



Founded 1945

# Constitution & Rules

*Associate Member of Bowls England and E.C.B.A.*

Founded 1945

**Constitution and Rule Book**

**Updated February 2025**

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# Constitution and Rules

## 1. Association

The Association shall be called "The Chelmsford and District Bowling Association" and shall seek associate membership of Bowls England and Essex County Bowling Association

## 2. Membership

Membership of the Association shall be open to bowling clubs affiliated to the ECBA and allocated to Group 3, as may be decided by the Executive Committee of the Association. Existing clubs in membership as at 1st November 1995 and not in Group 3 may retain their membership.

## 3. Objectives

The primary objective of the association shall be:

- (a) To foster a spirit of good will amongst its members and the members of associations
- (b) To promote and safeguard the game of bowls in accordance with the rules laid down by the International bowling board, except where specifically varied by Bowls England under national Conditions
- (c) To arrange league competitions for clubs in membership.
- (d) To arrange competitions for members of clubs.
- (e) To arrange matches with other associations.
- (f) To arrange an annual tour.
- (g) To encourage the support for the Benevolent Fund of the ECBA.
- (h) To adhere to the guidelines for safeguarding children and vulnerable adults as per guidelines laid down by Bowls England.

## 4. Subscriptions

Clubs in membership of the Association shall pay an annual subscription, the amount of which shall be decided by the Executive Committee no later than the 31st December each year. The subscription shall be paid to the Honorary Treasurer on or before the 15th March in each year and any member in default shall forfeit all rights and privileges of membership.

## 5. Annual General Meeting

The Annual General Meeting shall be held in December of each year, when the Officers of the Association shall be elected. The Officers shall comprise the President, Senior and Junior Deputy Presidents, Chairman, Honorary Secretary, Honorary Treasurer, Honorary Match Secretary, Honorary League Secretary, Honorary Competition Secretary and Honorary Tour Secretary, all of whom shall continue in office until the next Annual General Meeting. For the purpose of the Annual General Meeting or any Special General Meeting each club shall be entitled to send delegates with voting power to such meetings in accordance with the following quota: Clubs with registered membership 1 to 30, one delegate; 31 to 50, two delegates; 51 to 100, three delegates; over 100, four delegates.

The registered membership shall be that published in Essex County Bowling Association's current handbook. Clubs in membership shall notify the Honorary Secretary, of the name(s) of their delegate(s) before the commencement of the Annual general meeting or Special General Meeting. All Officers and members of the Executive Committee holding office at the commencement of the Annual General Meeting or Special General Meeting shall be entitled to one vote.  
Honorary Life Membership.

The Annual General Meeting shall be empowered to confer Honorary Life Membership on any member in recognition of long and outstanding service to the association.

## 6. Executive Committee

An Executive Committee, consisting of the Officers, the three Immediate Past Presidents and one representative from each of the clubs in membership, shall manage the Association. Five members of the Executive Committee shall form a quorum. Past Presidents and Vice Presidents of the Association may attend all meetings of the Executive Committee, with a right to speak but not to vote.

## 7. Emergency Committee

An Emergency Committee consisting of the Officers and three Immediate Past Presidents shall decide on all matters in need of urgent attention relating to the Association. Five members of the Emergency Committee shall form a quorum.

## 8. Selection Committee

A selection committee consisting of seven members, including the President and the Honorary Match Secretary shall be appointed by the Executive Committee. They shall select all representative teams and those players selected, shall be given at least seven days' notice of matches.

### Association Badge Presentation:

A cloth badge will be presented to a player after representing the Association in three matches. All outdoor association games, excluding the association tour matches, will contribute to the award of an association badge. A badge will be awarded to each unbadged Champion of the Association's singles (Single handed, Single Handed Two Bowls, Unbadged Single Handed, Champion of Champions, Officer's Cup), Pairs, Triples and Fours Competitions. The cost of the badge shall be borne by the recipient.

### Regulation Dress:

The regulation dress of the Association for gentlemen comprises a blue or black blazer, white flannels, and the Association necktie. For ladies, white skirts, full length or cropped tailored trousers shall be worn. All bowlers shall wear regulation footwear.

## 9. Records

The Honorary Secretary shall keep a record of the business transacted at all meetings. The Honorary Treasurer and the Honorary Tour Secretary shall keep a record of their respective income and expenditure throughout the year and shall render to the Annual General Meeting an audited account and balance sheet.

## 10. Withdrawal of Membership

Any club in membership may withdraw from the Association on given written notice to the Honorary Secretary before the Annual General Meeting, whereupon all rights and interests in the property and funds of the Association shall be forfeited.

## 11. Competition Rules – Jurisdiction

The rules of all competitions arranged by the Association shall be strictly observed, and the Executive Committee shall have jurisdiction over all clubs in membership and their members on matters relating to these competitions. In the event of any breach of the rules, the Emergency Committee shall be empowered to take such measures as deemed necessary.

## 12. Amendments to Rules 1 – 15

Alterations of, or additions to, Rules numbers 1 - 15 of the Association shall be made only at the Annual General Meeting, or at a Special General Meeting convened for that purpose. Clubs in membership may propose alterations or additions to Rules number 1 - 15 and all such proposals, in writing, shall reach the Honorary Secretary at least 28 days before the meeting, together with the names of the Proposer and Seconder. The Executive Committee shall also be empowered to propose alterations and additions to Rules 1 - 15. The Honorary Secretary shall notify all members of such proposals at least 21 days before the Annual General Meeting, or Special General Meeting convened for that purpose.

## 13. Special General Meeting

A Special General Meeting may be convened at the discretion of the Executive Committee, or on the requisition of three clubs in membership, subject to the Honorary Secretary being notified, in writing, at least 28 days before the meeting. The requisition must state clearly the nature of the matter at issue, and be signed by the Chairman and Secretary of each of the three clubs. The Honorary Secretary shall notify all members of any Special General Meeting, stating the matter at issue, at least 21 days before such a meeting.

## 14. Amendments to Remaining Rules

The Executive Committee shall be empowered to decide on all matters relating to the Association not provided for in these rules and also amend any rule not covered by rule 12.

## **RULES OF COMPETITIONS**

### 15. The League Competition – Constitution

The League will consist of one or more divisions. Each division shall consist of a maximum of 10 teams. No division shall consist of less than 4 teams. Clubs in membership shall be entitled to apply to the Executive Committee to enter one or more teams into league matches, each comprising of 3 rinks of 4 registered players and shall accordingly notify the Hon League Secretary. Any club wishing to withdraw a registered team or apply for an additional team to be registered should do so by the 31st January before the new league season fixtures have been compiled and the initial team knockout cup round draws have been made. Any new teams not having entered the competition in the previous year shall play in the lowest division.

### 16. Registrations

For the purpose of the League Competition, only those players who have registered for a named team shall be eligible to compete. Registrations in writing shall reach the Honorary League Secretary by the end of April, prior to the commencement of the League programme, and shall be deemed effective as from the 30th April. Additional players may be registered throughout the period of the competition. In the event of any club registering a player into a team in error, the league will allow a window of opportunity, whereby that player can be re-registered into the correct team. The period for any re-registration will be the last seven days of May, after which he will be deemed to be playing for the team that he was originally registered with.

### 17. Fees

Clubs shall pay an entrance fee for each team, and for each registered player each year. These fees shall be decided by the Executive Committee, and shall be paid to the Honorary Treasurer by the 15th March in each year and as additional registrations are made.

## 18. Transfer of Players

No player shall represent more than one club during the competition, nor play in more than one of the team Knockout competitions (See rule 39 for further details). All players registered by a club can play a league match for any team in that club with the following exceptions:

The transfer of players between any team will be permitted throughout the season with the exception of the last 4 weeks of the season. For these fixtures, players cannot play for a team in the same division nor one in a lower division. However, for these fixtures a player in a lower division can substitute once in any higher division or for any higher ranked team and can then return to his original league registered team. Dependent on how the league divisions are set up, this restriction may also apply to the first two weeks of the league programme if, for any reason, the full weekly league programme is not being played. The transfer of players used in this way must be subject to the agreement of the Honorary League Secretary and notified prior to the official start time of the game. Each player registered to a team will be eligible to play in a Knockout cup competition appropriate to that team even though he has been used to play in a match for a different league team. The Honorary League Secretary will maintain a register of players used accordingly to ensure the provision is not abused (see rule 39)

## 19. Playing Arrangements – Postponements and Interruptions

Teams shall play each other twice during the competition, on a home and away basis in accordance with the programme of published fixtures. However, where more than one team from the same club are in the same division, wherever possible they shall play each other home and away, one game early in the season and the other game mid-way through the season.

League games shall commence by not later than 6.15 pm throughout the season. Games shall not normally be postponed or interrupted except for adverse weather condition or the Green being declared not fit for play. When they are, the Hon. League Secretary shall be empowered to agree postponements in exceptional circumstances.

In the event of a match being postponed for exceptional circumstances, the team captains shall try to arrange a date to replay the match. The match shall be played before the penultimate league matches of their division as published. In the case of the penultimate or last match being postponed, the rematch shall take place within one week of the original match. This date shall be notified to the Hon. League Secretary. Any failure to agree either the postponement or a date on which the replay can take place will be arbitrated on by the Hon League Secretary.

Applications to postpone a game before the scheduled date must be made at least 48 hours before, with details for the reasons. It is stressed that the postponements under this heading shall only be agreed in exceptional circumstances and where the Hon. League Secretary is fully satisfied that the postponement is unavoidable. Any failure by teams to agree a mutually convenient date on which to play a postponed match should be notified to the Hon. League Secretary and he shall then arbitrate on the matter.

In the event of extreme bad weather during a game in play and continuation to a finish may become impossible, the two captains can agree to finish the game once two-thirds of the agreed ends have been played, whereupon the scores as they stand will constitute the result of the match. Alternatively, it can be agreed to stop the game at that point but agreement to play the outstanding ends at a later date can be made. If either captain is opposed to stopping the match, then it must be played on to the agreed finish or until both captains agree to stop the match.

In the event of play becoming impossible before two-thirds of the match has been played then the score cards should be retained and arrangements to play the outstanding ends should be made. Again, any failure to agree a mutual date should be notified to the Hon League Secretary.

In the event of severe weather and/or green flooding and with an early indication that there would be no hope whatsoever of playing the match, the home side captain(s) should endeavour to contact his opposite number at the earliest opportunity to prevent his team from travelling. Should

two matches be scheduled (6 rinks) and after a rink inspection it is deemed that up to three rinks are unplayable then the two home team captains will decide, on a "toss of a coin", which of the two matches will go ahead on the remaining playable 3 rinks. When all teams are present at the venue any decision to postpone a match due to severe weather conditions should be made no earlier than the scheduled start time.

#### 19a. League Matches - Dress Code

Teams must be similarly attired. White or coloured club shirts with grey trousers and regulation footwear. Shorts may be worn as long as the host club permits shorts to be worn on the green. Shorts are tailored. All shorts that are worn are of similar style.

#### 20. Number of Ends

For the purpose of this competition 21 ends (four players with two bowls each) shall normally be played in every game. With the mutual agreement of both captains, prior to the commencement of the game, the number of ends can be reduced to not less than 18. At the request of the visiting captain, two trial ends may be played.

##### Points

For the purposes of compiling divisional tables, points shall be scored as follows: winning teams (that with the highest shots aggregate) 4 points. For each rink won 2 points. For each rink drawn 1 point. When shot aggregates are equal, 2 points shall be awarded to each team. Any team competing with a rink consisting of less than four players shall forfeit one quarter of the shots scored rounded up to the next whole figure in that rink.

##### Rinks - Unregistered Players

No rink shall consist of less than three players and in such cases, the first two players shall use three bowls each, and skip two bowls only. Any team not fulfilling a fixture or arriving with less than 10 players shall forfeit to the opposing team 10 points and 20 shots. Any rink competing with an unregistered player shall forfeit 2 points, and the team shall forfeit one quarter of the aggregate shots scored

##### Score Cards

Result cards and score cards with the date, names of the clubs and all players written clearly and legibly and duly signed off by both captains on the day shall be forwarded to the Honorary League Secretary by hand, email or first-class post to arrive not later than 48 hours after the completion of the match. Failure to comply with this rule may lead to forfeiture of 10 points and 20 shots as above.

##### Promotion and Relegation

The winners and runners-up of each division shall be the two teams scoring the highest number of points. In the event of two or more teams scoring an equal number of points, the winners and runners-up shall be the two teams with the greatest difference between shots scored for and against throughout the competition. Unless otherwise notified, the winners and runners-up shall be promoted to the next higher division. The two teams scoring the lowest number of points, or in the event of more than two teams, those with the worst shot difference shall be relegated to the next lower division. In the event of one or more teams being equal on shot difference, the teams with the highest shots for, shall be the winners and runners-up as appropriate, and the team with the highest shots against, shall be one of the teams relegated. The winners shall retain the divisional trophy for one year and all trophies shall be returned on demand to the Honorary League Secretary. Sixteen prizes shall be awarded to the winners of each division, but there shall be no prizes for the runners-up.

## **RULES and REGULATIONS (Relating to Competitions in General)**

### 21. Entries

Bona Fide male and female members of clubs in membership shall be entitled to enter the appropriate Singles, Pairs, Triples and Fours Competitions of the Association; and within the specific restrictions of entry, the Officers and Champion of Champions Competitions, all of which shall be held annually. A player shall not represent or allow his name to be submitted for more than one club in any one year. Nor shall a player be allowed to play in the League Competition or Atkinson Shield or League (Marconi) Cup for a club other than that from which he has entered any other competitions of the Association, except in the circumstances that the club from which he has entered any other competitions has not entered the League Competition or the Atkinson Shield/League (Marconi) Cup. The Officers Cup Competition shall be open to both ladies and gentlemen and shall be open to all past and present bona fide officers and their honorary assistants of clubs in membership and past or present Presidents/Vice Presidents of the Association.

### 21a. Finals

Players should not enter singles competitions if they will not be able to play on Finals Day. Should circumstances change after a player commences a competition they should withdraw immediately if they know they may not make Finals day. Similarly, a pair, triple or four should withdraw unless a team can be guaranteed to attend Finals Day, (rules 34, 35 and 36 refer). Should these rules be broken, whether deliberately or accidentally, the offending singles player or the person entering a pair, triple or four, may be barred from entering any of the 8 main competitions in the next season whether as an individual or member of a pair, triple or four. No runner up trophy will be given if a finalist withdraws for reason other than illness. In all matters relating to this rule the decision of the Honorary Competition Secretary shall be final and binding.

### 22. Entry Registration

Honorary Secretaries shall notify the Honorary Competition Secretary of the names and contact details of entrants to the competitions by the 30th November each year. One name and contact details shall suffice for each team entered in the Pairs, Triples and Fours.

### 23. Competition Fees

The Executive Committee shall decide the entry fee for each competition, except the Officers Cup for which there is no fee, and fees shall be payable to the Honorary Treasurer by not later than 15th March each year.

### 24. Competition Draw Arrangements

A straight draw for all competitions shall be made in the presence of the Officers of the Association by no later than the 31st January in each year. Club Honorary Secretaries shall be notified of the details of the draw for each competition by no later than 30th April in each year.



## 25. Challenging opponents

- a) Rounds of all the main championships up to and including the semi-finals will be played by the published date as set out in the handbook. ie: Single Handed, Pairs, Triples, Fours, Two-bowl, Champion of Champions, Unbadged, Officers, ladies Pairs and Mixed Pairs. Any date chosen by the challenger shall not clash with any other competition that has that date as a fixed date. The first named player in the draw shall be the challenger and shall have choice of venue apart from the Semi-finals of these competitions where a neutral green has been arranged by the competitions secretary to play this tie.
- b) Any Competition, including the Atkinson Shield and the League (Marconi) Cup that has a fixed date maybe played earlier by mutual consent. Again, the first named player or team shall be the challenger and have choice of venue. They shall, without delay offer two different days in different weeks to the opponent- not Saturday or Sunday unless mutually agreed otherwise, nor offer any published League match date or any fixed date of either the Atkinson Shield or League (Marconi) Cup competition. The opposing competitor shall reply without delay and, in the event that they cannot accept either date, the challenger shall be awarded the tie if claimed.
- c) For the Atkinson Shield and Marconi Cup competition, rounds shall commence at 6.00pm or in the case of weekend games no later than 3.00 pm unless mutually agreed otherwise.

## 26. Markers

The onus of providing markers in each round of a single-handed competition shall be upon the challenger, except in the case of a semi-final or final, for which a marker will be appointed by the Honorary Competition Secretary.

## 27. Ties and Completion Dates

All competition dates shall be played according to a straight knock-out and the ties in each round shall be completed by the dates decided by the Honorary Competition Secretary, who shall also decide the venues for the semi-finals. The final of each competition shall be played on a date allocated as Finals Day, except that any player or players reaching more than two finals may play the excess on a day to be agreed with the Honorary Competition Secretary. All competitions must be completed before the close of the season.

### 27a. Dress Code.

The dress for men on Competition Finals Day during play shall be white trousers, white shirt with club tie or approved club shirt as registered with the ECBA and Bowls England, provided every member of a team is similarly dressed. For lady bowlers, white skirts, trousers or tailored cropped trousers. All players must wear regulation footwear.

## 28. Postponements and Interruptions

Games shall not be postponed or interrupted except for reasons of unfavourable weather, or the green being declared not fit for play. Postponed or interrupted games shall be played or resumed at a mutually agreed time and date. The Honorary Competition Secretary shall be notified of all disputes and appeals, including those concerning postponements and interrupted play whereupon he shall adjudicate on the matter. All decisions shall be final and binding on the players involved.

## 29. Results

The score card for each match shall include the name of all the players, and their competition number, the score at each end played, and shall be signed by the losing competitor, and then be forwarded by the winning competitor to the Honorary Competition Secretary by hand, email or first class post, not later than the day following the match. If played within two days of the closing date of the round, the Honorary Competition Secretary will also be informed of the result by telephone no later than 10.00pm on the same day as the match. Failure to comply with this rule may lead to disqualification.

### 30. Trophies

The winner of each competition shall be presented with the trophy which shall be retained for one year and be returned to the Honorary Competition Secretary on demand. The Executive Committee shall allocate expenditure for the purchase of prizes to be awarded to the Winning and Losing finalists of each competition.

### **RULES AND REGULATIONS- Relating to Specific Competition**

#### 31. The Single Handed Championship - The Rose Bowl

Each game shall consist of 21 shots, four bowls each player

#### 32. The Single Handed Two Bowl Championship - The Alex Stammer Trophy

Each game shall consist of 21 shots, two bowls each player.

#### 33. The Unbadged Single Handed Championship - The Bob Keppel Trophy

The competition shall be open to those players who on the 1st May have not been badged at C&D B.A or County level. Each game shall consist of 21 shots, four bowls each player.

#### 34. The Men's Pairs Championship - The Houghton Trophy The Mixed Pairs Championship – The G.A. Richards Cup The Ladies Pairs Championship – The Rose Bowl

Each game shall consist of 21 ends (two players with four bowls each), the lead to play their bowls alternatively before the skips. In the event of a tie an extra end shall be played, and the shots of this end shall be included in the final score.

The two players taking part in the first tie shall constitute the pair, and shall normally play together throughout the competition. One additional - and the same - player may, however, be used as a substitute at any time, provided that he has not already played in the competition.

#### 35. The Triples Championship - The I.B. Hyslop Trophy

a. Each game shall consist of 18 ends (three players with three bowls each). In the event of a tie an extra end shall be played, the shots of this end shall be included in the final score.

b. The three players taking part in the first tie shall constitute the triple and shall normally play together throughout the competition. One additional - and the same - player, may however, be used as a substitute at any time provided that he has not already played in the competition

#### 36. The Fours Championship - The Essex Weekly News Shield

Each game shall consist of 21 ends (four players with two bowls each). In the event of a tie, an extra end shall be played, the shots of this end shall be included in the final score.

The four players taking part in the first tie shall normally play together throughout the competition. One additional - and the same - player may, however, be used as a substitute at any time, provided that he has not already played in the competition.

#### 37. The Champion of Champions- The V. W. Lynn Jubilee Cup

This competition shall be open to the current Single-Handed Champion of Clubs in membership. Each game shall consist of 21 shots, four bowls each player.

#### 38. The Officers' Cup - The Collis Trophy

Each game shall consist of 21 shots, four bowls per player.

### 39. Team Knock-Out Competitions -The Atkinson Shield & The League (Marconi) Cup

- a) All teams participating in the Chelmsford and District League Competition shall be eligible to enter these competitions. No team shall include a player not registered with the association. No team shall include a player not registered with the appropriate team. No team shall include a player not registered with the appropriate team by the completion of the quarter finals.
- b) The Atkinson Shield competition shall be contested between teams from division one and two. The League (Marconi) Cup shall be contested between teams from the lower divisions. Within each of these competitions, a player may play for a different team from that with which he was originally registered, provided he has not played in a previous round of that competition for his original team (cup tied). Should a player be used in this way then he will only be available for the cup matches in that team (team tied) for the duration of that cup competition. Additionally, any player that is registered for a team that contests the League (Marconi) Cup may play in the Atkinson shield provided he has not previously played in a Marconi cup tie. He then becomes team tied for that team for the remainder of the competition. No player registered for a team in any of the top two division shall be able to play in the Marconi Cup.  
This transfer request must be notified to the Honorary League Secretary prior to the fixture.
- c) Each team shall comprise three rinks of four players with two bowls each. Any team competing with a rink consisting of less than four players shall forfeit one quarter of the shots scored rounded up to the next whole figure in that rink. No rink shall consist of less than three players and in such cases, the first two players shall use three bowls each, and the skip, two bowls only. Any team not fulfilling the tie, or arriving with less than 10 players, shall forfeit the tie. Each game shall normally consist of 21 ends. The team with the highest shots aggregate shall be the winners. For the purpose of deciding the winners in the event of shots aggregate being equal, each captain shall nominate, before the match commences, one rink to play an extra end, and the shots shall be included in the final score. The rinks playing the extra end shall play each other throughout the match. With the mutual agreement of both captains, prior to the commencement of the game, the number of ends can be reduced to not less than 18. In the event of either or both finalists being in a County Final on the same day as the Atkinson Shield final, the League Secretary must be notified as soon as possible by the team captain concerned. The League Secretary shall then meet both team captains to arrange an alternative date. If no agreement is reached, the match will be played no later than the last week-end in September of that current year.
- d) Twelve Prizes shall be awarded to each of the winning teams in the final

40. In the event of disputes regarding more specific rules covering match play that are not included in the C&D Rules of Play, players are advised to refer to World Bowls, "Laws of the Sport of Bowls" (Crystal Mark Edition)

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Published March 2025