide range of individuals, young and old, male and female, able-bodied and disadvantaged. However, in order to maximise the benefits and opportunities available, the highest standard of conduct is expected from all those involved – players, spectators and administrators.

This document sets out the rights and expectations of the conduct of all involved parties. This conduct is expected at all times and sanctions will be imposed for persistent non-compliance.

#### **Rights and Expectations**

All participants and spectators have the right to

- \* Enjoy safe participation in the game
- \* Be Treated as individuals at all times
- \* Express their views and to be listened to
- \* Seek support to help them develop their skills and values
- \* Be treated with respect
- \* Enjoy an environment free from discrimination
- \* Participate free from the threat of abuse or insult
- \* Have the sport administered in a fit and proper manner
- \* Obtain guidance and support free from bias or favouritism

#### **All Participants and Spectators are expected to**

- \* Know the rules of the game
- \* Treat fellow participants with respect and courtesy
- \* Refrain from threatening or abusive behaviour
- \* Accept the decisions of officials without dissent
- \* Act in a sportsmanlike manner at all times
- \* Treat the green and facilities with respect

#### **Officials**

Officials and administrators are an important part of the game. Their efforts can greatly enhance or, perhaps, even diminish the enjoyment of the game.

# STAFFORD VETERANS BOWLING LEAGUE

Sponsored by **Stan Robinson** **pallet network**  
(Established 1970)

## **CONSTITUTION & RULES**

(Revised 2024)

It is essential that the authority of their position is recognised and accepted. However, their authority must be used responsibly.

Officials should

- ★ perform their duties in a fair and efficient manner, free from bias or favouritism
- ★ know the rules and act as a confident source of advice and information
- ★ be open and transparent in all their decisions and be prepared to explain their reasoning
- ★ accept fair and constructive criticism
- ★ perform their duties without consideration of self importance
- ★ share their knowledge with others
- ★ expect to be treated with respect and not subjected to personal comments or verbal abuse

### **Members will expect officials to**

- ★ be knowledgeable, fair and honest
- ★ keep their promises
- ★ keep to agreed programmes and timings

### **Supporters**

Supporters can make a significant contribution to an event. However, it must be accepted that players must not be unduly influenced or prevented from playing their own game.

### **All Spectators should**

- ★ participate in a positive manner
- ★ avoid swearing and abusive behaviour
- ★ accept the instructions of match officials
- ★ treat all participants equally and act in a sportsmanlike manner at all times

### **Non-compliance**

This Code of Conduct should be seen as a guide to best practice to allow enjoyment of the sport by all those involved.

# STAFFORD VETERANS BOWLING LEAGUE

Sponsored by **Stan Robinson** pallet network  
(Established 1970)

## **CONSTITUTION & RULES**

(Revised 2024)

However, failures to comply will sometimes occur. In these cases it is essential that some value judgement is provided and disciplinary action taken. In repeat or extreme circumstances sanctions will be inevitable.

In all cases accepted, established procedures for the resolution of disputes should be followed. Also, in all cases, the right of appeal should be available.

For incidents at Club or League level, Club or League officials should provide judgements.

**\* The complaints procedure to be followed can be found within the SVBL Constitution and Rules Document §26.**

27. The Management Committee will resolve any matters not covered by this Constitution.