



BOULES IN GWENT (BIG) PETANQUE LEAGUE

CONSTITUTION AND RULES OF ENGAGEMENT

2023

with amendments & clarifications

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## **1. TITLE**

The league shall be called the BOULES IN GWENT LEAGUE (hereinafter called the BIG League)

## **2. BACKGROUND**

- 2.1 This Constitution, including the Rules of Engagement, is the framework in which the BIG League will be administered.
- 2.2 The BIG League was established in 1999 as an unincorporated Association with no legal identity. It is a non-affiliated body, but supports the fostering of links with the national governing organisation, the Welsh Petanque Association (WPA).
- 2.3 The local rules are intended to complement the overarching national/international rules of petanque which are widely available.

## **3. AIMS AND OBJECTIVES**

- 3.1 The key aims and objectives are:
  - 3.1.1 promoting and expanding the playing of the sport of petanque within the local area of Gwent;
  - 3.1.2 organising and managing league-sponsored competitions and events;
  - 3.1.3 supporting a playing environment which is non-discriminatory, friendly, social and safe.

## **4. STRUCTURE OF LEAGUE**

### **4.1 ENTRY**

- 4.1.1 The BIG League shall comprise a selection of Clubs elected as members by an Annual General Meeting (AGM).
- 4.1.2 Entry to the BIG League is at the discretion of the Committee, subject to (a) inspection and acceptance of the size, number and suitability of pistes; and (b) payment of subscriptions.

### **4.2 MANAGEMENT COMMITTEE (MC)**

- 4.2.1 The BIG League shall be governed by a Management Committee, elected by the AGM, and comprising the following minimum officers:

Chairperson

Secretary/Treasurer
- 4.2.2 Other officers may be appointed by the AGM from time to time as deemed necessary, and with an appropriate term of office.
- 4.2.3 The MC shall be deemed to have the authority of its Clubs in the following areas:
  - 4.2.3.1 governing the league on all matters pertaining to its administration;
  - 4.2.3.2 acting in a strategic role by representing the aims of the organisation;

- 4.2.3.3 setting out policies and standards for its Clubs/members;
- 4.2.3.4 managing funds in a prudent, honest and efficient manner;
- 4.2.3.5 proposing annual subscription rates;
- 4.2.3.6 acting in the name of the BIG League by entering into agreements necessary for its effective operation;
- 4.2.3.7 dealing with disciplinary matters, complaints and disputes.

### **4.3 MEETINGS**

#### **4.3.1 ANNUAL GENERAL MEETING (AGM)**

- 4.3.1.1 The Secretary shall inform Clubs of the date and location of the AGM, no later than twenty-one (21) days prior to the meeting. As part of such notice, Clubs shall be invited to submit agenda items.
- 4.3.1.2 The Secretary shall distribute documents no later than seven (7) days prior to the meeting with the purpose of informing members of the background and coverage of agenda items.
- 4.3.1.3 The AGM shall be convened in March of each year, with the key aim of presenting an annual report covering:
  - (a) approving the minutes of the previous year's AGM;
  - (b) presenting an annual Financial Statement;
  - (c) appointment of Elected Officers;
  - (d) determination of rate of subscriptions;
  - (e) reviewing the league structure;
  - (f) reviewing the rules of engagement.

#### **4.3.2 EXTRAORDINARY GENERAL MEETING (EGM)**

- 4.3.2.1 An EGM may be called on the direction of the Committee, or by a majority of the League's Clubs.
- 4.3.2.2 No less than twenty-one (21) days' notice must be given to hold a meeting.

#### **4.3.3 VOTING RIGHTS**

- 4.3.3.1 Votes at meetings shall be on the basis of one vote per Club.
- 4.3.3.2 The Chairperson shall have the casting vote in the event of a tie.

## **4.4 RULES OF ENGAGEMENT**

### **Overview**

The attached is a summary of the key rules associated with the administration of the Boules in Gwent (BIG) petanque league. They shall be reviewed annually and amended/agreed at each AGM.

The Secretary shall keep Clubs informed of future developments/proposals which may materially affect the league structure and rules of engagement.

### **Rule 1 – Scheduled League Matches**

The BIG league fixtures will run from April to August/September each year. Once divisions are agreed at the AGM, a full set of league fixtures will be published and circulated to all participating clubs.

All league matches are scheduled weekly on Monday evenings, except for Bank Holidays when matches will be scheduled for Tuesday evenings.

Matches shall not be played in advance or postponed, in order to preserve the integrity of the competition. League matches shall start at 7pm (subject to Rule 2).

### **Rule 2 – Variations to Scheduled 7pm start/Late Arrivals**

Teams shall have the flexibility, without penalty, to vary the 7pm start time in the event of forecast adverse weather conditions/poor light, late arrivals etc.

Where a team is aware of its late arrival leading to the delay of a match, they should make best endeavors to inform their opponents in advance.

If a team starts a game without a full complement of players, and a missing player arrives after the end has started, the player will only be accepted into the game only from the following end.

An incomplete team with less than 4 players can still play the match; however, if an opposition player replaces any of the missing players that game will be deemed friendly and the points for the missing player team are forfeit.

### **Rule 3 – Incomplete/Unplayed Matches**

This rule applies to matches which have started but are not completed – e.g. due to deteriorating weather conditions, bad light, late arrival etc.

Each fixture is worth 4 points - to reflect 4 games each worth 1 point. If any of the games are not started, or are curtailed, the result shall be determined by the team leading at the time of termination.

Clarification 2021: if teams are level in an individual game at the point of abandonment a point is awarded to the away team. This is consistent with the rule for cup matches when teams are level on points count back.

### **Rule 4 – Postponed/Rearranged Matches**

Teams requesting a postponement can do so via the Secretary.

Rain-affected matches, holidays and lack of players etc are not grounds for postponement unless waterlogged/unplayable or dangerous conditions.

### **Rule 5 – Default**

The overall aim, in order to preserve the integrity of the competition, is to eliminate matches won by default. All fixtures shall be played, with no points awarded for default.

Unless otherwise rearranged, teams may field a team of less than 4.

Defaulting teams shall be subject to investigation by the Committee who shall decide on whether sanctions are appropriate.

#### **Rule 6 – Team Composition/Substitutions (League)**

For league competitions, players are allowed to play for more than one team within the same club (but not for a different club unless transferred). This rule is to allow some flexibility to cover for player absences within teams in the same club. Players may not play in more than one match in a fixture week.

In the Cup and Plate matches, once a player has played for a team in any round, that person is Cup tied and cannot play for another team.

To encourage as wide a representation of players as possible, teams are allowed to field additional/substitute players in the third and fourth games of a fixture – up to 8 players in total. Teams must declare the presence of substitutes prior to the start of a match; however use of substitutes is not compulsory. Where practical, matches against the same pairs should be avoided. Away players should not play on the same piste in both matches.

#### **Rule 7 – Cup Competition**

For cup competitions, players are deemed to be cup-tied once they have played for a competing team (and therefore ineligible to play for other teams. Breach of this rule will result in disqualification of the team from the competition.

Excluding rounds with fixed dates, each round shall designate a target completion date. Home teams are responsible for contacting their opponents and both teams are encouraged to play matches promptly. In exceptional circumstances, a short extension to the deadline (via the Secretary) may be requested.

Where games are drawn 2-2, the result shall be determined by points countback. If teams are still level, the winning team shall be the away team.

#### **Rule 8 – Publication of League Tables**

Where possible, the aim is to publish league tables weekly, subject to the prompt lodging of results with the Secretary.

### **5. CODE OF CONDUCT**

#### **5.1 MEMBERS**

- 5.1.1 Each player is personally responsible for their own conduct when participating in organised events under the control of the BIG League.

5.1.2 All players have a responsibility to exercise a duty of care, and high standards of discipline and sporting behaviour, towards the safety and well-being of competitors and visitors to minimise risks of personal injury.

## **5.2 DISCIPLINARY PROCEDURES**

5.2.1 All disputes should be resolved wherever possible by the parties to the dispute.

5.2.1 If unresolved, disputes shall be referred, in writing, initially to the Secretary.

5.2.2 The MC are responsible for investigating potential disciplinary offences brought to its attention where there is a perceived fall in standards or where there is a potential to cause harm through unsporting behaviour.

5.2.3 The MC shall act as the final arbiter in reaching a decision, and applying appropriate sanctions where necessary. This may include, but not be limited to, a warning of future behaviour, suspension or termination of membership.

## **5.3 DATA PRIVACY/CONFIDENTIALITY**

5.3.1 For compliance with data privacy/GDPR Regulations, the Secretary shall act as Data Controller for any and all personal information supplied by clubs/individuals at the request of the Committee.

5.3.2 The Secretary shall request such personal information solely for the purposes of responsibilities in respect of the efficient administration of the League.

5.3.3 The Secretary shall request Clubs to supply personal information – names, telephone numbers and email addresses – for the sole purpose of creating a “Contacts List” for circulation to all nominated contacts for teams participating in the BIG League.

5.3.4 The responsibilities are:

5.3.4.1 The Secretary shall request personal data as in 5.3.3 and:

- (a) share and grant access with nominated contacts;
- (b) hold and maintain a secure, electronic master spreadsheet;
- (c) carry out an annual review and create a new Contacts List to reflect any changes;
- (d) delete all previous versions;
- (e) shall not use personal data for commercial or marketing purposes.

5.3.4.2 Nominated Contacts (“Data Processors”) shall supply personal data as in 5.3.3 and:

- (a) provide specific consent (Consent Opt-In Form) on a free and voluntary basis;
- (b) request amendments and/or deletions of data at any time;
- (c) do not use the Contact List for commercial and/or marketing purposes.

## **5.4 TERMINATION**

5.4.1 Membership shall be terminated by:

5.4.1.1 resignation from the League by a team or club;

5.4.1.2 failure to pay the required entry fee;

5.4.1.3 behaviour or action likely to cause the League harm or bring it into dispute.

## **6. FINANCE**

### **6.1 LEAGUE FUNDS**

6.1.1 The Secretary/Treasurer is responsible for sound financial management/budgeting of League funds, with a transparent audit trail.

6.2.1 A Financial Statement will be prepared for the AGM, although accounts will be maintained by the Secretary for inspection at any time, subject to reasonable notice.

### **6.2 SUBSCRIPTIONS**

6.2.1 Annual subscriptions shall be set by the AGM, at a rate agreed by Clubs. The rate shall take into account the need for funds relating to league-sponsored activities and a contingency element. All monies raised and donations agreed shall be used for the benefit of the League.

### **6.3 EXPENSES**

6.3.1 Reasonable expenses may be reimbursed for costs incurred by the MC on behalf of the BIG League.

### **6.4 BANK ACCOUNT**

6.4.1 A non-interest Association bank account will be used by the Committee for the use of League funds.

6.4.2 Approval of expenditure is subject to endorsement by the joint signatures of the Chairperson and the Secretary/Treasurer.

### **6.5 BORROWING**

6.5.1 There are no borrowing powers associated with the bank account.

### **6.6 DISSOLUTION**

6.6.1 In the event of the League being dissolved at an AGM or EGM, by a two-thirds majority, League funds shall be distributed equally on the basis of number of teams (subject to satisfactory conclusion of all League debts and liabilities).

## **7. INSURANCE**



- 7.1 Trustees, who shall be two in number, shall be appointed from time to time as necessary by the members of the BIG in AGM.
- 7.2 A TRUSTEE shall hold office during their life, or until resignation in writing, or until a resolution removing them from office passed by two thirds majority at general meeting.
- 7.3 All the property of the BIG shall be vested in the trustees for the time being to be held in trust in their names for the use and benefit of the BIG as a whole.
- 7.4 On death, resignation or removal from office, members shall take steps to secure the appointment of the BIG of a new trustee in their place and asap thereafter take all lawful and practicable steps to procure the vesting of all BIG property into the name of the trustees as constituted after the said appointment.
- 7.5 The Trustees shall at all times, and in all respects, act in regard to the property of the BIG held by them in accordance with the directions of the members and shall have power to sell, pledge, lease, mortgage or otherwise alienate any BIG property in compliance with the directions of the members. But no purchaser, lessee, mortgage or other successor in title shall be concerned to enquire whether any such direction has been given.
- 7.6 The Trustees shall, on the direction of the members, represent the BIG in any litigation.
- 7.7 The Trustees shall have a right of indemnity from the BIG members and reimbursement out of all assets of the BIG in respect of:
- 7.7.1 Any action taken by them; and/or
- 7.7.2 Any claim brought against them with regard to acts done or omitted to be done by them in their representative capacity provided that such acts have been done at the request of and with the full authority of the BIG League members or the AGM or EGM of the BIG League.

## **8. AMENDMENTS**

Any amendments to constitution and rules shall be agreed at the AGM.

This version of 2023 amends previous versions of 2016 and 2019.

Signed By:                      Chairperson                                      Secretary

Dated: 11 July 2023