



LANCASTER BOWLING LEAGUE

Chair	Dave Clarkson
Vice Chair	Janine Bebbington
Secretary	Mark Norcliffe
Treasurer	Denise Nardone
Fixtures' Secretary	Mike Armishaw
Committee Member	Julie Norcliffe
Committee Member	Barry Kendal

20 December 2024

Dear Club Secretaries

ANNUAL GENERAL MEETING

The Annual General Meeting will take place at Skerton Liberal Club on Monday 20 January commencing at 7.30pm.

We will not be expecting club secretaries to complete a contact form but would ask that you notify us in writing, at the earliest opportunity, of any changes from the details provided at last year's AGM.

Please find enclosed the following documents:-

1. AGM Agenda
2. Draft minutes of 2023 AGM
3. Chairman's report
4. Secretary's report
5. Fixture Secretary's report
6. Treasurer's report
7. Proposed New Constitution
8. Proposed New League Rules
9. Proposed New Trophy Rules
10. Proposed Code of Conduct
11. Proposed Complaints Policy
12. Proposed Discipline Policy
13. Proposed Tenure of Office Policy

14. Proposal for 8 person teams from Cumberland and Trimpell

As you will note, this is a full agenda with a lot to consider. In an attempt to streamline the process, it would be appreciated if members could peruse the documents in advance as the Committee do not propose to go through each one in detail. Any queries can be raised at the meeting but it would also be helpful if such queries could be notified to the Committee in advance, preferably before our next Committee meeting on Monday 13 January.

You may be aware that our Fixtures' Secretary, Mike Armishaw, has given notice of his intention to leave the area and although a date for this is not yet known, it is likely to be sometime during next season. Mike is happy to continue in his role until then but a new Fixtures' Secretary needs to be identified. Mike has offered to work alongside a potential replacement until he resigns and this is an ideal opportunity for someone to become familiar with the role before flying solo. Members will be asked to volunteer for this role at the meeting.

All other Committee members are willing to stand for re-election but nominations are invited from anyone interested in joining the Committee.

The Committee have reflected on the position it found itself in at the AGM in 2024 when all but one of its members were newly appointed. They feel this position could have been avoided if a tenure of office policy had been in place.

The Committee acknowledge that all members are volunteers and are free to resign from their positions at any time. They also acknowledge how difficult it is to attract volunteers to carry out Committee positions. However, they feel that an effective tenure policy may encourage people to volunteer and would bring with it several advantages, specifically;

- a) Incoming members know that their contribution and commitment is expected for a limited time frame
- b) Committee members will be continuously replenished providing a built-in balance of continuity and turnover
- c) Ineffective or troublesome Committee members can be more easily rotated
- d) Regular infusion of fresh ideas and new perspectives
- e) Reduced probability of Committee members becoming tired, bored or less committed
- f) Reduced potential of the Committee becoming stagnated and averse to change and fresh ideas
- g) Minimises concentration of power within a small group
- h) Effective succession planning improves retention of expertise and memory

The Committee therefore propose to implement a Tenure of Office Policy.

The Committee also feel it important to have in place procedures for dealing with disputes. Whilst these are thankfully few and far between, further difficulties can be experienced in bringing problems to a resolution without effective documented processes to deal with such matters. The Committee therefore propose to implement policies to address this.

The Lancaster League Trophy has traditionally been hosted by the Bowling Green and the Committee would like to thank Tony Hunter for his efforts in organising and running this event in recent years. The Committee would like to now give other clubs the opportunity to host this event.

The Committee are mindful of the problems some clubs are experiencing with player recruitment and retention and are keen to promote the sport whenever possible. Janine Bebbington has done a significant

amount of work on this and will give a short presentation on the night to hopefully provide clubs with advice on guidance on how to encourage new players into the sport. We have also invited Steve Clamp to the meeting. Steve is the North Lancs & Fylde Development Officer and hopefully will be available to answer any questions regarding development of the sport, including items such as funding opportunities.

The Committee propose to defer any decisions on the construction of divisions until after the AGM due to the proposal to reduce teams to eight players. Clubs will have until 5pm on Monday 3 February to notify the Committee of any proposals to withdraw a team from the league or to submit an application for a new team. Any such new team will be placed in Division 4.

Yours faithfully

Mark Norcliffe
Secretary