SUSSEX COUNTY BOWLS

UNIFIED CONSTITUTION

This is the constitution of the unified body governing flat green bowls in Sussex.

1. TITLE

The Association shall be called "Sussex County Bowls", hereinafter referred to as 'SCB', and shall be affiliated to Bowls England and the 'Home Counties Bowls League'.

2. OBJECTS

The objects of the Association shall be: -

a. To promote, foster and safeguard the sport of flat green bowls at all levels in Sussex providing opportunities for recreation and competition as laid down by the Rules of Bowls England.

b. To induce clubs to maintain their greens in as perfect a condition as possible.

c. To interpret, when called upon by member clubs or members thereof, difficult or doubtful questions of law or practice, and to arbitrate in all differences referred to it between and among affiliated clubs.

d. To administer and run Competitions among member clubs in accordance with rules laid out for each individual competition.

e. To hold and administer Inter County matches.

3. MEMBERSHIP

a. Clubs

i) Full Membership of SCB, shall be open to all Bowling clubs located within the administrative boundaries of East or West Sussex, provided that such clubs possess level greens with a playing surface in addition to banks and ditches as defined by the Laws of the Sport.

ii) Applications for new membership must be made to the SCB Hon. General Secretary. Any club applying for membership shall supply a copy of the club Constitution and Rules and give the names of its office bearers, the name and address of the club, the situation and size of its green and whether grass or artificial, after which the application will be considered by the SCB Management Committee hereinafter referred to as SCB-MC. The minimum number of members for any new/re-affiliating club, applying for membership - shall be 16.

iii) Each affiliated club will make an annual return of its office bearers and a full list of its playing members to the SCB Hon. General Secretary prior to 30th April in each year and updates to that list shall be notified as additional members join. Where a player is a member of more than one club, each club shall indicate alongside each member, the parent club that member belongs to if not their club.

iv) All clubs shall submit to the Hon. General Secretary, a copy of their current club Constitution and any separate Rules and Regulations pertaining to the Bowling club.

v) Following the Annual General Meeting of the club, if any amendments to the club Constitution or Rules and Regulations have been made, an updated copy must be forwarded to the SCB Hon. General Secretary within 10 days of the AGM, or if no changes have been made the club Secretary shall confirm that fact to the SCB Hon. General Secretary.

vi) Clubs playing on Municipal or other Public Greens should possess a permit from the Municipal or other authority allowing them the use of rinks for competition purposes.

vii) No club playing or intending to play on a Municipal or other public green upon which an affiliated club or clubs is or are now playing shall be affiliated to this Association until the existing club or clubs has or have been consulted by the SCB-MC.

viii) As a condition of membership a club must agree to accept the Regulations of Bowls England and to abide by the Constitution and Rules and Regulation of SCB as published and as amended at any Annual or Special General Meeting.

ix) Each club shall have authority within its own association and shall have power to draw up or amend its own Constitution provided however that the Constitution of every club shall contain the following provisions;

a) "All matches shall be played in accordance with the Laws of the Game, as approved by Bowls England. The club and its members shall, as a condition of the continuance of affiliation to Bowls England, at all times and in all respects conform to and be bound by the Constitution of Bowls England".

b) All disciplinary matters shall be dealt with under Bowls England Regulation R9.

b. Honorary Life Membership

i) Honorary Life Membership may be conferred upon any member, as a mark of distinction and in recognition of valuable service to SCB rendered over a long period, only on the recommendation of the Management Committee and confirmed by members at the Annual General Meeting.

ii) All outgoing Presidents of SCB Men's Section shall be made an Honorary Member.

c. Associate Membership

'Associate Membership' shall be open to recognized Bowling clubs and Associations within the County, having no green of their own.

i) Application for future membership shall be made to the SCB Hon. General Secretary. 'Associate Member' clubs have no voting rights.

ii) Any such club or Association shall pay an annual fee for Associate Membership as set by the SCB-MC and agreed at the AGM.

d. Withdrawal from Membership

A club may withdraw from SCB by giving written notice signed by three officers of the club, sent to the SCB Hon. General Secretary. The club shall thereby forfeit all rights and interest in the funds and activities of SCB, but shall remain liable for any money due at the time of withdrawal.

e. Response to Correspondence and Suspension or Severance of Membership

i) SCB-MC shall have the power to determine the membership of a club or individual member. It shall be competent for SCB-MC, after due investigation of the facts and, if need be, the examination of witnesses and relevant documentary evidence, to suspend or determine the membership of any club.

ii) Any club that is in contravention of the Constitution or Rules shall be notified by the SCB Hon. General Secretary, of a specific period of time in which to rectify the failure or omission. If the matter is not satisfactorily resolved the club and its members shall be liable to be suspended from all bowling related activities within the County until such time as a satisfactory resolution is achieved.

iii) All members are required to reply to any legitimate correspondence seeking information that is addressed to them, by any of the Officers or appointees of SCB. Any member who, without an acceptable reason, after a reminder has been sent, fails within a specific period of time, to respond to any such request, shall be liable to be suspended from all bowling related activities within the County until such time as a satisfactory resolution is achieved.

4. FEES AND SUBSCRIPTIONS

a. Every playing member of each affiliated club, is required to pay, through their club:

i) The Annual County Affiliation fee due to SCB, the amount of which shall be fixed at the Annual General Meeting.

ii) The Bowls England affiliation fee, as notified annually to SCB.

b. The Affiliation fees shall be requested from the club by the SCB Hon. General Secretary annually and will be required to be received at a date that will be set out on the Affiliation Form. Failure to pay the fees by the due date, will disqualify the club from participating in the affairs of SCB until such fees are paid.

NB: These amounts shall be included in the annual fee that each member is required to pay to their club and all members should be aware that this portion of their annual membership fee - does not belong to - or remain with - the club - but is forwarded to the County and Bowls England as affiliation fees to those governing bodies.

5. ADMINISTRATION

a. The area of the County of Sussex shall be divided into four Areas; 1, 2, 3 and 4. Each affiliated Club shall be assigned to one of the Areas as determined by the SCB-MC.

b. The affairs of SCB shall be administered by an **Executive Committee** consisting of:

i) Hon. Chair, Hon. General Secretary (County Administrator) along with Hon. Secretaries, Hon. Treasurers, Hon. Competition Secretaries, Hon. Match Secretaries and Hon. Assistant Secretaries of both genders, Male - Hon. Men's Chairman, Female - Hon. Assistant Treasurer, together with Presidents, Vice Presidents and Immediate Past Presidents of both genders.

ii) Hon. Members and Hon. Life Members, Hon. County Coach, Hon. Assistant Secretaries, Hon. Safeguarding Officer, BE Council Members, County Chaplain, elected member of SCIBA.

iii) There shall also be other appointees as made by the SCB-MC or at the AGM.

iv) In addition there shall be one delegate of each gender from each affiliated club.

c. Forty members to form a quorum.

d. The Executive Committees shall meet at agreed intervals not less than three times a year including the AGM.

e. **i)** Clubs may substitute their delegates at any time prior to the Meeting by either the club Secretary or club Delegate, giving notice to the person so notified on the notice for the meeting. Advance notification must be submitted by letter or by email. In the event of it being necessary to nominate a substitute on the day of the meeting and close to the start time for the meeting, the person so notified on the notice for the meeting or the Hon. General Secretary, must be notified by telephone prior to the time for the commencement of the Meeting.

ii) It is the responsibility of the club to ensure that one of the above officers had received this information and the fact that an email has been sent or a message left on an answerphone is not deemed sufficient. The club must obtain confirmation that the substitute has been noted.

f. Emergency matters shall be dealt with by an "Emergency Committee" comprising of a minimum of five of the ten officers of the Management Committee as detailed below.

g. E-mailing is an accepted form of communication between the Association and its member clubs and its use shall be deemed sufficient for the delivery and receipt of all notices and correspondence without the requirement to also send such notices and correspondence by overland mail. Correspondence will normally be forwarded to both the Club Secretary and the Club Delegates but where one - or more - of these appointments is/are not on email, or the same person fills two positions, then an email address of an alternative club member(s) must be supplied to enable correspondence to be emailed to a minimum of two members for every club.

h. All Officers and other appointments made, will carry out duties in accordance with those laid down in the Job Responsibility for the post as issued to the incumbent and as amended by the SCB-MC from time to time when necessary.

6. SUSSEX COUNTY BOWLS MANAGEMENT COMMITTEE - SCB-MC

a. The affairs of SCB shall be overseen by the SCB-MC consisting of:
Hon. Chair, Hon. General Secretary (County Administrator), Men's & Women's Secretaries, Men's & Women's Treasurer, Men's & Women's Presidents, Men's and Women's Vice Presidents. 8 members to form a quorum.

b. SCB-MC shall make recommendations to the Executive Committee, deal with business referred to them and with any matters that may arise between Executive Committee Meetings.

c. SCB-MC shall have the power to fill by Co-option vacancies occurring in the Committees with the exception of Presidential officer vacancies.

d. SCB-MC shall meet at agreed regular intervals not less than three times a year.

e. SCB-MC shall appoint Sub-Committees as necessary to fulfil SCB business.

f. SCB-MC shall appoint the offices of a County Coach, Disciplinary Officer, Development Officer, Safeguarding Officer, County Chaplain, Accounts Examiner(s), BE Council Members.

g. SCB-MC shall make recommendations to the AGM for the positions of Area Selectors and Area Competition Secretaries. On election the Area Selectors shall be responsible to the SCB-MC.

NB: Posts specific to one gender shall be decided by members of the same gender.

7. MEN'S GENERAL PURPOSE COMMITTEE – hereinafter referred to as M-GPC

a. The M-GPC shall comprise the President, Vice President, Immediate Past President, Hon. Chairman, Hon. Secretary, Hon. Treasurer, Hon. Assistant Secretary, Hon. Competition Secretary, Hon. Match Secretary and the Hon. Safeguarding Officer, together with one representative from each of the 4 areas as elected at the AGMs. 8 members to form a quorum.

b. The M-GPC shall make recommendations to the SCB-MC, deal with business referred to them and with any matters that may arise between SCB-MC Meetings.

c. The M-GPC shall have the power to fill by Co-option vacancies occurring in the Committee.

d. The M-GPC shall meet at agreed regular intervals not less than three times a year.

e. The M-GPC shall appoint the offices of Vice Patron Area Controllers, Home Counties League & Middleton Cup Manager and an Under 24/5 Manager.

f. The M-GPC shall make recommendations to SCB-MC for the positions of Area Selectors and Area Competition Secretaries.

8. WOMEN'S GENERAL PURPOSE COMMITTEE – hereinafter referred to as W-GPC

a. The W-GPC shall comprise the President, Senior Vice President, Junior Vice President, Immediate Past President, Hon. Secretary, Hon. Treasurer, Hon. Match Secretary and the Hon. Competition Secretaries. 5 members to form a quorum. **(Added AGM 2026)**

b. The duties of this Committee shall be to make recommendations to the SCB-MC, deal with business referred to them and with any matters that may arise between SCB-MC Meetings.

c. The W-GPC shall have the power to fill by Co-option vacancies occurring in the Committee.

d. The W-GPC shall meet at agreed regular intervals not less than three times a year.

e. The W-GPC shall appoint the offices of a Johns & Walker Cup Manager and an Under 24/5 Manager.

f. The W-GPC shall appoint Sub-Committees as necessary to fulfil the County's business.

g. The W-GPC shall make recommendations to SCB-MC for the positions of Area Selectors and Area Competition Secretaries.

9. ELECTION OF OFFICERS AND COMMITTEE MEMBERS

a. Election of Officers and Committee Members shall take place at the AGM or at a Special General Meeting. Election into posts that are gender specific can only be filled by a person of the specific gender.

b. The Officers of SCB shall be – Hon. Chair, Hon. General Secretary (County Administrator) along with Hon. Secretaries, Hon. Treasurers, Hon. Competition Secretaries, Hon. Match Secretaries and Hon. Assistant Secretaries of both genders, Male - Hon. Men's Chairman, Female - Hon. Assistant Treasurer, together with Presidents, Vice Presidents and Immediate Past Presidents of both genders. Nominations for any of these positions must be sent by the Nominee's own club on Club headed paper to the Hon. General Secretary and received not later than a date to be notified.

c. i) Nominees shall be elected into the following positions:

a) Vice Presidents Male and Female, Junior Vice President female (gender specific):

b) Hon. Chair and Hon. General Secretary (County Administator) (non gender specific);

c) Hon. Secretary, Hon. Treasurer, Hon. Assistant Secretary, Hon. Competition Secretaries, Hon. Match Secretary – from both genders - Male - Hon. Chairman, Female - Hon. Assistant Treasurer (both gender specific).

ii) There shall also be elected from each of the four Areas:

a) 1 Representative to the Men's GPC Committee;

b) 2 Male - 1 Female - Selection Committee members;

c) 1 male Area Competition Secretary.

iii) Only members of the relevant gender may vote for officers and representatives of any gender-specific post.

NB: Election of the six male 'Senior Officers' on the M-GPC - shall only occur every three years - unless a vacancy occurs, or SCB-MC recommend to the Executive Committee that such an event shall take place.

Year 1: Election of Hon. Chair and Hon. Assistant Secretary;

Year 2: Election of Hon. Treasurer and Hon. Match Secretary;

Year 3: Election of Hon. Secretary and Hon. Competition Secretary.

d. No nominations shall normally be required at the Annual General Meeting for the offices of President and Immediate Past President as those positions shall be filled by natural progression after one year, but in the event of a vacancy then an election shall take place.

e. On the recommendation of SCB-MC, two BE Council Members shall be elected together with two male delegates to the Home Counties BA and one delegate to SCIBA.

f. Notwithstanding Rule 9 d), in the event of a Presidential Office becoming vacant, the Vice President shall deputise, or, if considered expedient, a Special General Meeting may be called to fill such vacancy. Nominations for any of these offices must be sent by the Nominee's club to the SCB-MC Hon. General Secretary not less than four weeks prior to the Special General meeting called for that purpose.

g. If a new Hon. Chair or Hon. General Secretary are elected, that person shall assume the position, at the cessation of the meeting at which they are elected.

10. MEETINGS

a. Executive meetings shall be held not less than twice a year and shall be confined to members of the Executive Committee as provided in Rule 5b. All persons attending these meetings shall record their name and the club which they represent in the book provided for that purpose.

b. The Annual General Meeting shall be held not later than the end of December each year and shall be open to all affiliated members. Voting shall be confined only to members of the Executive Committee as defined in Rule 5b.

c. On receipt of a requisition signed by the Secretary of FIVE or more affiliated clubs, the Hon. General Secretary shall call a Special General Meeting, such requisition to state the nature of the business to be transacted, and no other business than that so stated shall be transacted at such a meeting. Twenty-one days notice shall be given of all General and Special General Meetings.

11. HON. GENERAL SECRETARY (COUNTY ADMINISTRATOR) AND HON. TREASURERS

a. The SCB Hon. General Secretary (County Administrator), shall deal with all correspondence from Bowls England and other external organisations and ensure that all relevant information is forwarded to all affiliated clubs.

b. The SCB Hon. General Secretary (County Administrator), shall keep a record of all business transacted at all the meetings of SCB and submit a report at the Annual General Meeting. He/she shall also deal with the issue of affiliation and other paperwork, to all clubs that affects members of both gender, at the relevant time and seek nominations for appointments as and when required, ensure the County Diary is up to date and forward relevant documents to the County webmaster for updates to the website.

c. The SCB Hon. Treasurers shall submit an annual statement of accounts at the Annual General Meeting and a Balance Statement to each GPC and Executive Meeting. Two signatures are required for transactions from County accounts.

d. A copy of the annual statements of accounts that shall have been examined by an Hon. Accounts Examiner and the notice convening the Annual General Meeting shall be forwarded to the Hon. Secretary and/or Delegates of each club.

e. The submission of affiliation fees to Bowls England and the provision of a named point of reference for Bowls England shall be the responsibility of the current appointed Joint Treasurer and County Administrator of the SCB-MC.

12. NOMINATIONS FOR SELECTION COMMITTEE, COUNTY MATCHES and OTHER ELECTED POSITIONS

a. Nominations for Selection Committees must be received by the Hon. Secretary for the relevant section, not later than a date to be notified each year. Nominees must be the holders of a Sussex County (outdoor) badge, at the time of nomination.

b. Nominations to play in County Matches or for all posts to be appointed by the SCB-MC or at the AGM must be received, by a date as notified to all clubs by the relevant Hon. Secretary or the Hon. General Secretary.

c. The members of the relevant gender of the SCB-MC shall have the power to fill by Co-option vacancies occurring in their gender Selection Committee.

13. DISCIPLINE AND APPEALS

a. All clubs must make reference in their Constitution to the use of Bowls England Regulation R9 for all matters relating to discipline and allegations of misconduct.

b. Any disciplinary complaint about another person(s) - "must in the first instance -" be made to the club Hon. Chair or if no Hon. Chair to the club President who shall consider the matter under Bowls England Regulation R9.

c. A complaint of misconduct of a club shall be made in writing to the County Disciplinary Officer. The County Disciplinary Officer shall conduct preliminary investigations to consider if there is sufficient evidence to justify disciplinary proceedings and all actions taken shall be in accordance with Bowls England Regulation R9. Providing the Regulations are then adhered to in their entirety, decisions of an Appeals Committee based on procedure and the rules of natural justice should prevail.

d. SCB-MC shall be empowered to adjudicate upon any disputes referred to them by member clubs as to meaning or interpretation of the laws of the game, or of any of the rules, bye-laws, regulations and conditions, or any matter of practice, policy or complaint which it shall hold to be within its jurisdiction.

e. The subject of reference of any non disciplinary appeal, must be stated in writing to the SCB Hon. General Secretary, who shall call either a special meeting to discuss it, or postpone its consideration until the next ordinary meeting. All sides shall be heard, and the decision of an Executive Committee shall be final.

14. RECOGNITION AWARDS

Clubs will be invited to forward nominations, to the SCB Hon. General Secretary, of members of any gender, who they feel have given exceptional service to their club, and these people will be considered for the Mike Newth Trophy. SCB-MC will meet to consider all applicants and the winner will be announced at the AGM.

15. VICE PATRONS

All male members of SCB may become a member of the County Vice Patrons in the area in which the club they pay their affiliation fees through is located.

16. COMPETITIONS

a. SCB-MC shall have entire control of the inter-county matches and shall draw up Rules and Regulations for their Competitions, or they may delegate such powers to sub-committees appointed by them for that purpose, but all County Competitions leading to the National Championship Finals must be played under the Rules of Bowls England.

b. SCB-MC shall arrange dates for all rounds of all competitions.

c. Affiliated clubs are expected to give reasonable facilities for the holding of competitions promoted by SCB for which the use of a neutral green is required.

17. VOTING PROCEDURES

a. No person in whatever capacity shall have more than one vote in any one matter except that, in the event of any tie in voting the Hon. Chair or his/her authorised Deputy shall exercise his/her casting vote. Voting for specific gender positions shall be by members of that gender only.

b. General Meetings

i) All Members of the Executive Committee (other than associate member),these being elected Officers, Committee Members, Hon. Members, Hon. Life Members, appointees made by SCB-MC and club Delegates (of affiliated clubs) or their properly nominated Substitute – see Rule 5 (d) – shall all have one vote, except that only Executive members from the relevant Area shall be eligible to vote for the election of Area Representatives, Area Selectors and Area Competition Secretaries for their Area and where a position is gender specific only members of the relevant gender may vote.

ii) In the event of a tie in voting the Hon. Chair or his/her authorised Deputy shall have a casting vote in all matters other than when two candidates are tied for an elected post in which case an additional and secret ballot will be held with the following Officers voting:

a) If a non gender specific post - The Hon. Chair, both Presidents and both Secretaries;

b) If a gender specific post - the President, Hon Secretary and Hon. Treasurer of the relevant section;

c) In the absence of any of these members one of the Hon. Treasurers shall deputise for a non gender specific post and for a gender specific post one of the relevant section officers. The winner shall be decided by the majority of these votes.

c. Executive Meetings

i) Only persons defined in 5 a) and 5 b) shall be eligible to vote. Associate member clubs have no eligibility to vote.

18. ALTERATION OF RULES

Alterations of or additions to all or any of the foregoing Rules shall be made only at an Annual General Meeting or at a Special General Meeting convened for that purpose. Written notice of the terms of the proposed alterations must be sent to the SCB-MC Hon. General Secretary not later than four weeks prior to the date of such meeting, and notice of such proposed alteration shall be sent to each club with the notice convening the meeting.

19. GENERAL DATA PROTECTION REGULATIONS MAY 2018

All clubs that supply a list of their members for whatever reason shall be deemed to be aware of the provisions of the Act relating to the disclosure of personal information and to have given their authorisation to such disclosure. Information in respect of GDPR is contained in Appendix 1.

20. INSURANCE INDEMNIFICATION

a. SCB requires each member club to have adequate insurance.

b. i) All Honorary Officers, Delegate Officers and Management Officers of SCB, except in the case of wilful default or fraudulent acts or omissions, shall be indemnified by and out of the funds of SCB–MS, against any loss, damage, expenses or liability incurred by reason or in connection with any legal proceedings instituted against them or any of them for any act done, omitted or suffered in relation to the performance of any of their duties in respect of SCB.

ii) SCB shall effect any appropriate insurance cover in respect of the indemnity provision of this clause at the expense of SCB.

iii) Each member of SCB–MC shall (to the extent that such person is not entitled to recover under any other policy of insurance) be entitled to be indemnified out of any and all funds available to SCB–MC, which may lawfully be so applied, against all costs, expenses and liabilities whatsoever incurred by such person in the proper execution and discharge of duties undertaken on behalf of SCB-MC or arising there from, or incurred in good faith in the purported discharge of such duties.

21. EQUALITY AND DIVERSITY STATEMENT

SCB acknowledges its responsibility under this Legislation to ensure that nobody is unfairly discriminated against solely on grounds of gender, sexuality, age, race, religious belief, disability or level of personal income whilst participating, or seeking to participate, in the Sport of Bowls in Sussex.

22. SAFEGUARDING POLICY

The SCB is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls. It will seek to underpin and enforce this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Bodies.

23. DISSOLUTION/LIQUIDATION OF SCB

In the event of the dissolution/liquidation of SCB the funds and assets of SCB remaining after its assets and liabilities have been satisfied, including the costs and expenses of liquidation, shall be distributed by SCB-MC, to a sporting body which is established substantially or primarily for the purpose of promoting any game or sport, providing that the game or sport is conducted for the recreation and benefit of the general public of Sussex and no part of the income or other funds of the body corporate operating such sport is used or available to be used for the pecuniary profit of any proprietor, member or shareholder.

24. NOTIFICATION OF RULES

It is the duty of every club to ensure that each of its members is aware of these rules.

25. MATTERS NOT PROVIDED FOR

Any matters, which arise, that are not covered by this Constitution shall be brought before the SCB-MC for discussion and then, if deemed to be appropriate, to the Executive Committee Meeting or Special General Meetings convened for that purpose.

APPENDIX 1 - DATA PRIVACY POLICY IN ACCORDANCE WITH THE GENERAL DATA PROTECTION REGULATIONS

STATEMENT

About this Policy

1. a. We are committed to respecting your privacy. This notice is to explain how we may use your personal information we collect, before, during and after your membership with us.

b. This notice applies to you if you have registered to become – or are – a member of any club within Sussex County Bowls.

c. This notice explains how we comply with the law on data protection, what your rights are and for the purpose of data protection we will be the controller of any of your personal information.

d. References to we, our or us in this privacy notice are to Sussex County Bowls.

e. We have NOT appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Data Protection Compliance Manager, has overall responsibility for data protection compliance in our organisation. Contact details are set out in the 'Contacting Us' section at the end of this document.

2. Personal Information we may collect from your Club in respect of you.

Dependant on your position within the Club we may seek for you to provide to us such information

a. Personal contact details that allow us to contact you directly such as name, title, address, email address and telephone number(s).

b. Records of your interactions with us such as telephone conversations, emails and other correspondence.

c. Records of your attendance at events organised by us;

d. Records and assessments of competition results, details regarding events/matches/games attended and performed;

e. Any disciplinary and grievance information.

3. Special Categories of Personal Information.

We may also collect, store and use, the following 'special categories' of more sensitive personal information regarding you:

a. Information about your health, including medical conditions;

b) Information about any special dietary requirements.

In relation to the 'special category' personal data that we do process we do so on the basis that:

* It is based on your explicit consent.

4. Where we collect your Information

We typically collect personal information when your club completes each of the Annual Affiliation Forms, or when replacement officers are appointed, the pre-season list of club members, when you apply to enter Competitions or to play for the County, when you make a query or complaint or when you correspond with us by phone, email or in some other way.

5. Use made of the information.

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Type of information	Purposes	Lawful basis
A list of all Member's Forename and Surname - twice annually by 25th April and in October any later additions to club membership.	Information required to be held by the County Secretary.	This is necessary for us to pursue our legitimate interests in operating Sussex County Bowls.
Name, address, e-mail address and telephone number of each Club Secretary – annually by 25th April and on change of incumbent.	Information required to be held by the County Secretary and except for the address, published on the County website. Also, for onward transmission to Bowls England.	This is necessary for us to pursue our legitimate interests in operating Sussex County Bowls.
Name, e-mail address and telephone number of each Club Delegate, Match Secretary and Treasurer – annually by 25th April and on change of incumbent.	Information required to be held by the County Secretary and for the Delegate and Match Secretary, published on the County website.	This is necessary for us to pursue our legitimate interests in operating Sussex County Bowls.
Name, e-mail address and telephone number of at least two members of each club - annually by 25th April and on change of incumbent.	Information as required to be held by the County Secretary.	This is necessary for us to pursue our legitimate interests in operating Sussex County Bowls.
Name, e-mail address and telephone number of all players who wish to play in any County matches – annually by 31st January.	Information as required to be held by the County Secretary, Selection Committee and Team Managers and made available to other players.	This is necessary for us to pursue. our legitimate interests in operating Sussex County Bowls.
Address, email or Tel. details - for any player - if specifically requested by the County Secretary.	Information as required by the County Secretary for specific legitimate reason.	This is necessary for us to pursue our legitimate interests in operating Sussex County Bowls.
Photos and videos of Members winning Competitions – on Finals Days.	Photos and videos of Members winning Competitions – on Finals Days.	Consent. We will seek the Member’s consent on their Competition Entry Form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.

Information on Dietary requirements.	For Annual Dinner and meals after County Matches.	Consent. We will seek the information from members on their Annual Dinner Form and when selected for County Matches.

For some of the information you will have a legal, contractual or other requirement or obligation for you to provide us the personal information that we request. If you do not provide us with the requested personal information we may not be able to admit you as a member or member club or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your affiliation. For other personal information you may not be under any obligation to provide it to us, but if you do not provide it we may not be able to properly provide the services required.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw that consent at any time, which you may do so by contacting us as described in the 'Contacting Us' section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effect as not providing the information in the first place, for example we may no longer be able to provide certain facilities to you.

6. Direct Marketing

Email, post and SMS Marketing. We will only send marketing messages to you that are relevant to the Sport of bowls or that we consider you may be interested in.

7. Disclosure of your Personal Information

We share some of your personal information as necessary with:

- **a.** The governing Body of our Sport – Bowls England. We may pass your personal data to Bowls England when we are required to do so and when it is in the legitimate interest of the club and Sussex County Bowls to do so.
- **b.** Officers of the Association as required, to enable them to undertake their responsibilities;
- **c.** Police, and Law enforcement officers to assist with the investigation and prevention of crime and the protection of national security.
- **d.** We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law.

8. How we protect your personal data

- **a.** We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- **b.** We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

9. Who else has access to the information you provide us?

- **a.** We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above.

b. We may also pass your personal data to Bowls England when it is in the legitimate interest of the club and Sussex County Bowls to do so.

10. How long do we keep your information?

a. We will hold your personal data on our systems for as long as you are a member of a Club within this County and for as long afterwards as it is in the County's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations.

b. We securely destroy all information once we have used it and no longer need it.

11. Your Rights

a. You have rights under the GDPR:

i) to access your personal data;

ii) to be provided with information about how your personal data is processed;

iii) to have your personal data corrected;

iv) to have your personal data erased in certain circumstances;

v) to object to or restrict how your personal data is processed;

vi) to have your personal data transferred to yourself or to another business in certain circumstances;

b. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

https://ico.org.uk/concerns/

0303 123 1113.

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to the Hon. General Secretary as detailed on the County website www.sussexcb.co.uk

12. Changes to this Notice

We may update this privacy notice from time to time When we change this notice in a material way, we will update the version date at the bottom of the page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing do. When required by law we will seek your consent to changes in the way we use your personal information.

13. Contacting Us

In the event of any query or complaint in connection with the information we hold about you, please email sussexcb@gmail.com.

APPENDIX 2 - SAFEGUARDING POLICY AND AIMS

Working together to safeguard children and adults at risk.

It is not possible to eliminate all risks, but it is important that those in bowls with a specific responsibility for junior players, adults at risk and members can demonstrate that they have assessed the risks and taken all possible steps to minimise them.

To fulfil our commitment to safeguard and promote the welfare of children and adults at risk, Sussex County Bowls has set out the following aims and objectives:

Safeguarding and Child Protection Policy Aims

* To provide young people with appropriate safety and protection whilst in the care of the club and help them to enjoy their experience of the sport of bowls.
* To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club.
* To provide support to club members and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

Adults at Risk Policy Aims

* The purpose of this policy is to outline the duty and responsibility of staff/volunteers working on behalf of the Bowls Club in relation to Safeguarding Adults at risk.
* All adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

Objectives

* Everyone who participates in bowls is entitled to do so in a safe and enjoyable environment. The County is committed to helping everyone in bowls accept their responsibility to safeguard adults at risk, from harm and abuse.
* All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
* Staff and volunteers have a responsibility to report concerns to their Club Safeguarding Officer, who must immediately notify the SCB Safeguarding Lead.

In order to meet these aims and objectives, the following is the County SAFEGUARDING POLICY

* All Clubs are required to appoint a Safeguarding Officer, who should serve on the Club committee. To download a full role description please visit the safeguarding section of the website: www.sussexcb.co.uk or contact the County Safeguarding Lead.
* All Administrators, Officials, Coaches and Safeguarding Officers working with children and young people under the age of eighteen are required to obtain Disclosure and Barring Service (DBS) enhanced clearance and this clearance must be renewed every three years.

It is a criminal offence to recruit someone in regulated activity who is barred from working with children.

* Clearance certificate numbers and dates of issue must be submitted annually and upon request to the County Safeguarding Officer.
* Sussex County Bowls reserves the right to seek a further check at any point if it has reason to believe there has been a cause for concern.
* These policies must be prominently displayed on club notice boards, together with the safeguarding contacts list. These are available for download on the “Safeguarding Policies and Guidelines” page of the County web site:

Additional information

Bowls England provides the framework and guidance for Disclosure and Barring Service (DBS) checks as shown on the chart below. All Clubs should currently be complying with the following:

Eligibility for a criminal records check

Job Description	Eligible for Enhanced Check
Club Safeguarding Officer (club with no junior members)	YES
Club Safeguarding Officer (club with junior members)	YES
Coach who does not coach junior bowlers regularly	YES
Coach who coaches junior bowlers regularly	YES

Bowls England further state:

All clubs should ensure that their members including coaches, volunteers and in particular Club Safeguarding Officers (formally known as Child Protection Officers) attend relevant training courses to ensure that all children and adults at risk are safe within their clubs.

Coach Bowls recently issued a statement that Compulsory DBS checks and attendance at a Safeguarding course for all Coaches will be required by 1st April 2021, but we understand that implementation has been deferred, whilst awaiting the organisation of additional courses.