

Surrey County Bowling Association
Summary of the Combined Areas' Operational Structure with effect from 2018

The following is a summary of the structure agreed at the 2017 Autumn meeting of the Combined Areas.

A **Areas' Aims – Structure – Operational Guidelines**

1. The Areas' aims, individually and collectively as Combined Areas, will be
 - a) *to commit fully to the Walter Cross Memorial Trophy, Ted Medhurst Trophy and the County Top Four competitions, and to agreed principles for liaison with the Middleton Cup and under 25s Team Managers*
 - b) *to be a channel of communication between the club and the Surrey County Bowling Association Executive*
 - c) *to promote a higher level of bowling within each Area*
 - d) *to encourage, through competition, individual club bowlers towards a higher level of individual and TEAM achievement through appropriate competition*
 - e) *to assist, when requested, the County Development Officer with recruitment and retention programmes.*

2. **Officers' Job Titles**

Principal Committee Officers' Job or Role Titles will be standard throughout the Areas viz

Chairman	Secretary	Treasurer	Team Manager	Area Liaison Delegate
Area Top Four Competition Secretary	SCBA Area Competition Secretary			

There will be eight (8) members on each Area Committee. One person may hold more than one Office.

The change of title to "Area Liaison Delegate" reflects a need to avoid confusion with the role of Executive Councillor.

3. **Area Meetings**

Basic Agenda items will include

Apologies	Minutes of the Previous Meeting	Matters Arising	Action Points
County/CA Report	Secretary's Report	Treasurer's Report	Team Manager Report
Competition Secretary's Report	Area Liaison Delegate Report		

Other Matters relevant to individual Areas

Area Minutes or Notes will be copied to the County Secretary, County Assistant Secretary, CA Secretary and the Secretaries of the other Areas to ensure early identification of items of common interest.

4. **Communications**

Area Constitutions will be reviewed to encourage a mutually acceptable reporting structure within the County. Necessary changes will be considered at all County levels. A Flow Chart, showing the relationship between Clubs, Combined Areas and the County Executive is available on the County Website.

5. **Responsibilities of Area Liaison Delegates and Executive Councillors**

The Guidelines have been reviewed, and highlight specific roles expected of ALDs. They now encourage ALDs to actively support initiatives and developments on recruitment and retention. These are likely to focus largely on logistical support for County recruitment projects. *Area committee members are encouraged to support the ALD with their recruitment and retention exercises.*

B **Combined Areas' Role and Structure**

1. The Combined Areas' Aims will include

- a) collective responsibility to work together constructively for the benefit and development of bowlers, clubs and Surrey County
- b) management responsibility for the Inter-Area Competition
- c) management responsibility for the 'Ted Medhurst' Trophy in consultation with the County Match Secretary
- d) management responsibility for all rounds leading to the Area Final of the County Top Four Competition. In consultation with the Areas, the County Assistant Secretary will be responsible for Top Four Finals Day.

2. **Decision Making Powers**

The Combined Areas have scope for decision-making on matters that have no effect on wider County management issues. The County Secretary, on behalf of the County Executive, which has over-riding authority on all CA matters, will be made aware of all CA decisions.

3. **Combined Areas' Management Structure**

Chairman – County Assistant Secretary

Secretary - appointed by Council in consultation with the Area Committees or their representatives

Three Representatives from each Area, usually Area Chairman, Area Secretary and Area Liaison Delegate.

At least two meetings will be held each year. Minutes or Notes will be taken by the Secretary and distributed to the County Secretary, CA Chairman, and Area Secretaries for transmission to and discussion by Committees.

A quorum will be a minimum of one representative from each Area.

4. **Voting**

On any matter, there will be one vote per Area. A majority will apply. In the event of no majority, the *status quo* will be recorded.