

# GLOUCESTERSHIRE BOWLS ASSOCIATION – MEN'S DIVISION

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## GBA Men's Division Delegates Meeting

### Minutes of the meeting of Saturday 17 March 2018 at Cotswold IBC at 10:00

#### 18/01 Apologies

David Rolls, Gareth Tarplee, Keith Bedford, Keith Hawkes, BAWA, Glos City, Glos Spa, Henleaze, Tewkesbury.

The Secretary holds the singing-in lists for the meeting.

#### 18/02 In Memorium

A period of silence was held to commemorate those who had passed away – Alan Ferris, Arthur Elliott, Barry Murphy, Brian Cox, Dave Podjoy, Gerry Noble, Harold Stringer, Ian Macey, Jim Durlacher, John Hayman, John Robbins, Mike Windows, Peter Chudleigh, Terry Browning, Tom Shill, Tony Berry.

#### 18/03 Minutes of last Meeting (28/10/2017)

The following matters were identified as matters arising:

- i) **Middleton Cup Advisors** – Three have been appointed: Alan Brooker (Gloucester); Glen Wintle (Bristol); and Steve Hopkins (Cheltenham). Possible names had been identified for the Stroud Section and these would be referred to the Team Manager for consideration.
- ii) **Accounts** – It was noted that the accounts for the section were now included in the handbook.
- iii) **Minutes of Meetings** – The Secretary noted that, if the meeting were in approval, both the agenda papers and the draft minutes of the meetings would be made available on the website. The draft minutes of the Management Group were now similarly being placed on the website for members to see. This change was welcomed.
- iv) **Appointment of Divisional Secretary** – as there were no formal minutes of the last meeting, there was no record of the appointment of David Skeats as the Divisional Secretary. The meeting confirmed the appointment until October when an election for the post would be held.

#### 18/04 Report on Management Committee Meeting of 10 February

- i) **Middleton Cup** – the Committee has agreed a new Middleton Cup governance paper, previously discussed with the Team Manager, covering people's roles responsibilities and dress code. As part of this, the Divisional Secretary (an ex officio member) would chair the Selection Committee.
- ii) **Bristol Section** – it was noted that support for some greens and clubs in the Bristol Section was in danger of being withdrawn as a result of the need for budget cuts by the City Council. The GBA through the County Administrator, Lindsay Collin, was making strenuous objections to the proposals.

#### 18/05 Chairman

Members attention was drawn to the fact that the dress code for county games has been considerably relaxed by the removal of the requirement to wear County ties and blazers. It was hoped that this would encourage more members to participate.

There has been a change in the arrangements for the two-wood competition and the position would be kept under review. The problem arises because one of the section provides many more competitors than any other meaning that some people had to travel longer distances for the one-day stage.

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**18/06 Secretary**

The Secretary noted that considerable savings had been made in the cost of the handbook had been made by reducing the amount of colour used.

**18/07 Treasurer**

Confirmation of the fees for games was given as £12 for county games and £8 for inter-county competitive matches. The lower cost of the latter was due to the fact that meals were no longer provided.

**18/08 Fixture Secretary**

Cheltenham was due to host a number of Middleton Cup matches and the White Rose game. There were two touring teams, Lincolnshire VP's and Kent.

Thanks was given to those clubs who were hosting the county games. Any club having a significant anniversary in 2019 was invited to contact the Fixture Secretary for a county game in celebration of the event.

**18/09 Competition Secretary**

The Competition Secretary thanked all those clubs who had offered facilities for the later stages of the county competitions. Similar support for the 2019 finals would shortly be sought.

A new competition was being reviewed for 2019, namely a two-wood, 15 end triples to raise money for either the President's Fund or for the Benevolent Fund. Next year's handbook would have the details.

**18/10 Middleton Cup Report**

The Team Manager welcomed the new structure referred to earlier. The squad players would shortly be receiving an e-mail about the coming season, inviting players to the trial and to give a commitment to participate in games.

A meeting would be called for the Advisors to discuss selection. It was noted that previously a player needed to have a county badge before they could be selected though it was noted that this would cause difficulty for any suitable player moving from another county. The Selection Committee will consider this at its meeting.

**18/11 Benevolent Fund Report**

The report and the balance sheet for 2016/17 were circulated. There has been no request for support since the start of this financial year.

As far as income goes, there has been a donation of £25 from Gloucester City BC and interest of £3.75 has been earned on the TSB account. The capital in the fund stands at £6871.65 and clubs were encouraged to make a donation during the season.

**18/12 General Data Protection Regulations (GDPR)**

The Secretary reported on the GDPR which was due to come into force on 28 May 2018. All clubs would need to have a GDPR Policy in place to govern how the club would meet the requirements of the regulations. A paper had been circulated before the meeting with detail on the proposals. Three areas were identified.

**Holding a Member's Data** – If a particular piece of personal information needed to be held by the club, then this was sufficient justification for asking members for the information. For example, there was a need to hold contact information so that members could be informed about selection and possible last-minute cancellation of a game. A member could not unreasonably withhold the data. What information was collected by the club was for them to decide, but for any and every item, they had to be able to provide justification as to why it was needed. The crucial issue was that any data must be held securely which might best be translated as held on a password protected computer with, additionally, the individual file(s) also password protected.

**Sharing the Data** – Once the club has the individual's data held by a nominated individual, if this is to be shared to anyone either inside or outside the club, the member's permission must be sought. In general, the only people who might need the contact details inside the club were the club captains for match considerations. Members information should not be widely shared with everyone or widely published on notice boards or websites unless specified in the policy and with member's agreement. For example, a policy could ask that members allow their name and phone number to appear in the club handbook so internal competitions could be allowed. It is likely that the only external organisation that an individual's data would be shared with is the GBA and Bowls England for a very limited number of individuals.

**Consent** – It is likely that all the above are largely reflected in current operations in the club. What is new in the GDPR is the requirement to have each individual member's agreement to everything documented. That is, an individual member must specifically agree to allow the club to contact them by phone, e-mail or post separately. The fact that members have allowed something in the past is irrelevant, there is no 'deemed consent' because of previous practice. New permission must be sought.

There were some specific items that might need to be changed by a club. Notice boards, websites and Facebook should not display members individual personal information for public display – a common sight in many clubs on boards in public areas. E-mails sent to many members should be sent as 'blind carbon copies' using the bcc field so that one member's email address is not seen by another. Separate consideration needed to be given to young people's data. There is nothing requiring huge work by a club once the policy is agreed and consents given.

Rather than having 60 clubs writing a suitable policy with no current clear guidance available, the Secretary has written one for his own club and is happy that this is made available to all clubs as a basis for their own use. Some minor amendments might be needed according to how a club is structured. In addition, this policy will include suitable forms for seeking members consents as required. It is expected that this will go to clubs within a few working days of the meeting. Delegates could use the information from this meeting and their briefing sheet to help club committee discussions. The provision of a draft policy was welcomed.

Indoor clubs would also have to draw-up a similar policy and were invited to use this draft policy though given their size, there might be a need for considerable changes.

### **18/13 Position of Team Manager**

Barnwood BC have proposed that the Team Manager be an officer of the Association rather than an official. This has been seconded by Lydney BC. The effect of such a change would not in itself be major. The post is a member of the Management Committee and reports to and through them to the Delegates' Meeting and that would not change whether the post is an officer or official.

The main difference would be that the post would become one which is elected at the October Delegates' Meeting rather than appointed as currently happens (section 6 of the Constitution). There would need to be some changes to the Constitution's wording to allow for this, but again relatively minor. If an election were needed, candidates would be invited to provide a short statement so that the delegates were aware of candidates' proposals for the future.

The Chairman noted that, following discussion at this meeting, delegates were invited to raise the issue with their clubs and see if there is general agreement for the proposal. The Secretary will circulate club secretaries with the proposal to go on a management committee meeting. The matter can then be returned to at the next meeting where a report back from delegates can be given and if the proposal is agreed by clubs, the necessary constitutional changes can be prepared and considered at the October meeting as required along with any other changes to the Constitution.

### **18/14 Men's Division Restructuring**

The Chairman noted that he might be seen as having an interest in this item and handed the meeting over to the Secretary who had brought forward the proposals in the paper circulated before the meeting.

The Secretary said that the proposals fell into three distinct areas and were intended to improve the management of and communications within the division. The details were contained in the paper provided with the agenda.

**New Chairman Post** – At the moment, the President has the role of chairing various meetings. As the President changes annually, this means a lack of continuity in terms of longer term planning for the division where the intention was to develop a three-year strategic plan for the division. In addition, the skills expected for a chairman and a president were not necessarily the same. The proposal was therefore to create a new officer post – a Chairman for the division – to take over the chairing of the Delegates’ Meeting and Management Committee. This post would be elected at the October Delegates’ Meeting as for all officer posts. The suggestion was made that the post should be elected for a three-year term but the Secretary suggested that a mechanism existed to remove a Chairman through the annual election as for all other officer posts and that the annual election was a good democratic exercise and provided accountability. There was general support for the proposal.

**Changes in JEC Membership** – If the Chairman post is agreed, it would be anomalous for this post not to be on the Joint Executive Committee. There are currently five JEC members from the Division and the number cannot be increased. One particular problem existed in the men’s representation in that the Men’s Division Secretary (also the JEC Chairman and Deputy County Administrator) is not the Bowls England Representative.

The suggested way to achieve the Chairman as a member of the JEC is to recognise that the positions of the BE Representative and Division Secretary (as Deputy County Administrator) are completely irregular, the BE Representative not being an executive officer of the Division and with no day-to-day contact with BE over business matters but attending BE meetings where future policy is discussed and set, and the Secretary the complete opposite with all functional responsibilities for helping to shape BE policy and implement it but excluded from the crucial BE meetings that discuss these issues. This problem does not exist in the women’s division.

It is therefore proposed that the post of BE Representative be removed from the JEC, with the Secretary being defined as the BE contact and the Chairman being a member of the JEC. All five members of the JEC would still be subject to annual election as currently.

**Membership of Delegates’ Meeting** – There are currently some 190 people/posts entitled to attend the Delegates’ Meetings for the 59 club voting members. There is a real danger that the voice and interests of the clubs will be (and has been in the past been) lost in discussions.

It is therefore suggested that the Management Committee undertake a review of the membership with a view to reducing it so that it includes only the essential, executive non-club members. The review would report back to the next meeting with subsequent consultations with clubs about the Constitutional changes necessary.

The meeting agreed that the first two items should be referred to clubs for discussion at their management committee with delegates to report back at the next meeting. The meeting agreed to the Management Committee reviewing the meeting structure for a report back at the next meeting.

## **18/15 Date of Next Meeting**

The next meeting will be held on Saturday 21 July at 10:00 at Cotswold Bowls Club.