

# Sables Bowls Bye-Laws

The Bye Laws shall be ratified by the Council of Sables Bowls and may be altered by the Executive at any time provided always that such alteration shall be ratified by the Council of Sables Bowls at the next General meeting after such alteration.

## 1. ASSOCIATION COLOURS AND EMBLEMS:

### 1.1 Association Badge:

The Association Badge shall be a Sables Head on a Gold Oval background, and surrounded by a Laurel. Below the laurel shall be the words “**SABLES BOWLING ASSOCIATION**”.

### 1.2 Flag:

The Association shall have a distinctive flag of navy blue with the Association Badge depicted in the centre.

### 1.3 Badges:

#### 1.3.1 Lapel, Pocket and Merit Badges:

The Association Lapel Badge, Pocket Badge and Merit Badge shall be replicas of the Association Badge.

#### 1.3.2 Merit Badge Award:

The presentation of the Merit Badge shall be confined to:

- Past Presidents of the District, Officers and Past Officers of the Association viz. Vice-Presidents, Secretary, Treasurer and Competition Secretaries. In this regard to the three latter Officers, the award of the Merit Badge will be subject to their having served in their respective capacities for at least three (3) years.
- Executive Members and Past Executive Members who have served a period of five (5) years on the Executive (not necessarily consecutive).
- At the discretion of the Executive to be considered at the Annual General Meeting, a Merit Badge may also be awarded to persons who have rendered service of an exceptional nature to the District.

### **1.3.3 President's Badge:**

The President, each year, shall be supplied, at the expense of the Association, with a Blazer Pocket Badge and a special Lapel Badge

### **1.4 Hatband:**

The Hatband of the Association shall be navy blue in colour and carry the lettering "SABLES" in Gold.

### **1.5 Association Blazer:**

The Association Blazer, shall be at the individual's cost, and shall be plain navy blue with a breast pocket incorporating the Association Badge.

### **1.6 Representative Blazer:**

The Association's Representative Blazer, shall be at the cost of the individual, and shall be of similar design to the Executive Blazer, with the Association Pocket Badge and a distinctive representative scroll. (These items awarded shall become the property of the recipient, although these may be taken away at the discretion of the Council, with the exception of the Blazer.)

**1.6.1** The Standing Committees/Organisations, while under the jurisdiction of the Association, may, at the discretion of and with the approval of the Executive, select their clothing, colours and emblem, other than the Association Representative's Blazer as laid out in Clause (1.6), which shall be worn by all Association Representatives on formal official events.

## **2. ADMINISTRATION:**

The Executive Committee Shall

- 2.1** Abide by the Constitution and Bye-Laws at all times.
- 2.2** Manage the affairs of Bowls in the District (including discipline and the hearing of appeals)
  - 2.2.1** Be responsible to Council for its decisions
  - 2.2.2** Be the legal holder of the assets of the Association
- 2.3** Appoint delegates to such sporting bodies to which the Association may be affiliated.
- 2.4** Arrange staging of the Championships and events within the District.
- 2.5** Conduct or defend or settle any legal action in which the Association may be concerned.
- 2.6** Appoint Team Managers, Coaches/Trainers and such supporting staff, as it deems necessary, to all Provincial / Inter-District Sides and Teams to represent the District.

- 2.7 Appoint such permanent office staff and remunerate them accordingly, to ensure the smooth running of the administration.
- 2.8 Attend all Functions and Prizegivings of the Association.
- 2.9 Delegate such powers to any Sub-Committee as it may deem necessary.

**The Officers (President, Vice-President, Secretary and Treasurer) shall deal with all urgent business, which may require attention between Executive Meetings.**

### **3. VACANCIES:**

#### **3.1 Executive Committee:**

Any vacancy on the Executive during the year shall be filled by the Executive, from one (1) or more of the persons who were nominated for election, but who were defeated or at their discretion.

### **4. DUTIES OF EXECUTIVE COMMITTEE**

#### **4.1 The President:**

- 4.1.1 Presides over all Executive and Council meetings
- 4.1.2 Assume overall responsibility for the running of the Association.
- 4.1.3 Attends Functions and Prize giving of the Association, invitations to other Districts, and to any special event.
- 4.1.4 Maintains regular contact with all Associated Clubs

#### **4.2 Vice-President:**

- 4.21 In the absence of the President the Vice-President will preside.
- 4.22 Will take on the duties of the President during his/her temporary absence.
- 4.23 Attend Functions and Prize giving of the Association

#### **4.3 Immediate Past President:**

The Immediate Past President shall, when requested by the President attend executive meetings and shall assist the President and/or Vice President whenever required to do so and generally carry out such duties as are allocated to him/her.

#### **4.4 Secretary:**

- 4.1.1 The Association Secretary shall attend Executive, Selection and General Meetings, and shall keep a proper record of all business transacted at such meetings, attend to all correspondence, and generally perform the duties appertaining to a Secretary.

- 4.1.2** The Association Secretary shall prepare an Annual Report on behalf of the Executive, and a draft of this report shall be submitted to the Executive for approval at a meeting to be held prior to the Annual General Meeting.

#### **4.5 Association Treasurer:**

The Association Treasurer shall attend Executive and General Meetings, and shall keep proper books of account, deposit all monies to the credit of the Association, and effect payment of all accounts due by the Association as authorised by the Executive. The Association Treasurer shall submit Income and Expenditure Statements at the monthly Executive Meetings, render to the Annual General Meeting, a Statement of Revenue and Expenditure Balance Sheet, duly certified by the Association's Auditor / Examiner, and generally perform the duties appertaining to a Treasurer.

### **5. DISTRICT COACHES**

The District Coaches, one Lady and one male shall be appointed annually by the Executive Committee within thirty (30) days of the District Annual General meeting.

The district coach(s) shall, working with the Selection Committee(s), be responsible for the scheduling and content of the Sables Skills development and High Performance centre (District Academy) and shall be responsible for arranging training sessions for the various District squads.

### **6. COMPETITION SECRETARY**

The Competition secretary shall be appointed annually by the Executive Committee within thirty (30) days of the District Annual General meeting.

- 6.1** The Competition Secretaries shall keep all necessary data and records of Leagues, District Championships and undertake all Secretarial duties directly affecting League and Championships organised and conducted by the Association.
- 6.2** The Competition Secretaries shall organise the Draw and Venues of play for all Championships in collaboration with the Competition Committees.
- 6.3** It shall be the responsibility of the Competition Secretaries, in conjunction with the Association Treasurer, to collect the entry fees for all Championships and to arrange for all prizes for the League and Championship events

### **7. COMMITTEES: DECISIONS (of the Council)**

Decisions of the Council shall be binding on the Executive, Selection Committees, Standing Committees and Affiliated Clubs, provided that such decisions are not in conflict with the Constitution, Guidelines and Laws of the Sport of Bowls as laid down by Bowls South Africa.

## **8. COMPETITION COMMITTEES**

The Council shall confirm at the Annual General Meeting the Competition Committees consisting of:

- 8.1** The Competition Secretary who shall be the Convenor
- 8.2** At least one (1) member of the Executive Committee
- 8.3** Selected/nominated members of any affiliated Club, who need not be members of Council.

## **9. SELECTION COMMITTEES**

The Selection Committees shall be responsible for the selection of teams and sides to represent the Association. They shall also be responsible for nomination of Players to the Provincial and/or National Selection Committee for consideration for the Bowls South Africa Masters Tournament and Provincial or International sides or teams.

The Executive shall appoint such Selection Committees as deemed necessary consisting of:  
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- 9.1** A Member of the Executive Committee who will be the Chairperson and who will have a casting vote
- 9.2** A Convenor who shall be a selector, in the absence of the Chairperson the Convenor shall act as Chairperson
- 9.3** The Association Secretary who shall record Minutes, but shall have no vote
- 9.4** Five (5) selectors which shall include the District Coach and ideally a minimum of four (4) other members of affiliated clubs, two (2) of the members should be persons who are not members of the District Squad.
- 9.5** Any Member of the Selection Committee choosing to make him / herself available for selection in any position shall at the request of the Chairperson, excuse himself / herself from the meeting during the selection of that side or team.
- 9.6** Nominations of Selectors will be requested annually from each Club within the District
- 9.7** The Selectors shall be appointed annually by the Executive Committee within thirty (30) days of the District Annual General meeting.

## 10. DISTRICT STANDING COMMITTEES (COACHES AND TECHNICAL OFFICIALS).

The Executive Committee shall appoint the required Committees which shall consist of:

- A convenor who shall be a qualified Coach or Technical official
- A secretary who need not be a qualified Coach or Technical official
- **Not less than 3** suitably qualified members.

The Committees will be responsible for;

### 10.1 Technical Officials (DSTOC)

The recruitment, training and/or facilitation of training of suitable aspirant Officials both umpires and markers

Facilitate the attendance of qualified Technical Officials at refresher or skills enhancement training the provision of suitably qualified individuals to stand as Umpires and Markers at Club, District/ Inter-District or Provincial Competitions as required.

Be responsible for ensuring that the Etiquette of Lawn Bowls is maintained in the District.

Maintain the records of qualified Officials.

Where required, Identify suitably qualified delegates to Provincial or National Standing Committees.

### 10.2 Coaches. (DSCC)

The recruitment and training or facilitation of training of suitable aspirant coaches

Facilitate the attendance of qualified Coaches at refresher or skills enhancement training

Assist the District Coach in the implementation of Training at all levels of ability

Monitor and evaluate the activities of coaches within the District

Maintain the records of qualified Officials.

Be responsible for ensuring that the Etiquette of Lawn Bowls is taught by all coaches and maintained in the District.

Advise the Executive on suitable candidates for the position of District or Provincial Coaches

Where required, Identify suitably qualified delegates to Provincial or National Standing Committees

## 11. DUAL MEMBERSHIP

**Players who are members of more than one club.**

- 11.1 A player's principal club is defined as the club to which a member pays their BSA and District affiliations.

**11.2** Where a player who is a member of more than one club wishes to enter a formal club competition, a district competition or represent the district, for a club which is not their principal club, they must obtain the agreement/permission of their principle club, in writing. A copy of such permission to be submitted with the entry form.

**11.3** The requirement to obtain permission from a dual club will apply unless they are playing as a member of a Youth \Youth Squad team and dressed accordingly.

**Sable's league and competition(s).**

**11.4** player may not change his/her club of choice once the league has commenced, nor may they change their choice once a competition has commenced.

**11.5** A player who opts to play in a selected representative team for another District may not be considered for inclusion in a Sables selected team in that year/playing season.

**11.6** In respect of the District Masters, in order to be considered for invitation to the Sables district master's tournament(s), a player must have a Sables member club as their club of first choice.

**12. DELEGATES:**

**Delegates to the Gauteng Bowls Federation**

**12.1** The Executive Committee shall, in accordance with the Constitution of Gauteng Bowls, appoint two (2) serving Members of the Executive as Delegates to the Gauteng Bowls Federation Council.

**Delegates (Other)**

**12.02** The Executive Committee shall appoint delegates as required to represent bodies such as the Local Municipalities, Provincial, and National Sporting Council/bodies

**13. COMMITTEE MEMBERSHIP VACANCIES**

Any vacancy on any Committee or sub-committee shall be filled by the Executive. Should there be no nominees; the Executive shall be empowered to fill the vacancy by co-option.

**14. FINANCE:**

**14.1 General:**

**14.1.1** The Executive shall open an account in the name of the Association with such financial institution/s as it may from time to time decide upon.

**14.1.2** All monies received shall be paid to the credit of the Association's banking account.

- 14.1.3** The Executive shall cause proper books and records to be kept in which a true and satisfactory account shall be recorded of all monies received and expended, and of all assets and liabilities of the Association.
- 14.1.4** The Association Treasurer shall make no payments until authorised at a meeting of the Executive or the Council. All payments shall be made by cheque or electronic transfer.
- 14.1.5** Any payments which in the opinion of the Association Treasurer, cannot reasonable be held over until the next meeting of the Executive, may be made on the authority of the President, or in his absence, on the authority of the Vice President, but any such payment shall be submitted for confirmation at the next meeting of the Executive.
- 14.1.6** Any two of the following Officers, viz. President, Vice President, Association Secretary and Association Treasurer shall sign all cheques and all applications for withdrawal.
- 14.1.7** The Executive shall have the power to invest any funds of the Association, not immediately required, in any financial institution/s carrying on business in the Republic of South Africa.
- 14.1.8** The Executive shall have the power to negotiate overdraft facilities with the Association's Bankers and to obtain loans from any such financial institution/s, as may be deemed necessary for the financing of the Association's activities.

#### **14.2 Audit:**

- 14.2.1** An independent qualified Auditor/Examiner shall be appointed at the Annual General Meeting each year, and shall examine the books; vouchers and accounts of the Association, including those of various Funds created and administered by the Association, and issue a Certificate annually
- 14.2.2** The appointed Auditor/Examiner shall not be a member of the Council.

#### **14.3 Financial Year:**

The financial year of the Association shall be from the 1<sup>st</sup> January to 31<sup>st</sup> December.

#### **14.4 Property:**

All property and effects (including trophies) belonging to the Association shall be vested in and under the control of the Executive, and no individual or Affiliated Club shall have any right or title to such property and effects.

#### **14.5 Honoraria:**



The Association shall, at an Annual General Meeting, approve amounts to be paid as Honoraria, to the Association's Secretary (if not permanently employed), Treasurer, Competition Secretaries **and Examiner/s.**

#### **14.6 Travelling Expenses:**

**14.6.1** The Executive shall recommend, for approval by Council, an annual amount to be paid to the Association's Officers in respect of travelling expenses. Distribution of the travelling expenses shall be the responsibility of the Executive.

**14.6.2** The Association's Delegates shall be reimbursed for any reasonable expenses incurred in attending Meetings on behalf of Sables Bowls, unless such Delegate/s would in any case be present at the venue of such Meetings.

#### **14.7 Benevolent Fund:**

**14.7.7** The Association shall maintain a Benevolent Fund for the assistance of registered members of Affiliated Clubs in distress.

**14.7.7** Persons eligible for such assistance must be bona fide members of a Club affiliated to this District, for a minimum period of three (3) years.

**14.7.7** In the event of the offices of Secretary and Treasurer being a combined office, the Vice-President shall be the second Member of the Committee.

**14.7.7** The Benevolent Fund Committee shall be empowered to receive and consider all requests for assistance and shall decide upon such requests to the exclusion of all other persons, reporting to the Executive only in respect of amounts granted or loaned.

**14.7.7** All applications for assistance shall be channelled through the Club President, directly to the Association's President, in strictest confidence.

**14.7.8** All applicants will be required to provide such information as the Executive Committee may require from them.

#### **15. LEGAL PROCEEDINGS:**

All legal proceedings shall be brought or defended in the name of the Association upon a Resolution for that purpose by the Executive, which shall be indemnified by the Association against any claim that might be made in respect of legal costs or disbursements.

## **16. LIABILITY OF MEMBERS:**

The liability of Affiliated Clubs and registered Members of the Association for the liabilities of the Association shall be limited to the extent of monies owing to the Association by such Affiliated Clubs or registered Members.

## **17. ALTERATIONS TO THE CONSTITUTION:**

- 17.1** No alteration of, or addition to, the Constitution of the Association shall be made except at a "SGM"/"AGM" of the Association.
- 17.2** Six weeks' notice must be given to the Association Secretary in writing, setting forth in full, each proposed alteration or addition.
- 17.3** The Executive shall have the power to suggest and propose alterations and additions to the Constitution and such alterations and additions shall be dealt with at a "SGM"/"AGM"
- 17.4** No alteration or addition to the Constitution shall be effected unless carried by at least two thirds of votes represented at the meeting.

## **18. GUIDELINES:**

The Executive shall have the power to introduce new Bye-Laws and amend existing Guidelines when necessary, provided such Bye-Laws and Amendments are not inconsistent with this Constitution.

## **19. DISCIPLINE:**

- 19.1.** The Executive shall have the power, on receipt of a written report from any Affiliated Club, Competition Secretary or a Technical Official officiating on behalf of the Association to consider a complaint or report:
- 19.2.** Of unseemly conduct, misbehaviour or malpractice on the part of any player or players taking part in any Championship or League fixture organised by the Association, and after due examination of the facts, to take such disciplinary action against such player or players, as in its opinion the circumstances warrant.
- 19.3.** that any member of an Affiliated Club has been suspended by such Affiliated Club for any period during dates of any Championship organised by this Association, to advise such member or members that all rights have been forfeited to participate in such Championship that may be in progress at the time of, or during any period of suspension.

- 19.4.** The Executive shall have the power to refuse, for such period of time as it may determine, the entry of an Affiliated Club or of a member of an Affiliated Club, found guilty of a malpractice, to any Championship held under its auspices.
- 19.5.** It shall be competent for the Executive after due investigation of the facts, and, if need be, the examination of witnesses and any relevant documentary evidence:
- 19.5.1** To suspend or terminate the affiliation of a Club
- 19.6** To discipline a member of an Affiliated Club in matters beyond the powers or authority of an Affiliated Club
- 19.7** Such Affiliated Club or member of an Affiliated Club shall have the right of appeal in the manner set out in Clause 23.
- 19.8** It shall be competent for the Executive after due investigation of the circumstances surrounding the failure of any entrant or entrants of any of the Association's Championships, to present himself/herself/themselves, in terms of the published schedule of play to deny such entrant or entrants the right to enter for such Championships for such period as the Executive may decide or take such other action as they may from time to time decide.
- 19.9** Whenever disciplinary action is taken, the Executive shall send full particulars to the Affiliated Club, Standing Committee or Organisation concerned.
- 19.10** A Defaulter at one Affiliated Club is a defaulter at all Affiliated Clubs.

## **20. DISPUTES AND APPEALS:**

In the event of disputes arising between Affiliated Clubs, or between players of such Affiliated Clubs, or between players and an Affiliated Club, such Affiliated Club/s and or player/s, may appeal in writing to the Executive for a ruling.

Should the aggrieved party not be satisfied with the ruling of the Executive, such party shall have the right to appeal to the Council.

Notwithstanding the foregoing, no member of an Affiliated Club is permitted to correspond direct with the Association on sundry matters.

It shall be competent for the Executive to appoint a Jury of Appeal where deemed necessary.

In the event of any of the foregoing, legal representation will be permissible.

## **21. MAINTENANCE OF RECORDS:**

The Association shall maintain an up-to-date Register of the Colours of all Affiliated Clubs.

## **22. INTERPRETATION:**

In case of doubt of the strict meaning of any article of the Constitution or Guidelines, the interpretation of the Executive shall be binding on all concerned.

## **23. OFFICIAL OPENING/CLOSING:**

At the expense of the Association, representatives from each affiliated Club, all Past Presidents and Life Members of the Association, Selectors, Standing Committees and Organisations, and any other guests at the invitation of the Association, shall be entertained on the Official Opening and/or Closing Days.

## **24. HONOURS EVENING / DELEGATES ANNUAL DINNER:**

The Honours Evening / Delegates Annual Dinner to be organised at the discretion of the Executive Committee

## **25. ANNUAL COMPETITIONS, CHAMPIONSHIPS AND LEAGUE:**

**25.1** Unless the Council decides otherwise, the Competition Committees shall be responsible for organising Championships.

The Competition Secretaries, subject to confirmation by the Executive Committee, shall recommend the dates and venues of play

**25.2** For the purpose of complying with the Laws of the Sport of Bowls, the Competition Committee shall be the Controlling Body.

**25.3** District Championships shall only be open to affiliated Clubs and their registered Members.

**25.4** **Bona fide members of more than one affiliated Club shall, at the commencement of each season, be required to declare the Affiliated Club of preference for that season and shall not play in District Championships or League for any other Affiliated Club during that particular season.**

**25.5** **A declaration of intention shall be inferred from the entry received for the first District Championship/League of each season.**

**25.6** **Bona fide members of Clubs affiliated to the District, who also belong to Clubs affiliated to another District and who participate in Championships or League staged by that District Association, may not be considered for selection to represent the Sables Bowls District in any Championship or Tournament.**

**25.7** In all District Championships and League the Laws of the Sport of Bowls and Bowls South Africa shall apply, both in respect of bona fide members and conditions of play.

**25.8** It shall be a condition of acceptance of entry that all entrance fees have been received by the Competition Secretaries when the Draw is made. The entry fee for all District Championships shall be fixed each year by the Executive of Sables Bowls.

## **26. CHAMPIONSHIP EVENTS:**

### **26.1 Champion of Champions Singles:**

**26.1.1** The Champion of Champions Singles shall be a Singles event contested between the holders of the Singles Championship of Clubs affiliated to the District

**26.1.2** Any player holding the Singles Championship of two (2) affiliated Clubs simultaneously shall only be eligible to enter the Champion of Champions Singles for the declared Club of preference.

**26.1.3** He Champion of Champions Singles shall be played on the knockout system and the winner of each game shall be the first player to score twenty-one (21) shots.

## **27. TENDERS TO SPONSOR ASSOCIATION CHAMPIONSHIPS:**

A Tender Document will be sent to all Affiliated Clubs to allow for Tenders to sponsor District Competitions. The sponsorship fees will be decided upon from time to time by the District Executive in consultation with the Club Executive Committees.

**The allocation of events will be decided at a meeting of Club Presidents or Club nominated individuals at a date time and venue to be decided by the Executive Committee.** Every effort will be made to ensure that the allocation of events and utilisation of green space is evenly divided amongst sponsoring clubs.

## **28. TROPHIES:**

It shall be the responsibility of Affiliated Clubs of which winners of District Trophies are registered members; to have such Trophies appropriately engraved at their cost. A Register of Trophies to be kept by the Competition Secretaries.

## **29. APPOINTMENT OF UMPIRES:**

**29.1** The Umpires for the Semi-Final and Final Rounds shall be appointed by the Technical Officials Standing Committee, who shall notify the Competition Secretaries of such appointments prior to the date scheduled for the playing of such Semi-Final and Final Rounds.

**29.2** In all Association Championships and League games the Laws of the Sport of Bowls, supplemented by these Guidelines, shall constitute the Conditions of Play, unless otherwise stated.

### **30. NON-COMPETITIVE (SOCIAL) EVENTS:**

Whenever the District is required, by obligation or invitation, to participate in any social events, or events of only domestic competitive nature, it shall be the privilege of the President and Executive to select such sides and teams as may be required to represent the Association. The Association will be responsible for such team/s entry fees. In the event of any prize monies received, 50% will revert back to the Association.

### **31. GENERAL:**

#### **31.1 PUBLICITY:**

The Executive shall appoint a Publicity Officer who shall endeavour to obtain as much Press publicity as possible in respect of Association activities. It shall be incumbent upon the Association Secretary and Competition Secretaries to provide the Press Officer with information and co-operation on all matters relating to publicity.

#### **31.2 ASSOCIATION HANDBOOK:**

**31.2.1 The publishing of a handbook shall fall under the discretion of the Executive Committee**

**31.2.2 The President, Secretary and Competition Secretaries shall be members of the Handbook Sub-Committee.**

#### **31.3 ASSOCIATION FLAG:**

**31.3.1** The Association Flag shall be flown at all official Association functions, as well as all Inter-District Championships and Gauteng Districts Bowls Board Championships.

**31.3.2** The responsibility of the availability of the Association Flag (or Flags), shall be vested in the Competition Secretaries.

### **32. ASSOCIATION STANDING COMMITTEES:**

**The Executive shall appoint a Chairperson each of the Association Standing Committees, who will in turn form a Committee, which will be ratified at the Annual General Meeting.**

### **33. ASSOCIATION ORGANISATIONS:**

**The Association Organisations shall announce the names of their Chairpersons at the Annual General Meeting.**

#### **34. INTER-DISTRICT PLAYERS:**

It will be incumbent for those Players who have been selected to represent the Association in the Inter-District Championships to raise funds towards their respective Championships as laid down each year by Council in the Annual Budget, as well as to contribute an amount decided on by the Council.