

## **BRITISH UNIVERSITIES TENPIN BOWLING ASSOCIATION (BUTBA)**

- TPN 1.0** This document constitutes the Regulations of the British Universities Tenpin Bowling Association (“BUTBA”) and is the most current version, as agreed by the BUTBA Council on 18 June 2016.
- TPN 2.0** All previous versions of this document are hereby revoked.
- TPN 3.0** This document is available on request from the BUTBA Committee and shall be available to download from the BUTBA website (<http://www.butba.co.uk>) in Portable Document Format (PDF).
- TPN 4.0** BUTBA shall organise the following programmes:
- TPN 4.1** The Ranking Tournaments; together with the Ranking Tables; including a National Championships (for Students and Ex Students)
  - TPN 4.2** The Cup
  - TPN 4.3** The Representative Programme
- TPN 5.0** The Rules and Regulations for each of these events shall be wholly contained within the relevant standing orders for those programmes which shall be available in the same way as this document under **TPN 3.0**.
- TPN 6.0** From time to time, BUTBA shall also organise further events not covered under specific standing orders, but will be governed by the principles of the Regulations and Standing Orders (e.g. an end of season event).

### **Terminology**

- TPN 7.0** “Days” shall mean all days except where stated otherwise.
- TPN 8.0** “In writing” shall include by electronic transmission.

### **Membership**

- TPN 9.0** BUTBA shall be open to:
- TPN 9.1** Student Bowlers; defined as a bowler who is enrolled at an institution (including the open university) which offers higher education courses and that person is enrolled on a course at that institution carrying a minimum 60 credits per year or equivalent.
  - TPN 9.2** Ex-Student Members; defined as a bowler who enrolled at an institution (including international institutions) which offered a higher education course and has completed a course at that institution (successfully or not)
  - TPN 9.3** Bowlers may be eligible for membership under **TPN 9.1** or **9.2** (e.g. a second or post-graduate course); however, those bowlers must determine which type of member they will be at or before their first event.
  - TPN 9.4** The eligibility of members to participate within the programmes of BUTBA are defined within the relevant standing orders.

## **Government**

### *BUTBA Committee*

**TPN 10.0** The following positions shall be elected by the BUTBA Council in accordance with the constitution; each position is defined within the document entitled "Responsibilities of BUTBA Officers", available with this document as defined in **TPN 3.0**:

- TPN 10.1** The **Chair**
- TPN 10.2** The **Vice Chair**
- TPN 10.3** The **Treasurer**
- TPN 10.4** The **Secretary**
- TPN 10.5** The **Tournament Co-ordinator**

**TPN 11.0** All officers, except the Chair, shall have one vote in Committee meetings. In the event of a tie in any Committee vote, the Chair shall have the casting vote.

**TPN 12.0** No Individual may hold more than one office that is defined in **TPN 10**.

**TPN 13.0** Individual positions in TPN10 above may appoint persons as they see fit to assist in helping the running of the committee with the committee's approval. Examples of these positions shall be, but are not limited to:

- TPN 13.1** **Student & Ex Student Representatives**
- TPN 13.2** **Website Co-ordinator**
- TPN 13.3** **Club Development Officer**
- TPN 13.4** **Forum & Social Officer**
- TPN 13.5** **Cup Organiser and Collator**

**TPN 14.0** There shall be a minimum of 1 student and 1 ex-student as well as 1 male and 1 female holding positions at **TPN 10** above.

**TPN 15.0** The Committee shall carry out the duties required by these Rules and Regulations or Standing Orders.

**TPN 16.0** The Committee shall carry out any action mandated by a BUTBA Council meeting, provided it is in accordance with these Rules and Regulations.

**TPN 17.0** The Committee shall deal with any dispute or disciplinary matter arising BUTBA programmes and appeals against any dispute or disciplinary action arising from decisions of any of BUTBA's Committees. In both instances, the BUTBA Committee's decision shall be final.

**TPN 18.0** All posts shall be elected by the BUTBA Council at the End of Season Meeting, and serve for one year. The appointment shall be renewable.

### *BUTBA Council*

**TPN 18.0** The BUTBA Council shall consist of those persons registered under **TPN 9.1** or **9.2** for the current season in the case of a meeting during, or at the end of, that season; or, for the preceding season in the event of a meeting prior to the start of a new season.

**TPN 19.0** The BUTBA Council shall be responsible for:

- TPN 19.1** Electing the offices of the Committee.
- TPN 19.2** Approval of changes proposed to the Rules and Regulations and Standing Orders at Ordinary General Meetings.

### **Financial Administration**

- TPN 20.0** The finances for BUTBA shall be maintained by the Treasurer of the BUTBA Committee.
- TPN 21.0** The regulations for the finances for each programme run by BUTBA shall be contained in the relevant standing orders.
- TPN 22.0** The financial year shall commence on 1st September and end on the following 31st August inclusive.
- TPN 23.0** BUTBA Committee members shall be indemnified against any *bona fide* debt incurred on behalf of BUTBA and loss or damage incurred by BUTBA in the proper execution of their office or in relation thereto.
- TPN 24.0** The Treasurer shall keep accurate records of all transactions made on behalf of BUTBA, including those made by BUTBA.

### **Financial Fines and Penalties**

- TPN 25.0** Where a member is subject to a financial penalty following proceedings of the BUTBA Disciplinary Committee, that member will pay the said penalty within twenty-eight days of dispatch of invoice.
- TPN 26.0** Non-payment shall result in suspension from all BUTBA sanctioned events.

### **Changes to the Regulations and Standing Orders**

- TPN 27.0** Changes to the Regulations and Standing Orders may be made by the following procedures:
- TPN 27.1** By submission of a motion for approval at an official meeting of the BUTBA Council;
  - TPN 27.2** By the 'Minor Revision Process', as defined in **TPN 28.0**.

### **Minor Revision Process**

- TPN 28.0** The 'Minor Revision Process' allows for faster amendment of the Regulations and Standing Orders when the changes or additions are considered to be minor in nature.
- TPN 28.1** An amendment is considered to be minor and suitable for submission by the 'Minor Revision Process' only by agreement of the BUTBA Committee.
    - TPN 28.1.1** Examples of changes likely to be admitted to the 'Minor Change Process': Spelling, punctuation and grammar corrections; clarifications; updating of dates or committee positions; amendments to ensure self-consistency.
  - TPN 28.2** Where the committee designates a change is minor, it shall be adopted by a simple vote of the committee and published on the BUTBA website and emailed to the registered members of BUTBA.
  - TPN 28.3** An individual member of BUTBA has a right to object to the revision, if so they must email the Secretary within 14 days and the revision shall be tabled until the next meeting of the BUTBA council.
- TPN 29.0** Meetings shall be conducted in accordance with the Meeting Standing Orders, **MET XX.X**, available alongside this document in accordance with **TPN 3.0**.

## **General BUTBA Rules**

**TPN 30.0** The Season shall commence on 1st September and end on the following 31st August inclusive.

**TPN 31.0** All events organised by BUTBA shall be played in accordance with the general playing Rules and Regulations of the British Tenpin Bowling Association (BTBA), except where these conflict with the Rules and Regulations or Standing Orders of BUTBA, or where specific rules are explicitly waived in Tournament rules.

### *Averages*

**TPN 32.0** The relevant standing orders shall contain the rules and regulations regarding an entering average for that competition and their requirement.

**TPN 33.0** Where proof of an average is required, it shall be provided in the first instance to the tournament director and then, if they deem necessary, the competitor shall produce proof to the Committee within 14 days who shall rule on its eligibility.

## **Disputes**

### *Responsibility of Members*

**TPN 34.0** Any of the following actions by a Club/Individual shall render the party liable to a charge of misconduct for failing to discharge its said responsibility.

**TPN 34.1** Violent, threatening, abusive, obscene or provocative behaviour, conduct or language;

**TPN 34.2** Encroachment on the playing area by spectators or unauthorized persons, save for reasons of safety;

**TPN 34.3** Bringing BUTBA into disrepute.

**TPN 35.0** All members and officials are reminded that only where a regulation has been breached should a complaint be made.

### *Breach of Rules Brought by BUTBA against a Member*

**TPN 36.0** A charge should normally be brought against the infringing member within five working days of receiving the necessary information relating to the breaking of a rule.

**TPN 37.0** Should a dispute occur within an event governed by a sub-committee of BUTBA then the regulations defining disputes for that event will prevail.

**TPN 38.0** Should a dispute occur outside an event governed by a committee of BUTBA, or an appeal arises from a dispute or disciplinary action from an event governed by a committee of BUTBA, then the following procedure will operate:

**TPN 38.1** The Club or Individual shall forward a statement with the allegation to the Student President or Ex Student President (as required) within 2 working days of the allegation occurring;

**TPN 38.2** Within 2 working days, the Student/Ex Student President shall write to the club/individual the allegation is made against and they shall reply within 2 working days;

**TPN 38.3** A decision based on the two statements, information from any other relevant bodies and on previous precedents shall be made by the Student/Ex Student President and notified in writing to both parties.

**TPN 39.0** Where an allegation is made against the respective Student/Ex Student President, the allegation should be made in writing to the Chair, who will nominate a person to act in place of the respective President.

#### *Penalties*

**TPN 40.0** Where a member/institution has been found guilty of an offence, the following penalties may be applied:

**TPN 40.1** In cases where a charge of misconduct is proven, then the Student/Ex Student can either fine or expel the individual/club from the current season.

**TPN 40.1.1** The maximum fine for misconduct is £50; and/or,

**TPN 40.1.2** In cases of expulsion, a further suspension may be applied.

**TPN 40.2** In cases of a regulation breach, a maximum penalty of £25 may be imposed

#### **Appeals**

**TPN 41.0** Should either side wish to appeal the decision of the Student/Ex Student President, the following procedure shall apply:

**TPN 41.1** The Appeals Panel shall abide by the standing orders for the conduct of meetings.

**TPN 41.2** The Appeals Panel shall be comprised as follows:

**TPN 41.2.1** The BUTBA Chair

**TPN 41.2.2** A panel of two members selected from the pool of member clubs and individuals. These two members should not be members of the Committee

**TPN 41.2.3** In all cases no member of the meeting can sit on the panel if there is a connection with the case being heard. The members on any panel should declare any possible conflict of interest relating to the business of the meeting.

**TPN 41.3** The Appeals Panel shall review all processes and decisions made by the disciplinary committee, using the same procedures as used by the disciplinary committee.

**TPN 41.4** At the hearing BUTBA's case will be presented by the Student/Ex Student President who made the initial decision, or a nominee of that President.

**TPN 41.5** At the hearing the witnesses will be called as required and in the case of appeals against verdict, fresh evidence may be presented.

**TPN 41.6** The appeal panel, if it should see fit, can increase, decrease or reject the decision of the Student/Ex Student President.

**TPN 41.7** The appeal panel will have the discretion of awarding costs against the appealing institution, or against the Student/Ex Student President if the initial decision is overturned.

#### *Arbitration*

**TPN 42.0** Where a dispute has occurred regarding a matter governed solely by BUTBA there shall be no higher authority than the Appeals Committee.

#### **Interpretation**

**TPN 43.0** Reference to any bodies and persons in these Rules and Regulations includes their duly appointed or elected successors.

**TPN 44.0** Any matters not specifically covered by these Regulations shall be referred to the Chair who shall make a ruling in consultation with the Committee. If the Chair is unable to resolve the dispute:

**TPN 44.1** Where the Chair, in consultation with the Committee, is unable to resolve a dispute relating to a matter related to BUTBA activities, then the matter shall be referred to the BUTBA Council, whose decision shall be final.

**Dissolution**

**TPN 45.0** If upon the dissolution of BUTBA there remains, after satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to, nor distributed among, the members of BUTBA but shall be given or transferred to BTBA or such other charitable institution or institutions having objects similar to the objects of BUTBA as the Committee may decide.