

## Hereford & District Invitation Skittle League

### **OPERATION MANUAL**

#### **Section 13 - Rules.**

##### **13.1 RULES**

##### **of the**

##### **HEREFORD AND DISTRICT INVITATION SKITTLE LEAGUE**

**Adopted 7<sup>th</sup> July 1981**

1. DESIGNATION. This constitution of Clubs shall be called 'Hereford and District Invitation Skittle League'. In these Rules 'Club' means any combination of male players organised as a separate skittle team.

2. OBJECTS. The Objects of the League shall be to organise the game of skittles in Hereford City and District by promoting competitions and in all other ways.

3. HEADQUARTERS. The Headquarters of the League for an ensuing season shall be determined by the Executive Committee at its first meeting and shall be at premises providing facilities for clubs in membership, which can provide proper accommodation for meetings of the Executive Committee, provided that such premises shall be situated within the City of Hereford.

4. MEMBERSHIP. Membership of the League shall be confined to clubs accepted at the Annual General Meeting of the League who play their home games on an alley approved by the League, the situation of such alley being within a radius of seven miles from High Town, Hereford, as laid down at the Annual General Meeting from time to time. Before 1st July in each year Clubs already in membership of the League shall give written notification to the Honorary Secretary of their intention to continue their membership in the next succeeding season. Clubs failing to send such notification in due time shall be treated as and deemed to be new applicants. Notification of intention to continue membership of the League will not be accepted from teams indebted to the League on 30th June in any year.

All notifications of intention to continue membership and all applications for membership shall state the alley and evening on which home games are to be played and shall be accompanied by a list of players to be registered by the Club, such lists to be binding on the Clubs and players named therein.

The League shall accept no financial responsibility for Clubs in membership.

5. ANNUAL GENERAL MEETING. The Annual General Meeting of the League shall be held in July of each year at a venue and on a date to be fixed by the Executive Committee.

Each Club in membership of the League at the preceding 30th April shall appoint one representative and such representatives together with members of the Executive of the League shall be entitled to speak and vote at the meeting.

Any bona-fide playing member of the clubs in membership of the League on the preceding 1st July and one representative of each new applicant for membership of the League may attend the Annual General Meeting and, with the consent of the President or other presiding, may speak but not vote.

6. SPECIAL GENERAL MEETING. A Special General Meeting of Clubs currently in membership of the League shall be held within twenty-one days of the receipt by the Hon. Secretary of a written requisition, signed on behalf of not less than 10 per cent of the Clubs in membership of the League, specifying the business proposed to be transacted at the meeting.

The Special General Meeting shall have power to order the Clubs calling the meeting to pay the expenses of the Executive Committee in convening the meeting. The Executive Committee shall have the power to convene a Special General Meeting at any time and shall state the business proposed to be transacted thereat.

7. REPRESENTATION OF CLUBS AT GENERAL MEETING. Clubs not represented at a General Meeting of the League shall be liable to a fine under Rule 20.

8. FORMATION AND CONSTITUTION OF THE LEAGUE. Clubs in membership of the League shall be allocated to divisions composing of not more than 16 teams by the Annual General Meeting on the recommendations of the Executive Committee, in making such recommendations the Executive Committee shall ensure that at least three teams are promoted from each of the lower divisions and that the filling of vacancies and constitution of new divisions is affected by appropriate relegation from the higher divisions. All new applicants shall be entered in the lowest division.

9. OFFICERS. The Annual General Meeting shall appoint the following officers from amongst persons nominated at the meeting by any representative having power to vote:

- |                    |                             |
|--------------------|-----------------------------|
| 1. President       | 4. Hon Treasurer            |
| 2. Vice-presidents | 5. Assistant Hon. Secretary |
| 3. Hon Secretary   | 6. Auditor(s)               |

The President shall hold office for a period of three years and shall be eligible for re-election as President. All other officers shall be elected for a period of one year and shall be eligible for re-election. Casual vacancies shall be filled by the Executive Committee and the person appointed shall hold office until the next succeeding Annual General Meeting.

10. EXECUTIVE COMMITTEE. The League shall be managed by an Executive Committee comprising the officers elected under Rule 9; the immediate Past President and fifteen other members elected by the Annual General Meeting (elected members), one third of such elected members retiring annually.

An elected member shall hold office for a period of three years and shall be eligible for re-election at the expiration of such period. A casual vacancy amongst elected members shall be filled by the Executive Committee, who shall appoint the unsuccessful candidate having the highest number of votes at the last election of such members and shall serve for the unexpired period of his predecessor.

The Executive Committee shall have power to co-opt not more than two members of experience, without power to vote except on matters for which co-opted, for any specific purpose of management.

An elected member failing to attend three consecutive meetings of the Committee except for reasons acceptable to the Committee shall be deemed to have resigned his membership.

**11. POWERS AND PROCEEDINGS OF THE EXECUTVE COMMITTEE.** The Executive Committee shall elect a Chairman and Vice Chairman from amongst the elected members of the Committee. The Chairman of a meeting of the Committee shall have a casting vote. Meetings of the Committee shall be convened from time to time by the Hon. Secretary on the instructions of the Chairman, or by the President or Chairman if the Hon. Secretary should fail to act.

Meetings of the Committee shall be held monthly on the first Monday of the Month. The quorum of the Executive Committee shall be five.

The Committee shall be under a duty to manage the affairs of the League in a prudent and businesslike manner and in particular it shall deal with:

- (a) All infringements of these Rules and the Rules of the game of skittles.
- (b) All protests lodged by Clubs.
- (c) Complaints of misconduct by Clubs or players.

In such a manner as the Committee thinks fit and may declare forfeit any deposit or guarantee.

The Committee shall have the power to expel any Club or Player persistently breaking the Rules of the League, subject to a right of appeal by the Club or Player to a properly convened Special General Meeting. The Committee shall have power to:

- (a) Form sub-committees and delegate functions thereto.
- (b) Join in skittle competitions organised under the auspices of other bodies.
- (c) Associate with other bodies one of whose main functions is the promotion or furtherance of skittles.
- (d) Select alleys on which the semi-final and final rounds of the League's competitions shall be played.

The proceedings of the Executive Committee shall be reported to the Annual General Meeting.

**12. COMMUNICATIONS.** All communications shall be addressed to the Hon. Secretary at such place laid down by the Executive Committee from time to time and the Hon. Secretary shall conduct the correspondence of the League.

**13. FINANCE AND ACCOUNTS.**

(a) Guarantees: Each Club in membership shall deposit with the League such sum as may be fixed by the Annual General Meeting from time to time as security for fulfilment of the Clubs obligations to the League. Such guarantees shall be refunded to the club on cessation of membership if the Executive Committee certifies that all obligations have been discharged.

(b) Annual Subscriptions: Each Club in membership shall pay, at least seven days before the commencement of the season, an annual subscription of such an amount as fixed by the Annual General Meeting from time to time.

(c) Registration Fees: A registration fee of such an amount as fixed by the Annual General Meeting from time to time shall be paid in respect of each player registered by and for a Club. Registration fees in respect of at least 14 players shall be paid by each Club accepted into membership of the League not less than seven days before the commencement of the season.

(d) Transfer Fees: The Annual General Meeting from time to time shall fix a fee to be payable in respect of each player requesting transfer from one Club to another.

(e) Miscellaneous:

i. The Executive Committee may order a match or matches to be played in each season in aid of League funds.

ii. The Executive Committee shall have power to convene a Special General Meeting for authority to raise additional funds when necessary.

iii. The Executive Committee may from time to time fix a sum payable in respect of Clubs and players as entry fees and registration fees for competitions organised by the League except the Front Pin K.O Competition and the League K.O Competition.

iv. All fees, subscriptions and fines, but not guarantees nor the income of the Charity Fund shall be available to meet the expenses of running the League, including the provision of prizes.

(f) Accounts: The Hon. Treasurer of the League shall cause proper accounts to be kept and shall circulate a copy of the accounts at least seven days before the Annual General Meeting.

He/she shall report to the Executive from time to time as instructed by the Committee.

The accounts relating to the Charity Fund shall be kept separate and distinct from those of the League.

14. LEAGUE TROPHIES AND ASSETS. All trophies and assets vested in the League, whether by donation, loan or purchase, shall be deemed to be in the ownership of the President, Chairman and Vice-Chairman of the League for the time being and they shall be under a duty to ensure that such trophies and assets are insured against risk of loss or damage to a full value thereof.

Trophies shall be held by Clubs winning such competitions promoted by the League as shall be determined by the Executive Committee from time to time having regard to the wishes of the donors of the trophies, providing that such trophies shall be returned to the Hon. Secretary not less than one month before the termination of the competition for which they are to be awarded.

Clubs failing to return trophies in accordance with this Rule shall be liable to a fine under Rule 20. The Executive Committee shall take steps to re-possess trophies in the event of a team seceding from the League or if, in the opinion of the Committee proper care is not being taken of such trophies. The League at its expense shall inscribe all trophies with the names of winners.

The winners and runners-up in each competition promoted by the League may be awarded prizes, either in cash or in kind of a value to be determined by the Executive Committee from time to time.

Should Cup or Cups be returned in a dirty condition, the bill for cleaning will be paid by the offending Club.

Teams/Personnel who fail to attend the Presentation Evening to collect their trophy shall be fined £15.00.

15. **FIXTURES.** The date upon which all matches for League and cup games shall be played are to be arranged by or under the supervision of the Executive Committee. All such matches must be played on or before the date so fixed except on cases of emergency **ONLY.**

Except in cases of emergency a Club not able to play on the date fixed shall give not less than eight days written notice of such inability to the opposing team and to the Hon. Secretary.

In cases of emergency a Club unable to play must contact the opposing team. The Hon Secretary and the proprietor of the alley by telephone, with a reason, at the earliest opportunity, with a follow up letter to the opposing team and the Hon Secretary.

If any team calls off a match not deemed an emergency, then the match will be forfeited and two points awarded to their opponents and the team fined £10 as per Rule 20. The team has the right to appeal in writing to the Executive Committee. If a game is to be re-arranged a new date is to be organised by the team unable to play that is within 21 days of the original date, or on a date previously agreed by the Executive Committee. The opposing team must make every effort to assist with this. If this is not possible the game will be forfeited and 2 points awarded to the opposition. The team has the right to appeal in writing to the Executive Committee. The Executive Committee will investigate any cancelled game to ensure fair play and will penalise an offending team or teams as Committee sees fit. (Revised 01/07/2015)

Definition of an Emergency - Heavy snowfall within 48 hours of the match being played, power cut, flood, fire, sudden death of an organising member of a team, sudden unexpected closure of a venue or venue being unavailable.

Singles and pairs matches **MUST** be played on the date designated by the Executive Committee.

The minimum number of players to start a league game shall be 8 and ( the maximum being 12).

A team having 8 or more players but less than 12 by the commencement of a match shall be allowed to insert the lowest leg score in both the number 11 and 12 positions on the scoreboard. A team playing with 11 players will insert the lowest leg score in the number 12 position and a team playing with 10 players will insert the lowest leg score also in the number 11 position and the number 12 position. (Revised 02/01/2015)

16. **TIMES OF START OF MATCHES.** All matches organised by the League shall start at 8.00 pm. All players shall be present on the alley and their names entered on the scoreboard by 8.15 pm the same evening. Captains are to ensure that all players bowl expeditiously in proper order. Permission to bowl in and out may only be given by the opposing Captain who shall be satisfied as to the reason for the request.

17. **RESULT SHEETS.** The result of each match organised by the League and the names of the players taking part, shall be signed by both captains after comparison with the scoreboard, and sent to the Assistant Hon. Secretary by the home team so as to reach him by noon on the Monday next following the match. Clubs not complying with the Rule shall be fined under Rule 20 subject to a right of appeal to the Executive Committee.

18. PROTESTS. All protests shall be made in writing to the Hon. Secretary and be accompanied by a deposit of such amount as is fixed by the Annual General Meeting from time to time. Protests shall be dealt with by the Executive Committee who may order the deposit to be forfeit to the funds of the League in the event of the protest being deemed frivolous. The Executive Committee shall not receive or consider a protest relating to any matter within the purview of a linesman if they are satisfied that no linesman was appointed in accordance with the rules of the game of skittles.

19. APPROACHING. Any Club guilty of inducing or attempting to induce a bone-fide player (as defined in Rule 8 of the rules of the game of skittles) to leave another Club in membership of the League except during the months of May and June shall be deemed guilty of misconduct and shall be liable to a fine under Rule 20.

20. PENALTIES. The Annual General Meeting may from time to time fix such penalties as is thought desirable to secure the best compliance with these rules and such penalties shall be imposed and enforced by the Executive Committee in their discretion except where otherwise laid down.

(a) Any team playing unregistered players shall be fined £10.00 for each unregistered player, scores of such players to be deducted from total score (a bone-fide member of a Club is one who has been registered with the Hon. Secretary of the League not less than 24 hours before playing).

(b) Transfers shall not be granted after a competition has been half completed, and shall take effect 24 hours after being granted.

Note: Pursuant to Rule 20 the Annual General Meeting of the League has fixed the penalties as follows:

Rule No.	Penalty	Rule No.	Penalty
7	Fine not exceeding £5.00	17	Fine £2.00
14	Fine not exceeding £5.00		(Double if not paid in 14 days)
15	Fine £10.00	19	Fine not exceeding £2.00

21. OPERATION OF RULES. These rules were adopted at a Special General Meeting of Hereford and District Skittle League held on 15th July 1966, and supersedes all existing rules as from that date.

No alteration shall be made in or to these rules except by a clear majority of 10 representatives present and voting at a General Meeting convened after giving not less than 14 days notice of the amendment proposed and the effect thereof.

Note: The Annual General Meeting has fixed the sums payable pursuant to Rule 11 as under :

Annual subscription £35.00 per team	Transfer fee £0.50
Registration fee £3.00 per player	Deposit to accompany protest £5.00