



NORTHERN IRELAND TENPIN BOWLING FEDERATION

Constitution and Rules of Association

CONSTITUTION

Preamble

The Northern Ireland Tenpin Bowling Federation (NITBF) has been formed as the national governing body for tenpin bowling in Northern Ireland. The Federation replaces the former Northern Ireland Tenpin Bowling Association (NITBA) and the former Tenpin Bowling Association of Northern Ireland (TBAONI). The federation has the full support of the British Tenpin Bowling Association (BTBA), the Sports Council of Northern Ireland (SCNI), European Tenpin Bowling Federation, Federation des Quilleurs (FIQ) and World Tenpin Bowling Association (WTBA). In line with other developments in tenpin bowling within the United Kingdom, the NITBF is affiliated to the BTBA which, in addition to its role as the Governing Body for England, represents the constituent Governing Bodies of the United Kingdom in international matters such as those concerning the International Olympic Council (IOC).

The federation at its formation meeting on 19 September 1994 endorsed the previous commitment of the NITBA at its annual general meeting (AGM) in May 1992 that "Northern Ireland should seek full international status within FIQ". In addition, it was noted at the formation meeting that the BTBA would support the applications of Northern Ireland, Scotland and Wales for independent status within FIQ.

The NITBF was granted provisional membership status of FIQ and WTBA in January 1995 and its membership was ratified and confirmed as full membership at the FIQ Congress in Reno, Nevada, United States of America on the 7 of July 1995.

1. Jurisdiction

The NITBF shall have jurisdiction over all Tenpin Bowling in Northern Ireland

2. Purpose

The purpose of the NITBF shall be the good of the sport of Tenpin Bowling in Northern Ireland, to be fostered specifically by:

- i. Uniting all tenpin bowlers within its jurisdiction;
- ii. Encouraging sportsmanship and fair play;
- iii. Enforcing the playing rules of the NITBF/BTBA;
- iv. Conducting tournaments and national championships
- v. Selecting the teams and individuals to represent:
 - a. Northern Ireland and the NITBF in international events at home and abroad;
 - b. Ulster in Inter-Provincial events held within the island of Ireland; and
 - c. Counties in events either within the island of Ireland or within the United Kingdom of Great Britain and Northern Ireland.

3. Membership

3.1. Membership (as defined and provided for in the Rules of Association) shall be open to:

- i. All tenpin bowlers in Northern Ireland;
- ii. All persons in Northern Ireland who are interested in tenpin bowling.
- iii. Any person wishing to join the NITBF from outside of Northern Ireland may apply. Their application will be subject to investigation by the NITBF Council. They must be in good standing with any previous Federation or Association and agree any terms or conditions of membership before approval is granted.

3.2. Where provided for in the Rules of Association, membership shall be subject to payment of an Annual Subscription, the amount of which shall be determined from time to time by the full Council of the NITBF

4. Organization and Government

4.1. The supreme governing body of the NITBF shall be the assembly of members at a General Meeting.

4.2. The council and management of the NITBF shall be vested by the members in a Council consisting of a President, Three Vice-Presidents, a Secretary, a Treasurer (to be known as the Executive Officers of the NITBF) and nine ordinary members, elected or appointed as provided for in the Rules of the Association.

4.3.

4.3.1. The Council shall be responsible for implementing the terms and conditions of this Constitution and of the Rules of Association and shall (within the limits of those terms and conditions) carry out and enforce the mandates of the NITBF.

4.3.2. The Council shall have the power to hear and determine all complaints arising from or because of a misconception of the terms and conditions of this Constitution or of the Rules of Association, and shall have appellate and final jurisdiction on all matters brought to it on appeal.

4.4.

4.4.1. The Council shall be empowered to act for and on behalf of the NITBF in setting up policies or procedure to regulate matters not fully covered in this Constitution or in the Rules of Association.

4.4.2. The Council shall be responsible to the NITBF in all matters of policy and procedure, and shall make a full report thereon to the assembly of members at the next Annual General Meeting.

5. Duties of NITBF Officers

5.1. The President shall represent the NITBF as and when required by the NITBF. The President shall preside at meetings of the Council and at General Meetings of the NITBF. He or She will be responsible for the smooth and efficient functioning of the business of the Council.

5.2. A Vice-President shall in the absence of the President represent the NITBF and perform such other duties as may be assigned to him or her by the President or the Council. He or she shall preside at meetings of the Council and at General Meetings of the NITBF in the absence of the President

5.3. The Secretary shall be the chief administrative officer of the NITBF. He or she shall conduct correspondence, keep records as required by the Council (including minutes of meetings), present a report with recommendations to the AGM, perform the duties set out in the Rules of Association, and perform such other duties as may be assigned to him or her by the president of the Council.

5.4. The Treasurer shall receive all moneys paid or donated to the NITBF and shall ensure that such moneys are deposited in a recognised banking institution in the name of the NITBF. He or she

shall maintain a statement of the current financial condition of the NITBF, available on request by the president or the Council. He or she shall keep an account of all receipts and disbursements, and present an independently audited statement of the NITBF's financial affairs to the AGM.

5.5. Not more than one member of a family unit can be members of the Council's Executive during a term of office .

6. General Meetings

6.1. The council shall each year convene the AGM of the NITBF. Timing, agenda, voting arrangements and other matters relating to the business conducted at the AGM shall all be as provided for in the Rules of Association.

6.2. An Extraordinary General Meeting (EGM) may be convened as provided for in the Rules of the Association.

7. Rules of the Association

7.1. The detailed implementation of the terms and conditions of this Constitution shall be set out in a collection of by-laws to be known as the Rules of the Association, which shall be published as an Appendix to this Constitution.

7.2. the Rules of the Association may be amended by motion adopted by a two-thirds (2/3) majority vote at any General Meeting.

Rules of the Association

1. Membership

1.1. Membership Team

The membership shall be one year. The NITBF shall have a rolling membership scheme in which any member's "year" shall commence when the annual membership fee is received by the Federation and expire one calendar year later.

1.2. Types of Membership

1.2.1. General Membership

All members who are not Junior, Honorary or Life members shall be termed General Members.

1.2.2. Junior Membership

To be eligible for Junior Membership, an applicant must be under the age of nineteen (19) years on the first day of the membership term.

1.2.3. Honorary Membership

Honorary membership may be conferred on persons who have rendered valuable service to the Federation. It shall have an initial term of five (5) years and may be renewed by further periods of five (5) years in accordance with the conditions of sub-section 1.4 of these rules.

1.2.4. Life Membership

Life Membership shall only be open to Honorary Members. It may be conferred only after the expiry of the initial term of Honorary Membership in accordance with the conditions of sub-section 1.4 of these rules.

1.3. Application for Membership

Application for General and Junior Membership shall be required for each membership term and shall be submitted on the official membership application form, signed by the applicant and accompanied with the appropriate annual subscription fee.

1.4. Procedure for conferring Honorary and Life Membership

1.4.1. Nomination

A Person may be nominated for Honorary or Life Membership or for renewal of Honorary membership by:

- i. Proposal carried by unanimous vote at a meeting of the Council.
- ii. Written proposal signed by at least twenty-five (25) voting members.

1.4.2. Other Proposals for Nomination

- a) Proposal other than those emanating from the Council should reach the Secretary not later the seventeen (17) days before the general meeting at which they are to be considered.
- b) The Secretary shall publish all details of proposals not later than fourteen (14) days before the meeting.

1.4.3. Voting

Proposals shall be voted on by secret ballot at a General Meeting and shall require at least two-thirds (2/3) majority vote to succeed.

1.5. Membership Cards

Each member shall be issued with a membership card which shall at least indicate:

- Name
- Membership Number
- Date of Birth
- Date of Expiry

1.6. Register of Members

The NITBF shall keep and maintain a register of all members. This register shall at least incorporate the following information concerning each member:

- Name
- Address
- Date of joining NITBF
- Previous service on the Council
- Previous international experience
- Date of birth

1.7. Suspension of membership

- a) The Council shall specifically be empowered to suspend membership rights as a disciplinary measure, either indefinitely or for a specified period.
- b) In the case of Honorary or Life Members, the Council's power of suspension shall at the most extend until the next AGM. The council may table a proposal at the next AGM either for extension of the suspension or for withdrawal of Honorary or Life Membership. The Member concerned may appeal against the suspension at an Extraordinary General Meeting if he or she succeeds in canvassing the required number of signatures laid down in Rule 6.4.4

1.8. Withdrawal of Membership

Proposal for withdrawing Honorary or Life Membership shall be submitted and voted upon in accordance with the conditions of sub-section 1.4 of these rules.

2. Annual Subscription

2.1. Period for payment

Persons continuing their membership and those renewing their membership following a lapse of less than the two previous terms shall be liable for payment of the Annual Subscription Fee at the end of their twelve (12) month membership period. The expiry date for individual membership will be specified on individual membership cards.

2.2. Outstanding subscriptions

If persons covered by the conditions of sub-section 2.1 have not paid their annual subscription fee by the specified date, they shall be deemed to have forfeited their membership, unless the Council permits late payment in special circumstances.

2.3. Reduced Subscriptions

2.3.1. The Council may rule that a particular class of bowler shall be eligible for membership on payment of a reduced subscription fee.

2.3.2. Honorary and Life Members shall be entitled to all privileges of the NITBF without payment of the annual subscription fee.

3. Financial Control

3.1. Responsibility

The Council shall be responsible for the finances of the NITBF

3.2. Treasurer

The Treasurer shall be accountable to the Council for the day-to-day regulation of finances. The President has the right to periodically check the accounts.

3.3. Funding

3.3.1. Moneys in the NITBF's bank accounts shall be available to repay expenses incurred:

- i. In the day-to-day running of the NITBF, and
- ii. in the legitimate furtherance of the purpose of the NITBF.

3.3.2. Unless otherwise stated elsewhere in these rules, withdrawals from the NITBF's accounts shall:

- i. be by cheque bearing the signature of the Treasurer and the signature of such other officer authorised by the council, and
- ii. only be made if formally authorised at a meeting of the Council.
- iii. In exceptional circumstances withdrawals may be made when authorised by the cheque signatory and a third officer and reported at the next meeting of the Council by the officers concerned.

3.4. Auditor

3.4.1. The Council shall appoint an independent auditor from outside of their own membership

3.4.2. The continuance of the appointment of the auditor shall be subject to at the next AGM, failing which an auditor may be elected by the members present and voting.

3.4.3. The financial year for the purpose of the auditor's signed statement shall commence on the 1st day of April in any year.

3.5. Insurance

The Council shall, given available funding, take out adequate insurance against:

- i. Theft in transit of moneys belonging to the NITBF;
- ii. Theft of or damage to any property in the possession of the NITBF, and
- iii. other insurance as required

4. The Council

4.1. Nominations & Election Rules

4.1.1. The President, Vice-Presidents, Secretary, Treasurer and Ordinary Members of the Council shall be elected at the Annual General Meeting in accordance with the conditions of Rules 4.1.2 to 4.1.8

4.1.2. Except as provided for in rule 4.1.7, written nominations shall be required for positions open to election at the AGM.

4.1.3. In order to be valid, written nominations must:

- i. Be signed by two (2) voting members (who are defined as members who are in good-standing with the NITBF, over the age of 19 and are not within the ranks of either honorary or life members) and;
- ii. contain a declaration of willingness to serve, signed by the nominee.
- iii. And bear the current NITBF membership number of all 3 members
- iv Any member wishing to apply for more than 1 (one) post may do so. They must enter a completed application form as described above for each post to be considered.

4.1.4. Unless otherwise stated elsewhere in these rules, the following shall be eligible for nomination:

- i. Outgoing members of the Council
- ii. For the positions of President, Vice-President, Secretary and Treasurer, only members who have previously served at least one full term on the Council
- iii. For the position of ordinary council member, all voting members, provided that in all cases nominees are members and in good standing with the NITBF

4.1.5. Nominations should reach the Secretary not later than seventeen (17) days before the AGM.

4.1.6. If an excess of nominations for any position is received, a secret ballot shall take place

4.1.7. If the nominations does not exceed vacancies, those validly nominated shall be deemed elected, and where necessary, additional nominations shall be taken on from the floor. Only voting members may nominate (or second a nomination) from the floor. Nominees from the floor should be present at the meeting and shall be required to

- i. Satisfy the eligibility requirements for nomination set out in Rule 4.1.4; and
- ii. to declare to the meeting their willingness to accept office if elected

4.1.8. A position left open at the meeting shall be filled as soon as possible in accordance with the conditions of Rule 4.5.1

4.2. Term of office

The term of office of the Council shall be from the end of the AGM to the end of the next AGM with Executive posts being held for a period of 2 years.

4.3. Meetings

- 4.3.1. The Council shall, where possible, meet at least once a month, on a day and at a time appointed by the President.
- 4.3.2. The secretary shall notify the members of the Council of the date, time and venue of all meetings.
- 4.3.3. The quorum for a meeting of the Council shall be six (6) members of which two must be members of the Executive Council.
- 4.3.4. The President shall normally preside at meetings of the Council. In his or her absence, one of the Vice-Presidents or one of the Council Members shall temporarily preside.

4.4. Confidentiality

- 4.4.1. Unless otherwise stated elsewhere in these Rules, the proceedings of the Council shall be wholly confidential, and no Council member shall disclose any information relating to these proceedings except insofar as formally determined by the Council.
- 4.4.2. Unless otherwise stated elsewhere in these Rules or formally determined by the Council, all minutes of the NITBF shall be treated as wholly confidential by persons having lawful access to them.
- 4.4.3. Members shall have access to the proceedings of the Council either via statements issued by the Council on matters or by written query on specific matters.

4.5. Vacancies

- 4.5.1. Vacancies in the Council shall be filled in accordance with the following conditions:
 - i. The Council shall appoint a replacement to fill the vacancy for the unexpired term;
 - ii. vacancies on the Executive Board should be filled by members of the full council; and
 - iii. persons appointed to fill any vacancy shall satisfy the eligibility requirements for nomination set out in Rule 4.1.4.
- 4.5.2. Any member of the Council who, without reasonable cause, fail to attend three consecutive Council meetings shall be deemed to have vacated his or her office.

4.6. Alleged misconduct in office

- 4.6.1. Complaints alleging misconduct in office by any number of the Council shall be lodged in writing with the Secretary.
- 4.6.2. The Council shall hold a hearing to consider a complaint alleging misconduct in office by a member of the Council.
- 4.6.3. Following the presentation of evidence at the hearing, the Council shall by simple majority vote in secret ballot to find the complaint proven or not, and, if proven, the member in question may be removed from office.
- 4.6.4. A member of the Council shall not be entitled to vote on the question of his or her alleged misconduct in office or his or her removal from office.
- 4.6.5. A person removed from office shall:
 - i. Surrender into the custody of the Council all records, documents or other materials belonging to the NITBF which may be in his or her possession; and
 - ii. be ineligible to serve in the future as a member of the Council unless the case is re-opened and the original verdict reversed as the result of new evidence.

5. Committees

5.1. Appointment of Committees

- 5.1.1. The Council may delegate any of its functions by appointing committees.
- 5.1.2. Committees may co-opt additional voting members or other specialist individuals to their ranks, subject to ratification by the Council.
- 5.1.3. Where possible, every committee shall be presided over by a member of the Council

5.2. Committee Regulations

- 5.2.1. The term of office of any committee shall be determined by the Council, but may only extend until the next AGM.
- 5.2.2. Any vacancy arising on a committee during its term of office shall, if necessary, be filled by the Council appointing a replacement to serve the unexpired term.
- 5.2.3. The council may terminate committee appointments at any time.
- 5.2.4. Every committee shall present a report to the Council not later than twenty-one (21) days before the AGM, or on completion of its assignment, and shall present further reports as requested by the council.

5.3. Standing Committees

5.3.1. Junior Committee

- 5.3.1.1. The Council shall appoint each term a Junior Committee to administer the affairs of the Junior Section.
- 5.3.1.2. The Junior Committee shall consist of at least three (3) voting members, specifically appointed to the positions of Chairperson, Secretary and Treasures.
- 5.3.1.3. The Junior Committee shall maintain a written record of its meetings and these shall be made available to the Council through the NITBF Secretary
- 5.3.1.4. Income accumulated by fund-raising activities, sponsorship or subscriptions shall be available to repay expenses incurred exclusively in connection with the legitimate furtherance of junior bowling
- 5.3.1.5. Withdrawals from NITBF's bank account(s) on behalf of juniors shall be by cheque bearing the signatures of the NITBF's Treasurer and one other authorised official.
- 5.3.1.6. Special applications for financial assistance from the central funds of the NITBF may be made by the Junior Committee to the Council and the Junior Committee shall not undertake any commitment the funding of which cannot be met from resources of the Junior Section unless and until the Council has undertaken to provide the necessary backing.
- 5.3.1.7. The Junior Committee shall be responsible for the organisation of the selection of junior teams to represent Northern Ireland or the NITBF in tournaments restricted to junior competitions. In terms of selection, the Junior Committee may liaise with the Selection Committee.

5.3.2. Full International Committee

- 5.3.2.1. The council shall appoint each term a Full International Committee to administer the affairs of the Full International Section

- 5.3.2.2. The Full International Committee shall consist of at least three (3) voting members, specifically appointed to the positions of Chairperson, Secretary and Treasures.
- 5.3.2.3. The Full International Committee shall maintain a written record of its meetings and these shall be made available to the Council through the NITBF Secretary
- 5.3.2.4. Income accumulated by fund-raising activities, sponsorship or subscriptions shall be available to defray expenses incurred exclusively in connection with the legitimate furtherance of full international bowling
- 5.3.2.5. Withdrawals from NITBF's bank account(s) on behalf of full internationals shall be by cheque bearing the signatures of the NITBF's Treasurer and one other authorised official.
- 5.3.2.6. Special applications for financial assistance from the central funds of the NITBF may be made by the Full International Committee to the Council and the Full International Committee shall not undertake any commitment the funding of which cannot be met from resources of the Junior Section unless and until the Council has undertaken to provide the necessary backing.
- 5.3.2.7. The Full International Committee shall be responsible for the organisation of the selection of International teams to represent Northern Ireland or the NITBF in tournaments restricted to International competitions. In terms of selection, the Full International Committee may liaise with the Selection Committee

5.3.3. Senior Committee

- 5.3.3.1. The Council shall appoint each term a Senior Committee to administer the affairs of the Senior Section.
- 5.3.3.2. The Senior Committee shall consist of at least three (3) voting members, specifically appointed to the positions of Chairperson, Secretary and Treasures.
- 5.3.3.3. The Senior Committee shall maintain a written record of its meetings and these shall be made available to the Council through the NITBF Secretary
- 5.3.3.4. Income accumulated by fund-raising activities, sponsorship or subscriptions shall be available to defray expenses incurred exclusively in connection with the legitimate furtherance of Senior Bowling
- 5.3.3.5. Withdrawals from NITBF's bank account(s) on behalf of seniors shall be by cheque bearing the signatures of the NITBF's Treasurer and one other authorised official.
- 5.3.3.6. Special applications for financial assistance from the central funds of the NITBF may be made by the Seniors Committee to the Council and the Seniors Committee shall not undertake any commitment the funding of which cannot be met from resources of the Seniors Section unless and until the Council has undertaken to provide the necessary backing.
- 5.3.3.7. The Seniors Committee shall be responsible for the organisation of the selection of senior teams to represent Northern Ireland or the NITBF in tournaments restricted to seniors competitions. In terms of selection, the Senior Committee may liaise with the Selection Committee.

5.3.4. Legislative Committee

- 5.3.4.1. The Council shall appoint a legislative committee consisting of at least two (2) voting members or other specialist individuals
- 5.3.4.2. The Legislative Committee shall advise the Council on matters of interpretation of the Constitution and of the Rules of Association

- 5.3.4.3. The Legislative Committee shall advise the Council on proposed amendments to the constitution or to the Rules of the Association.
- 5.3.4.4. The Legislative Committee shall review all papers, documents and evidence pertaining to appeals as requested by the Council.
- 5.3.4.5. The Legislative Committee shall keep and maintain a written record of its recommendations concerning matters of interpretation, which shall be referred to as necessary to establish precedents and ensure consistent judgements.

5.3.4.6. To be considered for selection

- An individual must be a current member of the NITBF, and
- an individual must:

Either have been born in Northern Ireland or be a permanent resident in Northern Ireland at the time of application for selection.

- 5.3.4.7. An individual born outside of Northern Ireland must not have represented his or her country of birth at international level.
- 5.3.4.8. Once an individual born outside of Northern Ireland, has played at international level for Northern Ireland, the NITBF shall inform the Governing Body for Tenpin Bowling in the country in which that individual was born of his or her international status.

5.3.5. Team Administrators

The Council shall each term appoint a Term Administrator or Team Administrators who shall assume administrative control over any teams selected by the Selection Committee.

- 5.3.5.1. Only voting members shall be eligible for appointment as Team Administrators
- 5.3.5.2. Team Administrator shall submit a report to the Council immediately following tournament participation.

6. General Meetings

6.1. Procedure at General Meetings

All General Meetings shall be conducted in accordance with the Standing Orders of the NITBF

6.2. Attendance and voting at general meetings

- 6.2.1. All current members shall be entitled to attendance at General Meetings
- 6.2.2. Only voting members shall be entitled to vote at General Meetings
- 6.2.3. Voting by proxy shall be allowed provided that votes for positions and motions are presented to the General Secretary in a sealed envelope to be opened during the appropriate General Meeting at least 48 hours before the General Meeting. This is not a “postal” vote, but in effect allows the recipient to vote on behalf of the issuing member as he or she sees fit.

6.3. Annual General Meetings (AGMs)

- 6.3.1. The AGM shall be held during the month of April, on a date and at a venue decided by the Council

6.3.2. Members shall be given at least twenty-eight (28) days' notice of the date and venue for the AGM.

6.3.3. The Agenda for the AGM shall be as follows:

- i. Minutes of the Previous AGM
- ii. Secretary's Report
- iii. Treasurer's Report
- iv. Confirmation of Auditor
- v. Council Elections
- vi. Motions
- vii. Honorary and Lifetime Membership Proposals
- viii. New Business

6.4. Extraordinary General Meetings (EGM)

6.4.1. Members shall be given at least twenty eight (28) days notice of an EGM convened by the Council; such notice shall include details of the business to be discussed.

6.4.2. The Council may convene an EGM on its own initiative.

6.4.3. NITBF members may at any time request the Council to convene an EGM.

6.4.4. Every request from member(s) for an EGM shall

- i. Be submitted in writing to the Secretary
- ii. state the business required to be discussed; and
- iii. be signed by at least twenty-five (25) voting members

6.5. Motions

6.5.1. A motion may be tabled for inclusion on the Agenda at any General Meeting

6.5.2. The Council may table a motion provided the text has been formally approved at a Council Meeting. Other motions shall be submitted in writing and signed by (2) members.

6.5.3. Unless otherwise provided elsewhere in these rules, motions other than those emanating from the Executive Council should reach the Secretary not later than seventeen (17) days before the General Meeting.

6.5.4. The Secretary shall publish details of all motions not later than fourteen (14) days before the General Meeting.

6.5.5. The Council may table an amendment to a motion. Other amendments shall be submitted in writing, signed by two (2) voting members and should reach the secretary not later than seven (7) days before the General Meeting

6.5.6. The secretary shall publish details of all amendments not later than four (4) days before the General Meeting

6.5.7. In the case of extreme urgency a motion or an amendment which has not been submitted in advance may be discussed and acted upon if agreed by a two-thirds (2/3) majority vote.

6.5.8. Unless otherwise provided in the Constitution, elsewhere in these rules, or in standing orders, a motion or an amendment to a motion shall be adopted by simple majority vote.

6.6. Amendments to Constitution

6.6.1. A motion proposing an amendment to the Constitution may be tabled:

- i. By the Council following consultation with the Legislative Committee¹

¹ Joe, the actual test actually reads: "...with the Legal Council"

- ii. by a submission in writing signed by ten (10) voting members
- 6.6.2. Motions other than those emanating from the Council
- i. Should reach the Secretary not later than the twenty-eight (28) days prior to the AGM and
 - ii. Shall be referred to the Legislative Committee for preliminary study and possible elimination of those which in its judgement do not merit consideration by the Council and the AGM.
- 6.6.3. On Eliminated, Returned and Resubmitted motions
- 6.6.3.1. Eliminated motions shall be returned to the proposer
- 6.6.3.2. A returned motion may be resubmitted the following year if supported by a petition signed by at least twenty-five (25) voting members.
- 6.6.3.3. Resubmitted motions shall be considered at the AGM without further referral to the Legislative Committee²
- 6.6.4. Having considered the views of the Legislative Committee on Motions which have not been eliminated, the Council shall report to the AGM its conclusions and recommendations.
- 6.6.5. Each proposed Constitutional Amendment considered at an AGM shall be:
- i. adopted as submitted or amended;
 - ii. rejected; or
 - iii. deferred for one year for further study;

Motions to table or postpone indefinitely shall be out of order.

6.7. Date for enforcement of Amendments to the Constitution and to the Rules of the Association

- 6.7.1. An amendment to the constitution or to the Rules of the Association shall not normally become effective until three (3) months have elapsed from the date of adoption.
- 6.7.2. In the case of extreme urgency a Motion proposing amendment to the Constitution or to the Rules of the Association may include a provision for immediate enforcement.

7. Rules of the Council

7.1. Executive Procedure and Legislative Operation

The Council may make rules to regulate its own procedure and to facilitate the operation of the Constitution and of the Rules of the Association

7.2. Provisional Rules of the Association

- 7.2.1. The Council may make provisional rules which shall be valid as such until presented for ratification at a General Meeting
- 7.2.2. The Council shall table such provisional rules for ratification in the form of motions at the latest at the next AGM.

7.3. Sanctions

The Council shall enforce the rules of the BTBA regulating the sanctioning of leagues and tournaments, the sanctioning of bowling establishments and the granting of bowling lane certificates.

² Same as (1)

8. Playing Rules and Specifications

8.1. Playing Rules

8.1.1. The NITBF shall by a simple majority vote at a General Meeting adopt playing rules to regulate the playing of the sport of tenpin bowling and the running of leagues and tournaments

8.1.2. The NITBF adopts the playing rules and regulations of the BTBA

8.2. Equipment Specification

The NITBF shall adopt and enforce the ETBF/FIQ/WTBA specifications regulating the equipment necessary for the sport of tenpin bowling

9. International Duty

9.1. Behaviour and Team Uniforms

9.1.1. While representing the NITBF in international competition, members are expected to behave in a manner which will not reflect adversely on Northern Ireland of the NITBF.

9.1.2. Respect for the honour or representing Northern Ireland dictates that team uniform (such as shirts, tracksuits, etc) awarded for international duty should only be used when so engaged. This provision allows for such uniforms to be worn during team training and exhibition matches as well as formal international events. Uniforms which are similar in appearance to, or could be readily mistaken for official uniforms are likewise restricted. This does not apply to superseded shirts.

9.1.3. Permission to wear "Northern Ireland" uniforms in non-representative competition may be given by the Council.

10. Complaints and Appeals

10.1. Lodgement and Hearing of Complaints

10.1.1. Any member may lodge a complaint in writing alleging violation of the Constitution or of the Rules of the Association.

10.1.2. The procedure for the lodgement and hearing of complaints shall be that developed by the BTBA.

10.2. Appeals to the Council

10.2.1. Any member may lodge an appeal with the Council on a ruling by the Legislative Committee

10.2.2. An appeal shall

- i. Be submitted in writing to the secretary;
- ii. be signed by the applicant;
- iii. specify the rules being appealed;
- iv. detail the circumstances relating to the ruling;
- v. specify the names and addresses for any witnesses; and
- vi. state the grounds for appeal

10.2.3. If considered necessary by the Council, the Secretary shall instruct the parties concerned in a dispute to appear before the Council. Appearance before the Council shall be arranged for a date within twenty-eight (28) days of its considering an appeal.

10.2.4. The Secretary shall give at least seven (7) days' notice in writing of arrangements for appearance before the Council to the parties concerned.

10.2.5. The Council may direct that pertinent documentary material be produced and shall retain copies of such documents as may be deemed necessary

10.2.6. The parties to the dispute shall be notified in writing of the decision of the Council.

11. Use of Prohibited Substances in sport

The NITBF shall take advice from, and act upon directives from the Sports Council for Northern Ireland in regard to use of prohibited substances

12. Use of NITBF Seal, Crest or Logo

The Seal, Crest, Initials or Logo of the NITBF cannot be used without the permission of the NITBF.

13. Child Protection Policy:

The Federation shall endeavour to implement an effective Child Protection Policy. The Federation shall appoint at least one member (preferably two, one of each gender) who will have a remit for Child Protection. All coaches/officials/helpers/bowlers shall take note of and abide by the Code of Conduct.

Junior Committee: -

Be responsible for the implementation and monitoring of the Federations Child Protection Policy.

Disciplinary Committee: -

Any coach/official/helper/bowler who has been found guilty, shall have their coaching / officiating qualification withdrawn and may only be reinstated with the consent and at the discretion of the Council. A register shall be maintained of all qualified persons.

CODE OF CONDUCT FOR COACHES, MEMBERS, VOLUNTEERS/HELPERS AND OFFICIALS

These guidelines have been produced to help protect anyone working with young people in the Northern Ireland Tenpin Bowling Federation and should be followed at all times. If you have any queries regarding these, please contact any Committee member or the person looking after Child Protection.

- 1 Always be publicly open when working with the children. Avoid situations where you and an individual child are completely unobserved.
- 2 If physical contact is necessary, it should be done openly. Care is needed as it is difficult to maintain hand positions when providing manual support if the child is constantly moving. Some parents are becoming increasingly sensitive about touching children and their views should always be carefully considered.
3. Parents should be asked to ensure children are collected on time.
- 4 Where mixed teams compete away from home, they should always be accompanied by at least one male and one female adult.
- 5 All should place the well-being and safety of the bowler above the development of performance. They should follow all guidelines laid down by the BTBA (including the coach/bowler ratio) and be adequately insured. Always make sure that you are working at a level

commensurate with your coaching qualifications. If you are proved negligent, the coaches insurance will be invalidated.

- 6 Members working with children should hold appropriate qualifications in coaching, leadership, officiating etc.
- 7 Adults should ensure that the activities which they direct or advocate are appropriate to the age, maturity and ability of the performers e.g. they should not break rules on suitable competition for age groups.
- 8 Make sure that all athletes know to inform the coach of any injury or illness before, during and after the activity.
- 9 Adults should always promote the positive aspects of bowling and never condone rules violations, bad sportsmanship or use of prohibited substances.
- 10 Adults should consistently display high standards of personal behaviour and appearance, as well as an appropriate dress, language and respect for equipment and facilities.
- 11 Adults should never overtly criticise bowlers or officials' judgements or use language or actions which may cause the child to lose self esteem or confidence.
- 12 All members must also be aware that as a general rule it does not make sense to:
 - Spend amounts of time alone with children away from others.
 - Take children alone on car journeys, however short.
 - Take children to your home.
- 13 If it should arise that such situations are unavoidable they should only take place with the full knowledge of someone in charge in the Club and/or a person with parental responsibility for the child.
- 14 Coaches and helpers should be aware that normal car insurance does not cover them for transporting bowlers to and from events.
- 15 All coaches and helpers should try to be on time, and inform an appropriate person if ill or unable to attend a coaching session.
- 16 Members should NEVER:
 - Engage in rough physical or sexually provocative games including horseplay.
 - Share a room with a child.
 - Permit or engage in any form of inappropriate touching.
 - Permit children to use inappropriate language unchallenged.
 - Make sexually suggestive comments to a child, even in fun.
 - Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
 - Do things of a personal nature that a child can do for themselves.
 - Agree to meet a bowler on your own.
- 17 If you accidentally hurt a child or cause distress in any manner, or the child appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, report the incident to a colleague supported by a brief written report of the incident as soon as possible. Parents/carers should be informed of the incident.

EMERGENCY ACTION FIRST AID

18. All coaches, helpers and members should be prepared with an action plan in the event of an emergency.

This will include:

- ACCESS TO FIRST AID EQUIPMENT,
- TELEPHONE CONTACT IF THE PARTICIPANT IS A MINOR.
- TELEPHONE CONTACT TO THE EMERGENCY SERVICES.

All accidents, injuries and any untoward event should be recorded in the coach's diary along with a witness statement if thought necessary.

An attendance book must be kept for each recognised club session with the presence of each participant noted appropriately. An incident book must be used to record accidents, injuries and any untoward event.