



KENT COUNTY SHORT MAT BOWLING ASSOCIATION Version 8 – October 2011

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1 Title

- 1.1 This Association shall be called the Kent County Short Mat Bowling Association (K.C.S.M.B.A.) hereinafter referred to as the Association.
- 1.2 The Association shall be affiliated to the **English Short Mat Bowling Association** hereinafter referred to as the **ESMBA**.

2 Aims of the Association

The aims of the association are as follows:

- 2.1 To promote, foster and regulate the Short Mat game in the County of Kent for people of all ages and physical abilities.
- 2.2 To conduct, and control all County competitions and championships. To approve all open competitions conducted by affiliated clubs and professional promotions.
- 2.3 To arrange representative matches between the Association and members of affiliated clubs and others (see E.S.M.B.A. directives regarding non-affiliated members).
- 2.4 To act at all times in the best interests of its affiliated clubs and members, encouraging the game to be played in a good sportsmanship like manner, and if necessary resolve any disputes arising therein.

3 Membership

Membership of the Association shall be open to:

- All clubs within the geographical borders of Kent whose rules & constitutions have been approved by the Management Committee.

3.1 Clubs/Individuals

- 3.1.1 The minimum number of members required to form an affiliated club shall be five. Clubs of less than five registered members will be known as 'affiliate designate' and will be recognised by the KCSMBA but will have no voting rights.
- 3.1.2 An affiliated club is defined as one that has paid its affiliation subscription and has a minimum of 5 members registered with the KCSMBA.
- 3.1.3 Any player may become a member of the Association upon payment of their registration fee, but must be a member of a Kent Club for the purposes of administration & voting.
- 3.1.4 The Association has the right to reject an application for Membership. However the rejected applicant will have access to the grievance / appeals procedures as laid out in section 9.
- 3.1.5 The Association has the right to suspend, or rescind, membership of a club or individual. The club, or individual, will have access to the grievance / appeals procedures as laid out in section 9.



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- 3.1.6 Proposals for honorary or life membership of the Association must be made, in writing, through the County Committee, with justification, and then put to the AGM for approval.
- 3.1.7 Each player registered with the Association will automatically be affiliated to the ESMBA as a Kent registered player.
- 3.1.8 Each player registered with Kent may not register with any other County.

4 Fees and Subscriptions

- 4.1 As described in section 3 a subscription will be payable by each affiliated club. The amount will be set at the previous AGM at an amount aimed to cover the costs of maintaining communication with these clubs.
- 4.2 A registration fee will be levied upon all players who wish to partake in any of the events organised, or arranged via, the Association. This fee will be set at the previous AGM.
- 4.3 All annual fees will be payable by 31 October following the AGM that set the subscriptions. Failure to pay the appropriate subscriptions on time may be considered by the Association that the club or individual no longer wishes to be members of the Association and so benefits may be withdrawn.

5 Administration

- 5.1 The KCSMBA shall be structured on a club basis. The secretary shall communicate directly with the clubs nominated contact & forward the précis of the minutes of the KCSMBA committee meetings held throughout the year.
- 5.2 ***The Committee***
At the AGM the members of the Association shall elect a Committee to manage the affairs of the Association in accordance with the Constitution, Rules and Policies approved by the membership. (For voting procedures etc see section 7 on General Meetings).

The Committee shall consist of:

- | | |
|-------------------------------|-----------------|
| ▪ Chairman | See section 5.3 |
| ▪ Vice Chairman | See section 5.4 |
| ▪ Secretary | See section 5.5 |
| ▪ Treasurer | See section 5.6 |
| ▪ Competition Secretary | See section 5.7 |
| ▪ Team Manager | See section 5.8 |
| ▪ Rules & Regulations Officer | See section 6 |
| ▪ Committee Members | |

There shall be 3 committee members elected at each AGM.

No person may hold more than one office within the Association.



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- 5.2.1 All Committee members shall have one vote at meetings with the exception of the Chairman who will also have a casting vote.
- 5.2.2 The Association shall also have a president. For responsibilities and duties see section 5.2.
- 5.2.3 The Committee shall have the power to appoint sub-committees to deal with specific matters. Appointments to sub-committees shall be at the discretion of the Committee.
- 5.2.4 Five voting members of the Committee shall be considered a quorum.
- 5.2.5 In the event of a vacancy arising during a term of office the Committee shall have the authority to co-opt a replacement until the next AGM. With respect to the office of Team Manager this clause will be superseded by section 5.8.
- 5.2.6 The Committee shall take collective responsibility for decisions taken or costs incurred. In this respect Committee approval for significant decisions / expenditure must be obtained before the Association is committed.
- 5.2.7 The Committee and any sub-committees shall meet as often as the Association's business requires. However as a minimum the Committee shall convene every other month.
- 5.3 President**
- 5.3.1 The duties of the president shall be to:
- act as an ambassador for the county at all times;
 - act, where necessary, as a neutral arbitrator over the running of the Association;
 - preside over the election of officers and Committee at General meetings; and
 - under certain circumstances the president shall be called upon to preside over a meeting.
- 5.3.2 The qualifications of the president shall be that he/she has been a registered member of the Association for at least 5 years.
- 5.3.3 The term of office for the president shall be three years but may then be re-elected for further terms.
- 5.3.4 The president shall not be eligible for election to the Committee or other offices of the Association
- 5.4 Chairman**
- 5.4.1 The duties of the chairman shall be to:
- conduct in an orderly, democratic and efficient manner all Association business including general and committee meetings;
 - ensure that the constitution and other Association rules are strictly adhered to;
 - ensure that Committee members carry out their responsibilities;
 - ensure that the membership is kept fully informed of all matters and decisions affecting the Association and its activities;
 - delegate tasks to other Committee members as and when necessary;
 - report to the Association on business since the previous general meeting;
 - be one of the signatories on the Association bank accounts; and
 - be the official signatory for any other official documents.



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5.4.2 The qualification to be the Association chairman shall be that he/she shall have been a registered member of the Association for at least 5 years.

5.4.3 The term of office shall be from one general meeting to the next, usually one year. The chairman can be re-elected for more than one term of office.

5.5 Vice Chairman

5.5.1 In the event of the chairman being unable to continue either temporarily or permanently, the Vice Chairman will deputise for the chairman by assuming the duties and responsibilities laid down in Section 5.3.1 above. As Vice Chairman he / she will, when required, undertake to organise, arrange or supervise any special projects decided upon by the Committee.

5.5.2 The qualification to be the Association Vice Chairman shall be that he/she shall have been a registered member of the Association for at least 4 years.

5.5.3 The term of office shall be from one general meeting to the next, usually one year. The Vice Chairman can be re-elected for more than one term of office.

5.6 Secretary

5.6.1 The duties of the secretary shall be to:

- meet, or make arrangements to meet, all the Association and Committee secretarial needs;
- make an official record of all business discussed or decided upon at Committee meetings;
- report on the Association business since the preceding General Meeting;
- issue notification of all meetings to those who should be in attendance;
- ensure that copies of all signed minutes are circulated to affiliated clubs;
- present all correspondence received since the previous meeting at the next available committee meeting. Urgent matters to be referred to the Chairman for action in between meetings if necessary.
- inform the Committee of all propositions received for inclusion in a general meeting prior to being issued with the General Meeting papers to the affiliated clubs.
- maintain the official signed minute records of the Association at an appropriate residence. Only copies of these records are to be issued to individuals / affiliated clubs after Committee approval has been granted.
- Make available at the General Meeting, copies of the Minutes for the past year.

5.6.2 The qualifications of the secretary shall be that they can demonstrate, at the time of appointment by general meeting, sufficient skills to meet the duties described in 5.6.1 above.

5.6.3 The term of office shall be from one general meeting to the next, usually one year. The secretary can be re-elected for more than one term of office.

5.6.4 An allowance, to be agreed at the Annual General Meeting, shall be paid to the secretary. This payment will be made in two equal instalments, one in October and the other in April.

5.7 Treasurer

5.7.1 The duties of the treasurer shall be to:



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- keep the accounts (including all invoices, tax returns etc) of the Association, prepare an annual Financial Statement and be responsible for Association monies once delivered into their possession; the Financial year of the Association shall end on the 31st March.
- maintain and regularly reconcile to the underlying accounts all current and deposit accounts belonging to the Association.
- make proposals to the Committee in respect of financial policy for the Association;
- report on the Association financial affairs since the preceding General meeting;
- arrange appropriate signatories for all the Association bank accounts, all of which should require two out of three signatories, one of which shall be the chairman;
- be responsible for maintaining all agreed insurance premiums and ensuring that payment is made by the due dates;
- draw to the Committee attention the current and forecast financial position of the Association at each Committee meeting;
- reimburse all Committee members agreed expenses on presentation of an expense claim form counter signed by the Chairman or Vice Chairman. (NB Chairman and Vice Chairman are not to authorise their own expense forms.); and
- ensure that Committee approves a budget for a competition before the Association is committed to any expenditure. Where circumstances indicate a budget is insufficient the Treasurer shall seek Committee's approval for the anticipated overspend.

5.7.2 The qualifications of the treasurer shall be that they can demonstrate, at the time of appointment by general meeting, sufficient skills to meet the duties described in 5.6.1 above.

5.7.3 The term of office shall be from one general meeting to the next, usually one year. The treasurer can be re-elected for more than one term of office.

5.7.4 To ensure the accounts have been audited as instructed by the AGM, to have them agreed and signed off by the Committee and published to the members with AGM proposals, agenda and nominations.

5.7.5 An allowance, to be agreed at the Annual General Meeting, shall be paid to the Treasurer. This payment will be made in two equal instalments, one in October and the other in April.

5.8 *Competition Secretary*

5.8.1 The duties of the Competition Secretary shall be to:

- Organise, and ensure the smooth running of, the County competitions;
- arrange qualifying competitions for the National Championships;
- organise, when requested, any other competitions as agreed by the Committee;
- arrange with the Rules & Regulations officer for umpires to be present at all events;
- ensure that any deviation from, or additions to, the ESMBA or KCSMBA rules are clearly announced and displayed on the day of the competition;
- ensure that the draw for all competitions shall be made in the presence of at least two other Committee members. This applies to any round robin and the first round of knockout stages; and
- ensure that a draw, once made, remains confidential until the day of the competition.

5.8.2 The qualifications for the Competition Secretary shall be an ability to demonstrate appropriate skills to ensure the duties described in section 5.7.1 above can be performed to an acceptable



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standard. The appointee must also have been a registered member for a period of 5 years or be able to demonstrate past experience of organising County standard competitions.

- 5.8.3 The term of office shall be from one general meeting to the next, usually one year. The competition secretary can be re-elected for more than one term of office.
- 5.8.4 An allowance, to be agreed at the Annual General Meeting, shall be paid to the Competition Secretary. This payment will be made in two equal instalments, one in October and the other in April.

5.9 Team Manager

5.9.1 The duties of the Team Manager shall be to:

- appoint 2 assistant managers;
- with the assistance of the 2 newly appointed Assistant Managers appoint the County Premier Team Captain, the County 'A' Team Captain, and the County 'B' Team Captain;
- select, from the County Player list, individuals to represent the County in Competitions;
- foster and encourage the county junior and youth teams;
- report to the Members of the Association at each Annual General Meeting the management policies adopted and progress of the County Teams during the previous season.

5.9.2 A selection committee shall appoint the position of Team Manager. The process for making the appointment shall be as follows:

- An advert for the forthcoming appointment shall be circulated to all Associated Clubs of the Association at least 28 days prior to interview date.
- The Selection Committee (see section 5.8.3 for appointments to the Selection Committee) shall short list applicants for interview.
- At interview the Selection Committee shall, as far as possible, ensure the candidates are aware of all the implications and duties of the Team Manager position whilst also seeking sufficient information from which they can support their final appointment.

If the Selection Committee is not able to make an appointment at the end of the interview process then they will start the process again and seek / interview other candidates.

In addition to any requirements stipulated by the Selection Committee a candidate for the post of Team Manager shall have been a Registered member of Kent for a minimum period of 5 years.

5.9.3 The Selection Committee shall:

- Consist of five members who are not currently sitting on the Management Committee
- Be appointed by the Association Management Committee

No current County Squad player will be eligible for the Selection Committee

No applicant may sit on the Selection Committee.

5.9.4 A team manager will initially be appointed for a period of one season with the option of a further two seasons. If after this, the management committee unanimously agree then one season extensions can be granted on an annual rolling basis up to a further 3 years.



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5.9.5 In the event that a Team Manager is unable to complete their term of office then the following sequence of officers will be approached to assume the Team Manager's responsibilities until the end of the current season:

- Assistant Managers (by level of team)
- County Premier Team Captain
- County 'A' Team Captain
- County 'B' Team Captain

6 Rules & Regulation Officer

6.1 The duties of the Rules & Regulation Officer shall be to:

- co-ordinate all umpiring activities for the County;
- be the official representative to the ESMBA for all umpiring matters in the County of Kent;
- take responsibility for the adherence of playing rules whilst officiating at competitions run within Kent;
- establish, in conjunction with other ESMBA umpires, a consistent interpretation of ESMBA playing rules;
- maintain an up to date record of all qualified umpires in Kent; and

6.2 The qualifications of the Rules & Regulation Officer shall be that they have been a registered ESMBA umpire for at least three years.

6.3 The Rules & Regulations Officer shall be nominated for the Committee on an annual basis by the Kent registered umpires and ratified by the Annual General Meeting.

7 Annual and other General Meetings

7.1 The Annual general Meeting shall be held during June or July each year.

7.2 Whilst either meeting is open to all, affiliated clubs shall be entitled to send two delegates with power to vote. Committee members may not take part in voting.

7.3 Notices of motions and nominations for Officers and Committee Members for consideration at the Annual General Meeting should be submitted to the County Secretary and received by the first day of April each year. This will include nominations for the appointment of an Independent Reviewer who will audit the following season's accounts and shall be appointed by the AGM delegates.

7.3.1 Nominees must be in attendance or have a minimum of one proposer in attendance to be eligible for election.

7.4 The County Secretary shall issue to all clubs an agenda & any relevant papers at least two weeks prior to the general meeting.

7.5 The Committee may call a Special General Meeting at any time. They must also call a Special General Meeting within twenty-eight days of receipt of written request by at least 10



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member clubs stating the reason for calling such a meeting. The stated reason shall be the only business discussed at the Special general meeting.

7.6 The structure of the Annual General Meeting shall be:

The chairman of the closing year shall chair over the first section of the general meeting:

- Past year's reports from Chairman, County Team Manager, Treasurer and Competition Secretary.

The president shall preside over the second section of the general meeting:

- Election of officers and Committee members for the coming year.

The newly elected chairman shall chair over the last section of the general meeting i.e. proposals to be considered for the coming year.

In the absence of the newly elected chairman the vice-chairman shall chair over the last section of the general meeting.

8 Conditions of Play

8.1 The laws of the game of Short Mat Bowling as determined by the English Short Mat Bowling Association shall apply to all games. Kent County amendments to these rules apply to all internal competitions.

8.2 Specific competition amendments to facilitate competition organisation shall be decided by the Committee and notified to clubs before the date of the competition.

9 Grievance Procedure

9.1 All grievances (complaints) shall be made in writing to the Committee.

9.2 The Committee shall appoint a suitable independent body of a maximum of five people within two weeks. This body shall have the principle task of overseeing the resolution of the grievance.

9.3 For detailed procedures to be followed please see the E.S.M.B.A. Disciplinary Procedure shown at Annex C and Appeals Procedure shown at Annex D.

10 Alterations to the Constitution

10.1 No alteration or addition to the Constitution and Rules of the Association shall be made unless passed by at least two-thirds of the members present and entitled to vote at an Annual General Meeting or a Special General Meeting called for that purpose.

10.2 The Committee is authorised to change policy statements attached to the constitution and shown as an Annex at any time. However changes must be notified to affiliated clubs.

11 Dissolution

11.1 If the Committee decide on grounds of expense, or otherwise, that it is desirable for the Association to be dissolved it shall call a Special general meeting according to this constitution. The resolution for the dissolution of the Association may be passed at this



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Special general meeting by a simple majority of those present and entitled to vote. Any assets remaining after satisfaction of any liabilities properly payable shall be distributed equally to all affiliated clubs.



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Policy Statement – Competition Draws – Annex A

Aims

1. The draw is intended to be fair to all competitors with no bias towards any individuals or groups.
2. All attempts shall be made to avoid conflicting short mat bowling fixtures that are organised by the K.C.S.M.B.A i.e. County Competitions, Inter County Competitions, National Qualifying and England Trials.

Competition Structure

1. The number of dates for the competition shall be determined based upon previous year's level of entries. For example 3 dates for the initial stages of the competition, and 1 finals day.
2. The structure of the competition shall be announced along with the entry forms sent to clubs. This shall indicate the size of the round robin groups, the dates used to complete the initial stages of the competition and the date for the finals, including the number of competitors that will be taken for the finals day e.g. 128 finalists.
3. The groups shall play on a round robin basis and group winners and sufficient best group runners-up taken forward into the knockout stages.

Draws

1. All entries shall be received in advance of the draw taking place.
2. The draw shall be made in the presence of at least two Committee members.
3. The draw shall be made at random, filling all the first positions of the groups on all initial dates first. Followed by all the second positions, then the third etc. until all competitors have been drawn.
4. The draw will then be published with dates and number of mats and size of groups to all clubs involved. The specific draws i.e. which teams are in which groups will not be published in advance of the competition day.
5. Individuals will be permitted to swap competition dates / times with other competitors, providing notice is given to the competition secretary in advance of the dates concerned. No swaps will be allowed on the day of the competition except at the discretion of the Competition Secretary.
6. On the day of the competition the competition secretary will maintain records of absence and the K.C.S.M.B.A. will be notified at their next meeting. Continued non-attendance may result in the Association Committee suspending individuals concerned. (Individuals will be asked to account for their absence in advance of any decisions.)



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7. On the day of a competition where players (teams) are absent those present, and effected by the absentees, will be awarded a walk over win by 10 shots to nil. For those teams present they will compete over a longer game such that they play a similar number of ends to those whose groups are full.
8. Best round losers will be identified from the combined round robins of each competition.



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Policy Statement – County Badge Holder List – Annex B

1. County Ranking Points

To obtain a County badge to represent the county members must gain sufficient ranking points to become listed on the annual ranking list. Ranking points from the past two years are added together to compile the list and are rolled over each year. The total number of members appearing on the list varies each year and the County committee decides upon the cut-off point.

Ranking points are obtained by entering the County domestic competitions and are awarded in the following manner:

1 point: for each discipline entered

3 points: for round robin winners

1 point: for best round losers (when required for qualification to finals day)

1 point: for each win in the knockout stage.

2. The County guarantees every new badged player the opportunity to play at least one game in the following season after it has been earned. A county badge is only awarded to the player after representing the county in a competitive game, either in the Premier, A or B Team. Failure to play will mean that the player will not receive their county badge and cap.
3. Once a county badge has been obtained, players are eligible to play for the county without re-qualifying providing they are either on the current ranking list or they enter at least two competitions in the forthcoming year. They can, of course, achieve both.
4. A Player may also be awarded a Kent county badge for gaining **Full** national honours by representing their country in a full International tournament.
5. A member may decline becoming a county player.
6. Players wishing to leave Kent and represent or play in another county must rescind their county badge.
7. If a player wishes to rejoin Kent after playing for another county, the player must apply in a letter of application to the county committee. Approval by the committee should be by secret ballot and must be by majority.
8. Where a coach is booked for away match's players should travel on that coach unless prior approval has been obtained from the county team manager for exceptional circumstances. If a player is granted permission to travel independently the relevant match fee is still applicable. When a coach is oversubscribed the team manager will ask for volunteers to travel independently. In this case no match fee will be paid.



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Policy Statement – Presentation Day – Annex B(1)

1. All county winners and runners up will be given an opportunity to be formally presented at a Presentation event.
2. This event shall be run separately to all other events and will not be part of the county team calendar.
3. It shall be known as the Kent County Short Mat Bowling Association Presentation Day.
4. The presentation event will be held before the following season
i.e. 2009 / 2010 winners/runners up will be presented at the start of the 2010 / 2011 season
5. The presentation will be held in the lunch period of a friendly bowling day
6. The event will include 4 teams, the premier team manager's select team, the 'A' team manager's select team, the 'B' team manager's select team and a President's select team
7. The teams will consist of county players, unbadged winners, unbadged runners up, juniors and other individuals that the committee feel have promoted or helped the Association and game of Short Mat Bowls within Kent.
8. All winners and runners up will be rewarded with a free day's bowling i.e. there will be no charge to attend or bowl; all other bowlers will be charged at the agreed rate as set by the committee.
9. A nominated non-playing Committee member will run the day.



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Policy Statement – Grievance Procedure – Annex C

1. This procedure may be activated by the receipt in writing of a formal complaint, an allegation of misconduct, a breach of the Rules or Bye-Laws of a League, Club, Team or individual player registered with the English Short Mat Bowling Association.
2. With the minimum of delay, the Secretary or designated official of the Association shall convene a meeting of the appropriate body to undertake a disciplinary hearing. No person involved in the complaint/alleged offence or with direct connections with the complainant/alleged offender shall sit on this body.

Both the complainant and the alleged offender shall be afforded the opportunity to attend the hearing personally and/or submit a written statement. This should be made in writing, sent by Recorded Delivery and allow for receipt to be made at least 14 days prior to the case being heard. The notification to the alleged offender should also include a copy of the statement outlining the allegation and stating the time, date and place of the hearing.

3. Both the complainant and the alleged offender shall be offered the opportunity to submit evidence and call witnesses to support their case or character. The body hearing the case also has the right to call independent witnesses should they consider this appropriate.
4. Prior to the hearing, copies of all pertinent documents and signed statements should be supplied to every member of the appointed disciplinary body.
5. The hearing should proceed as follows:
 - (a) Members of the disciplinary body to meet in closed session in order to review the main points of the case placed before them, familiarise themselves with the witnesses who are to appear and to determine the order in which these witnesses are called.
 - (b) Witnesses will be called, usually individually, before the appeals body. They should be informed that they might be subject to cross-examination and recall members to note down any points considered to be significant.
 - (c) A short period to be allowed between witnesses in order to allow members to interchange notes and views.
 - (d) After all witnesses have been heard, any written statements which have been submitted should be read and accepted as evidence.
 - (e) All evidence given to be reviewed. In order to resolve anomalies it may be necessary at this point to recall witnesses for further cross-examination.
 - (f) A verdict reached, preferably by consensus. If consensus cannot be achieved, the verdict to be decided on a majority vote. The major factors which decided the final decision to be agreed and recorded. This record not to be published, but to be held on file together with all the presented written evidence pending further appeal.



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- (g) All relevant antecedents and precedents should then be considered.
 - (h) The members of the appeals body should then agree the exact wording of the verdict to be delivered.
 - (i) Announce the verdict to the complainant and the alleged offender, separately, by reading the statement agreed. Inform the appropriate party of their rights to appeal (see paragraph 6).
 - (j) Within 14 days after the hearing, confirm verdict in writing, sent by Recorded Delivery, to both the complainant and the alleged offender. Inform the appropriate parties of their rights to appeal.
6. Both the complainant and the alleged offender shall have the right to appeal. Notice of the appeal to be made in writing within 21 days of the hearing.
7. If the verdict involves a term of suspension it shall commence 21 days after the hearing unless an appeal has been made. If the appeal shall subsequently fail the term of suspension will commence 21 days after the appeal hearing unless a further appeal is made to the next higher level of administration. This guideline may be disregarded in instances where the disciplinary body considers that the seriousness of the offence requires immediate suspension.
8. A final point of guidance to all members sitting on disciplinary bodies. As far as possible, it is intended that they should employ what is commonly known as “Natural Justice”. That assumes that any person is innocent until guilt is proved beyond a reasonable doubt is established. Therefore the benefit of any doubt must always be given to the alleged offender.



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Policy Statement – Appeals Procedure – Annex D

1. This procedure may be activated by an appeal made against disciplinary action taken at a lower level or by the disciplinary committee of the E.S.M.B.A. In all cases the relevant documents pertaining to the original hearing shall be retained and made available to the appeals body.
2. With a minimum of delay, the General Secretary or designated official of the Association shall convene a meeting of the appropriate body to undertake an appeal hearing.

No person involved in hearing the complaint/alleged offence or with direct connections with the complainant/alleged offender shall sit on this body.

Both the complainant and the alleged offender shall be afforded the opportunity to attend the appeal hearing personally and/or submit a written statement. This should be made in writing, sent by Recorded Delivery and allow for receipt to be made at least 14 days prior to the appeal being heard.

A representative of the disciplinary body who made the judgement at the lower level or from the disciplinary committee of the E.S.M.B.A. may be afforded the opportunity to attend and/or submit a written statement.

3. Both the complainant and the alleged offender shall be offered the opportunity to submit evidence and call witnesses to support their case or character. The body hearing the case also has the right to call independent witnesses should they consider this appropriate. In the case of an appeal, new witnesses may be called upon or fresh evidence submitted at any point in the chain of the appeal.
4. Prior to the hearing, copies of all pertinent documents and signed statement should be supplied to every member of the appointed appeals body.
5. The hearing shall proceed as follows:
 - (a) Members of the appeals body to meet in closed session in order to review the main points of the case placed before them, familiarise themselves with the witnesses who are to appear and to determine the order in which these witnesses are to be called.
 - (b) Witnesses will be called, usually individually, before the appeals body. They should be informed that they might be subject to cross-examination and recall members to note down any points considered to be significant.
 - (c) A short period to be allowed between witnesses in order to allow members to interchange notes and views.
 - (d) After all witnesses have been heard, any written statements which have been submitted should be read and accepted as evidence.



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- (e) All evidence given to be reviewed. In order to resolve anomalies it may be necessary at this point to recall witnesses for further cross-examination.
 - (f) A verdict reached, preferably by consensus. If consensus cannot be achieved, the verdict to be decided on a majority vote. The major factors which decided the final decision to be agreed and recorded. This record not to be published, but to be held on file together with all the presented written evidence pending further appeal.
 - (g) All relevant antecedents and precedents should then be considered.
 - (h) The members of the appeals body should then agree the exact wording of the verdict to be delivered.
 - (i) Announce the verdict to the complainant and the alleged offender, separately, by reading the statement agreed. Inform the appropriate party of their rights to appeal to a higher authority.
 - (j) Within 14 days after the hearing, confirm verdict in writing, sent by Recorded Delivery, to both the complainant and the alleged offender. Inform the appropriate parties of their rights to appeal to a higher authority.
6. Both the complainant and the alleged offenders shall have the right to appeal. However, only one appeal may be made to the governing body and their decision shall be final.
- Notice of the appeal to be made in writing within 21 days after the appeal hearing, unless a further appeal is made to the next higher level of administration.
7. If the original verdict involved a term of suspension and the appeal subsequently fails, the term of suspension will commence 21 days after the appeal hearing, unless a further appeal is made to the next higher level of administration.
8. Appeals against any decision reached by a disciplinary body must not be heard before any member of that body. Appeals can only be considered by the next level of administration up from the level at which the original decision was made:
- e.g. Decision at Team level – appeal to County Association
 - Decision at County Association level – appeal to E.S.M.B.A.



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Policy Statement – Association Strategic Plan – Annex E

To be completed by the Association Committee.



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Policy Statement – Financial – Annex F

To be completed by the Association Committee.



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Policy Statement –Child & Adult Vulnerable Protection – Annex G

The Kent County Short Mat Bowling Association (KCSMBA) will in all cases refer to the English Short Mat Bowling Association (ESMBA) policies and guidelines whenever the need arises. Copies available from www.esmba.co.uk

Members without internet access can request copies of the latest documentation via the Secretary.

The KCSMBA will appoint a Child Protection Officer (CPO) who will be separate and independent from the KCSMBA Management team.

Anyone wishing to talk to the CPO; Karen Dhanecha can contact her in complete confidence on:-

Work: 01622 753 651

Home: 01622 746 002

Email: dhanecha@park-way.kent.sch.uk



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Details of Latest Revisions

- | | |
|--------------|---|
| June 2008 | - Section 5.8.4 |
| June 2008 | - Annex G |
| March 2009 | - Honarium (Competition Secretary & Treasurer) – Agreed in 2006 AGM |
| June 2009 | - Section 7.6 word change from ‘preside’ to ‘chair’ |
| January 2010 | - Annex B |
| October 2010 | - Annex B (1) |
| June 2011 | - Section 3 Membership definition <ul style="list-style-type: none">- Section 3.1.1 (new)- Section 3.1.2 (previously 3.1.1)- Section 3.1.3 (previously 3.1.2) |
| | - Section 4 <ul style="list-style-type: none">- Section 4.3 date change |
| | - Section 5 <ul style="list-style-type: none">- Section 5.1 new entry (everything move down 1 place)- Section 5.6.4 honorarium replaced with allowance- Section 5.7.5 honorarium replaced with allowance- Section 5.8.4 honorarium replaced with allowance |
| | - Section 7 <ul style="list-style-type: none">- Section 7.2 new wording |
| October 2011 | - Section 7 Annual & other General Meetings <ul style="list-style-type: none">- Section 7.1 Amend AGM date- Section 7.3 add nomination of Independent Reviewer by AGM delegates |
| | - Section 5 Treasurer & duties <ul style="list-style-type: none">- Section 5.7.1 Add & confirm the Association year end. |



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- Section 5.7.4 Amend to confirm the Treasurer will ensure accounts are audited as agreed by AGM delegates & that they are signed off by the Committee and published with proposals & nominations