

**BOWLS HAMPSHIRE**  
**Administration Regulations**  
**2025**

**1. GENERAL**

These Regulations are to be read alongside the Rules and Constitution of Bowls Hampshire and nothing in these Regulations shall be in contradiction of the Constitution. Changes to the Regulations may be introduced as a result of a vote at the Executive or through a proposition approved at the AGM.

**2. AREAS**

- (a) Clubs are assumed to be mixed, unless shown otherwise and allocated to the following Areas:

North

Aldershot Traction; Aldershot Underwood; Alton; Alton Social; Basingstoke Town; Royal British Legion; Cove; Crondall; Farnborough; Farnborough Gate; Fleet Social; Fleet United; Four Marks\* (Men); Hawley; Headley; Hook; Howard Park; Kingsclere; Liphook; Marnell; Oakley; Odiham and North Warnborough; Old Basing; Petersfield (Men); Pyestock; St Mary Bourne; Thornycroft; Whitchurch; Yateley

South

Andover; Atherley; Banister Park; BTC; Colden Common; County; Eastleigh Railway; Fleming Park; Folland; Four Marks\* (Ladies); Friary; Hedge End; Hyde Abbey; Littleton; Lockwood; Mayfield Park; Meon Valley; Old Netley; Parkside; Pirrie Park; Romsey; Sherfield English; Southampton (Old) Bowling Green; Sports Centre Southampton; SO19 (Ladies); Totton & Eling; Twyford; Waterside; Winchester City; Woolston & District (Men)

East

Alexandra; Bedhampton; Bridgemary; Clanfield; Cosham Park; Cowplain; Crofton; Denmead; Eastney (Men); Emsworth; Fareham; Forton; Gosport; Hayling Island; Lee-on-the-Solent; Leigh Park; Milton Park; Naismith (Men); Pembroke Gardens; Petersfield\* (Ladies); Portchester; Portsmouth Gas Social; Portsmouth Water Company (Men); Priory; Purbrook Heath; Rowner; Southsea Waverley (Men); Star & Crescent (Men); Vospers (Men); Waterlooville

West

Argyll; Boscombe Cliff; Bournemouth; Bournemouth Electric; Braeside; Brockenhurst; Fordingbridge; Highcliffe; Kings Park; Knyveton Gardens; Lyndhurst; Lymington; Milford-on-Sea; Moordown; New Milton; Pelhams; Richmond Park; Ringwood; Southbourne

- (b) \*Petersfield and Four Marks are mixed Clubs with men and women playing in different areas.

### 3. OFFICERS

#### 3.1 County Secretary

The Secretary shall:

- (a) Convene, prepare and attend all Annual and Special Meetings of the Association and the meetings of the Association Executive Committee and keep a record of all business transacted.
- (b) Attend the meetings of the sub-committees as required producing minutes/reports for the BH Executive
- (c) Administer the County Championships and Competitions in accordance with BE and BH Regulations, arranging venues, dates and Umpires as required.
- (d) Consult with team managers and submit to Bowls England nominations for International and Junior Trials.
- (e) Conduct the correspondence of BH
- (f) Liaise with the BE delegate(s).
- (g) Manage, together with the Assistant Secretary, the preparations for Presidents' Day and Annual Luncheon and Prizegiving
- (h) Prepare and submit to the AGM a report on the activities of BH during the preceding year
- (i) Liaise with the Webmaster to ensure the composition of the BH website is relevant and provide up to date input.
- (j) Provide the Yearbook Secretary with content such as reports and regulations
- (k) On retirement from Office, surrender books, papers and any BH property held to their successor

#### 3.2 Assistant Secretary

The Assistant Secretary shall:

- (a) Assist and support the Secretary as required and directed, to carry out the Secretary duties.
- (b) Attend meetings of committees and, where acting as secretary, produce minutes, reports for the Executive.
- (c) Manage, together with the Secretary, the preparations for Presidents' Day and Annual Luncheon and Prizegiving.

- (d) Ensure up to date input is provided to the Webmaster
- (e) On retirement from Office, surrender books, papers and any BH property held to their successor.

### 3.3 Treasurer

The Treasurer shall:

- (a) Receive and be responsible for all monies belonging to BH from whatever source derived.
- (b) Incur and pay only such liabilities of BH as have been approved by the appropriate Committee.
- (c) Maintain accounts and prepare an Income and Expenditure Statement and a Balance Sheet as at 30 September each year.
- (d) Keep the funds and accounts of the Benevolent Fund and prepare an annual statement and balance sheet as at 30<sup>th</sup> September each year.
- (e) Ensure suitable arrangements are in place to enable those officiating at BH matches are able to collect and disperse monies.
- (f) Ensure there are adequate records of BH property and that merchandise is purchased at appropriate times.

### 3.4 Chair and Vice Chair

The Chair is a two-year appointment and he/she shall with the Secretary plan the agenda, chair all BH General Meetings (excluding Area AGMs) and Committees and ensure accuracy of minutes of such meetings.

The Vice Chair is also a two- year appointment and, in the absence of the Chair, shall assume the Chair responsibilities.

These two positions are renewed alternatively to ensure consistency within the position.

### 3.5 Match Secretaries

The Match Secretaries shall:

- (a) Arrange and confirm the full programme of BH County and Presidential matches and, if required by the Manager, arrange venues for Middleton Cup, Johns Trophy etc matches. Where appropriate, the Match Secretary will arrange transport/accommodation.
- (b) Collate invitations received from Clubs/Associations for President(s) matches and together agree suitable dates for games.

- (c) Maintain uniform stock and keep a record of all sales and presentations.
- (d) Once all applications for games have been received, the Match Secretary with the assistance of the Area Secretaries shall select players and place in rinks before passing details to appropriate Presidential Officer and Match Official.

### 3.6 Area Secretaries

The Area Secretaries are responsible for the administration within their Area. They shall:

- (a) Ensure jointly that necessary meetings are arranged and administered in accordance with the Constitution.
- (b) Ensure a proper record is kept of all Area meetings.
- (c) Assist clubs with any queries, including queries to do with the online system, to ensure the clubs are able to complete their input for their club's affiliation, changes to their Officers and entry of all competitions.
- (d) Organise the dates for all competitions within their area. Attend the BH Competition draw in early March with the other Area Secretaries.
- (e) Organise the area finals, umpires and markers and add the results to the BH online system.
- (f) Assist members of the clubs within the area who haven't previously played in the friendly matches, ensure their details are passed to the Match Secretary. When appropriate, assist the Match Secretary to select players and place in rinks.
- (g) Keep a record of badged players and unbadged players and inform the Match Secretary when players are due a badge.
- (h) On retirement from office surrender all books, papers, computer data and any County property to his/her successor or to the County Secretary.

### 3.7 Membership and Yearbook Secretary

The Membership and Yearbook Secretary shall

- (a) Maintain a register of all Affiliated Clubs.
- (b) Process the Club information from the online system in relation to the Clubs Officers, members and delegates.
- (c) Be responsible for the compilation of the County Yearbook and for providing to the Webmaster the Club contact information and relevant photographs to be displayed on the website.
- (d) Request clubs to Inform of changes to Officers and official club contacts occurring in year.

- (e) Be responsible for preparing and submitting to Bowls England the club details that support the annual affiliation return.
- (f) Be responsible for ensuring photographs are taken at BH Finals.

### 3.8 Non Executive Officers

The following non-executive Officers shall be appointed, on the recommendation of the Management and Finance Committee:

The Safeguarding Officer(s)

The Press Officer

The Greens Maintenance Officer

The Middleton Cup Manager

The Johns Trophy Manager

The Junior Manager(s)

The Committee shall agree and publish terms of reference for these posts. All post holders are expected to provide a report annually to the AGM.

### 3.9 Development Officer

The Development Officer is responsible for developing and promoting the sport within Hampshire. He/she shall:

- (a) Work/liaise with Bowls England, the BDA, Coach Bowls, Bowls governing bodies in Hampshire, Local Authorities and the County Sports Partnership to help deliver the above
- (b) Be a member of the BH Management and Finance Committee and the Executive reporting on progress/planned initiatives.

### 3.10 The Webmaster

The Webmaster shall be responsible for maintaining (and updating) the Bowls Hampshire website using information from other Officers as described above.

## 4. **STANDING ORDERS**

- 4.1 At all meetings of BH and its various committees, the chair will be taken as detailed in the Constitution and Rules. At all meetings (including all committees) the Chair, in addition to his/her voting rights as a member, shall have the casting vote in the event of a tied vote.
- 4.2 At a General Meeting no motion on any matter not arising out of a report of the General Executive shall be considered unless included in the agenda.