

# **EDINBURGH BOWLING ASSOCIATION**

## **CONSTITUTION – VERSION 1**

### **1. Purpose**

This document defines how Edinburgh Bowling Association meets the requirements set down by its members.

### **2 Brief History**

#### **Edinburgh & Leith Bowling Association (E&LBA)**

In the year 1878 seven bowling clubs possessing private greens in Edinburgh and Leith, viz: Lutton Place, Edinburgh West End, Summerside, Hillside, Drumdryan and Mayfield, formed themselves into an Association. These clubs – except Drumdryan and Edinburgh which has ceased to exist – along with the following clubs since admitted, viz: Northern, Seafield, Ardmillan, Pilrig, Leith, Braid, Craigentenny, Gorgie Mills, Dudley, Postal, Willowbrae, Trinity, Whitehouse & Grange, Blackhall, Juniper Green, Slateford, Corstorphine, Queensberry, Merchiston, Wardie, Maitland, Colinton, Liberton, Goldenacre, Sighthill, Bainfield, Brunstane, Carrick Knowe, Fountain Brewery, London Road Foundry, Tanfield, Currie, Parkside, Balerno, Dean and Niddrie, at present form the constituent clubs – 40 in number of the Association.

#### **Edinburgh Bowling League (EBL)**

The Edinburgh Bowling League was established in 1996 following the agreement of 26 original clubs becoming members on 16th December 1995 at Tanfield Bowling Club. Chairman of the day was Alan Poole who was voted on as the first president, with competitions commencing in 1998.

The first matches in The Edinburgh Bowling League started on 6th May 1998 with 30 constituent clubs. The majority of these clubs came from three existing local leagues, namely East League, North West League and Port of Leith League with two clubs joining from South Edinburgh League. The remaining members of the South Edinburgh League had joined by 2009. In 2015 clubs from the Water of Leith League made an approach to join the Edinburgh Bowling League and over the course of the following three years, all Water of Leith Bowling Clubs became members of the Edinburgh Bowling League.

#### **Edinburgh Bowling Association (United E&LBA & EBL)**

In November 2019, both organisations met and were unanimous in agreement that the time was right to draw on each other's experience, resources, commitment and passion for the individual organisations and merge these into one governing body for the benefit of all constituent clubs and the future of bowling in Edinburgh.

Both organisations believed and agreed that united under the one banner, they would be stronger, better co-ordinated, more resourceful and financially secure to ensure the continued and future development of bowling in Edinburgh.

This process began with both committees in agreement that they had a duty to ensure that the merger was completed competently and to the highest organised level.

At this point, they agreed to combine their monthly committee meetings to share their understandings and develop ideas and actions to progress this new and exciting period of development.

### **3. Objective, Vision and Mission Statement**

The objective of Edinburgh Bowling Association is to provide competitive, meaningful league and individual competitions for bowling to clubs in Districts 14 and 15 of Bowls Scotland.

Edinburgh Bowling Association's vision is to be a professional organisation, providing a friendly atmosphere, offering equal opportunities for all constituent clubs and their members to participate in the sport of outdoor lawn bowls.

Edinburgh Bowling Association's mission is to provide a positive bowling experience, so that the players within constituent clubs can fulfil their potential and be the best they can in enjoyable circumstances.

### **4. Constitution**

#### **4.1 Title**

The name shall be "EDINBURGH BOWLING ASSOCIATION".

#### **4.2 Participants**

The Association shall be open to all District 14 and 15 bowling clubs having exclusive use of a bowling green.

#### **4.3 Application for Membership**

Application for admittance to the Association should be made to the General Secretary by October 31st in any year. The application shall be considered at the next Annual General Meeting in December of said year. The application must be approved by two-thirds of the constituent clubs present and voting. Any new club joining the Association will begin in the lowest division.

#### **4.4 Annual General Meeting**

The Annual General Meeting of the Association shall be held on the first Sunday in December. The agenda and accounts to be sent by the General Secretary to the constituent clubs 21 days prior to said meeting. The business of the meeting shall be to:

- a) Approve relevant minutes.
- b) Receive the reports of the President, General Secretary, Match Secretary and Treasurer.
- c) Approve the annual accounts.
- d) Decide the annual subscription.(Refer to section 4.6.)
- e) Elect the office-bearers and committee for the forthcoming season.
- f) Appoint 2 auditors at the Annual General Meeting
- g) Resolve any other relevant business pertaining to the Association.

#### **4.5 Representatives of Clubs at Annual General and Special General Meetings**

- a) Two representatives from each constituent club may attend any General Meetings although each club may record only one vote.
- b) Only club representatives shall be entitled to attend with the exception of the Auditors and Past Presidents of Edinburgh Bowling Association, the Edinburgh & Leith Bowling Association and The Edinburgh Bowling League.

#### **4.6 Subscriptions**

***With the exception of the inaugural year, where initial fees will be decided and communicated to clubs in their membership packages with payment required prior to the first AGM.***

The Annual General Meeting of the Association shall decide the amount of the subscription to be effective for the following year's AGM. Such subscription and any competition fees should be paid before the commencement of the Annual General Meeting. Any club failing to pay the subscription prior to the commencement of the Annual General Meeting shall forfeit their right to vote and speak at the Annual General Meeting and shall forfeit all rights of membership so long as its subscription remains unpaid.

#### **4.7 Special General Meetings**

Special General Meetings will be called by the General Secretary giving the constituent clubs 21 days' notice in writing. A Special General Meeting may be called by:

- a) The Committee of Management.
- b) Five constituent clubs submitting a joint request in writing from their club secretaries endorsed with the full awareness and support of the clubs committee to the General Secretary.

**N.B.** No business other than that specified on the notice shall be transacted at any such Special General Meeting.

#### **4.8 Office Bearers / Committee Support (APPENDIX 1)**

The Office bearers of the EBA shall consist of the President, Immediate Past President, Vice President, Junior Vice President, five ordinary members, General Secretary, Match Secretary, Treasurer, Junior Section Co-ordinator and Social Media Co-ordinator.

Although non-office bearing positions and with no requirement to attend Committee meetings, the role of Sponsorship Development Co-ordinator, Wellbeing / Child Protection Coordinator and County Team Managers will also report under the direction of the Committee of Management.

The Office bearers shall be elected each year at the Annual General Meeting.

The County Team Managers shall be elected or reappointed each year at the Annual General Meeting. The committee may however select and appoint a manager during the course of the season should the position become vacant.

## **4.9 Committee of Management**

Committee of Management shall have full power to transact the business of the Association.

This will include making, defining and applying all rules for carrying into effect this Constitution (ref. EBA Rules and Regulations in pursuit of the Constitution), the various competitions and for the proper conduct of the affairs of the Association providing such rules shall not be inconsistent with this Constitution.

The Committee of Management shall also have the power to impose penalties for any breaches of the rules.

Such penalties may consist of a combination of any of the following: financial, disqualification from competitions, deduction of league points or suspension from representation within the Association including Committee positions.

The maximum financial penalty: Any amount decided by the committee up to the total of £100 for each individual breach within a season.

The maximum points penalty: Any amount decided by the committee up to the total of 9 points from a league total for each individual breach within a season.

New or revised Rules shall be advised to constituent clubs when ratified and to the Annual General Meeting for homologation.

Any vacancies on the board of the Committee occurring during the year may be filled by co-option by the committee but only for the remaining part of the year. The Committee may also appoint sub-committees with special powers for such duties and for such time, as it may deem necessary. The committee may also co-opt onto these sub-committees such persons they consider have special expertise in the area of the said sub-committee.

## **4.10 Trustees of the Association**

Any President, Vice-President, Junior Vice-President or any member of the Management Committee as well as employees, servants, agents and any trustees of the Association shall be indemnified by the Association to pay all costs, losses and expenses which any such President, Vice-President, Junior Vice-President, member of the Management Committee, employee, servant, agent or trustee may incur, or become liable for, by reason of any undertaking entered into, or act or thing done in good faith as such President, Vice-President, Junior Vice-President, member of the Management Committee, employee, servant, agent or trustee on behalf of the Association or otherwise in the proper discharge of their duties.

## **4.11 Election of Office-bearers and Committee**

- a) The offices of President, Vice-President and Junior Vice-President shall be voted on at each Annual General Meeting and be held for one year.
- b) The outgoing President shall become the Immediate Past President.

- c) The offices of General Secretary, Match Secretary, Treasurer and Social Media Coordinator shall be elected at an Annual General Meeting and shall remain in office, subject to ratification at subsequent Annual General Meetings. These positions shall be entitled to honoraria, each honoraria to be set and agreed at an Annual General Meeting.
- d) Five ordinary members shall be elected for one year but be available for re-election without another written nomination. These five members will have an order of seniority based on continuous years of service on the Committee with the most senior each year moving up for election to the position of Junior Vice-President.
- e) The office of Junior Section Co-ordinator shall be elected at an Annual General Meeting and shall remain in office, subject to ratification at subsequent Annual General Meetings.
- f) The office of County Team Manager, Sponsorship Development Co-ordinator and the independent non-committee position of Wellbeing / Child Protection Co-ordinator shall be appointed by the Committee and confirmed to the constituent clubs within AGM communications.
- g) Nominations for the Committee should be in writing with a proposing and seconding club and be in the General Secretary's hands by 31<sup>st</sup> October.
- h) Excluding the inaugural merger of E&LBA and EBL committee members, onward, no constituent club shall have two ordinary members or two office bearer representatives with voting powers on the Committee.
- i) The posts of County Team Manager, Sponsorship Development Co-ordinator, and Wellbeing / Child Protection Co-ordinator shall be NON-VOTING positions. All other posts shall have full voting rights.

#### **4.12 Chairmanship of Quorums / Records of Meetings**

- a) The President, (who failing, Vice-President, who failing, Junior Vice-President) shall be chairman at all meetings of the Association. The chairman shall have a deliberative as well as a casting vote.
- b) In the absence of all, a chairman shall be elected by the members present.
- c) Representatives of 40% of constituent clubs shall form a quorum at all General Meetings and four voting members at all meetings of the Committee of Management.
- d) Records by way of minutes will be required for **ALL** Association linked meetings. The General Secretary will be responsible for talking the minutes at meetings they are in attendance at. In their absence, the Match Secretary shall take the minutes and in their absence the chair shall nominate a committee member present.

#### **4.13 General Secretary**

With the exception of competition correspondence, The General Secretary shall conduct, maintain and keep a record of all other correspondence of the Association.

The General Secretary shall also keep a record of the business transacted at all General and Committee meetings and shall submit a report to the Annual General Meeting.

#### **4.14 Match Secretary**

The Match Secretary shall conduct, maintain and keep a record of all the correspondence of the Association relating to all competitions.

The Match Secretary will be responsible for organising the draws for all competitions and league structures and shall submit a report to the Annual General Meeting.

#### **4.15 Treasurer**

The Treasurer shall receive and disburse all monies due to and by the Association and keep correct accounts and books to show accurately the financial affairs of the Association. Such accounts and books shall be made available at any time for inspection by any office bearer or member of the Committee.

As soon as possible after the end of each financial year (30th September) the Treasurer shall prepare a full statement of their accounts and submit the same for audit as after provided.

The statement of accounts so audited shall be submitted by the Committee to the Annual General Meeting each year and an electronic copy thereof shall be posted on the EBA website along with the notice calling the meeting.

All funds of the Association shall be lodged in bank accounts in the name of the Association and accounts shall be operated by the Treasurer.

It shall be competent for the Treasurer to transfer accounts on his/her sole signature for sums up to, but not exceeding £1,000 Sterling. Any transfer of sums above £1,000 will require prior approval from the Committee of Management.

#### **4.16 Sponsorship Development Co-ordinator**

The Sponsorship Development Coordinator will support the Association, in particular the Treasurer, to increase revenue from sponsorship and any other avenues of financial opportunity. They shall be responsible for creating awareness, marketing and promoting Edinburgh Bowling Association to potential external partners and developing any subsequent financial proposals. They will also maintain and nurture relationships with existing supporters and sponsors.

All potential sponsorship and financial opportunities will be reviewed by the Committee prior to approval to ensure that ethical standards are maintained.

The Sponsorship Development Co-ordinator shall be appointed by the Committee and may be of professional status. No payment or salary will be paid or met from Association funds but may be met through an agreed percentage of NEW sponsorship deals as per industry standards. The Sponsorship Development Co-ordinator will be a NON-VOTING position.

#### **4.17 Junior Co-ordinator**

The Junior Co-ordinator shall be responsible for the organisation of all Edinburgh Bowling Association juniors' related competitions, events and promotion of bowling to the next generation of Bowlers.

The Junior Co-ordinator shall be vetted and qualified as per Child Protection Guidelines under PVG legislation and will liaise with and take guidance from the Association's Wellbeing / Child Protection Co-ordinator for **ALL** Child Protection matters and enquiries.

#### **4.18 Wellbeing / Child Protection Co-ordinator**

The Committee will seek and appoint a person from the constituent clubs for the independent position of Wellbeing / Child Protection Co-ordinator.

This will be a non-committee position with the remit to report directly to the committee any significant welfare, wellbeing issues and **ALL** Child Protection matters.

The Wellbeing / Child Protection Co-ordinator will act as the Association's Single Point of Contact (SPOC) with Bowls Scotland and be qualified and vetted as per Child Protection Guidelines under PVG legislation.

They will act as a SPOC to the constituent clubs for support and advice in relation to any significant wellbeing or welfare situations and Child Protection related issues or enquiries. They will also act as a SPOC to the Junior Co-ordinator for **ALL** Child Protection matters.

#### **4.19 Social Media Co-ordinator**

The Social Media Co-ordinator shall be responsible for the registration, administration rights and management of all Edinburgh Bowling Association social media platforms. They will also take responsibility for additional and future development to ensure the Association has an up-to-date, modern social media presence.

The Social Media Co-ordinator on direction or prior approval from either Senior Committee or Secretaries shall update or post communications via the appropriate social media platform for constituent clubs' information.

The Social Media Co-ordinator may look to provide administration rights for platforms to share the workload. Administration rights can only be allocated to Edinburgh Bowling Association Committee members.

#### **4.20 County Team Manager(s)**

The Committee will seek and appoint a person for the three separate Scottish Cities and County Association Championships Team Manager positions, (Andrew Hamilton Trophy, Matt Purdie and Under 25's)

This will be a non-committee position with the remit to select and manage their respective county team and shall report directly to the committee.

The County Team Manager may if they so wish, form a sub-committee of no more than 2 further persons to assist them in the management, running and logistics of their county team

The tenure period of this post shall be open from appointment and subject to continued review and consideration by the committee and said Manager. Termination of position can be invoked by the committee or Manager, at any point, should they wish.

#### **4.21 Withdrawal / Expulsion from League**

- a) Any club may withdraw from the League on giving written notice to the General Secretary before the Annual General Meeting in any year and such club shall there by forfeit all rights and interest in the trophies and funds of the Association.
- b) A club may suffer expulsion from the League, but such expulsion must have the support of two thirds of the constituent clubs present and voting at a Special General Meeting.

#### **4.22 Club Amalgamation within and outwith the League**

- a) In the event of two constituent clubs amalgamating to form a new club they shall take the place of the higher positioned club.
- b) In the event of a constituent club amalgamating with another club from outwith the League to form a new club, then that newly-formed club will start in the lowest division.

#### **4.23 Honorary Members**

The Committee of Management may wish to recognise any outstanding achievement, service or contribution by an individual from the constituent clubs by conferring the position of Honorary Member on any nominee who meets the aforementioned criteria. The Honorary Member would have no voting rights within the Association. Any recommendation may only be proposed at the Annual General Meeting and must receive the support of two-thirds of the constituent clubs present and voting.

#### **4.24 Dissolution**

The Association shall be dissolved following a resolution to that effect approved by a majority of not less than two-thirds of the eligible voting constituent clubs present and voting at a meeting called for that purpose. The assets of the Association shall be distributed to eligible voting constituent clubs who have a minimum of two full seasons' eligible voting membership of the Association in such fashion as such meeting shall determine.

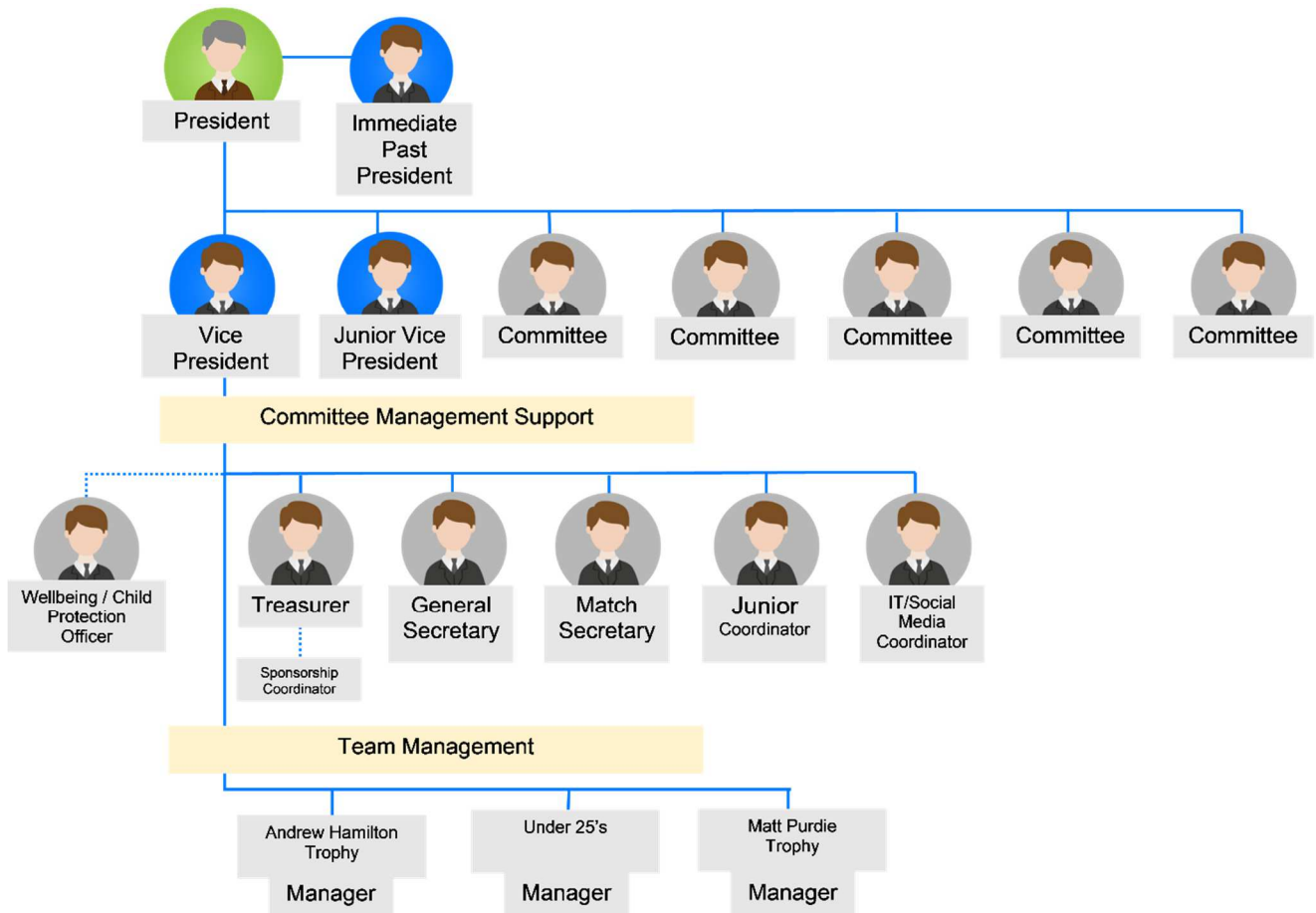
#### **4.25 - Alteration to Constitution**

No alteration shall be made to the Constitution unless at the Annual General Meeting (or a Special General Meeting called under Rule 4.7). Alterations at the Annual General Meeting must be proposed and seconded in writing by any constituent club or by the Committee of Management. Notice of such alteration must be given to the General Secretary by October 31st for inclusion at the Annual General Meeting and such notice shall be sent to each constituent club with the circular which calls the meeting. Any alteration must receive the support of two-thirds of the constituent clubs present and voting.



# APPENDIX 1

## EBA MANAGEMENT STRUCTURE



## **APPENDIX 2**

### **THE HISTORY OF BOWLING**

What are the origins of the Game that we all love and spend endless hours trying to perfect?

The game of Bowls is indeed an old one with records showing that the game was played in England as far back as the 12th and 13th Centuries. When it arrived in Scotland is not certain, however the earliest record that we have of bowls being played in Edinburgh is during the Reign of King James I where there is a mention of a green at Holyrood Palace.

King James was a keen player who had every confidence in his ability as a bowler and was prepared to place a wager on the Games that he participated in. Win or Lose did not matter to him as he had the Exchequer to pay his losses, as the Accounts of the Lord High Treasurer of 1501 show.

Until the 19th Century almost every Laird's house in and around Edinburgh had its own bowling green. Bowling greens were also to be found in most of the Closes leading off the Royal Mile however, we are uncertain if these Greens were open to the public.

In 1552 the general public did make an appeal to the Provost, Bailies, Deacons and other Honest men, urging the grant of Land near the head of Candlemaker Row as a place of "Recreation in Archery, shooting with culverins and Bowling." Unfortunately, this request was turned down.

Bowling greens would eventually appear in various Locations around Edinburgh

- Canongate Tolbooth which eventually became to be known as Bowling Green Close,
- Pratt's Inn near Potterrow
- George Inn at Bristo Port

Then a Green that was used extensively between 1692 and 1766 was purchased from the First Earl of Haddington. The house was renovated into a Hostelry and let to an Innkeeper named John Thomson, the Green then became known as "Tamson's Green". However, after the death of John the premises were sold. The new owners were not for bowls so the Green went into disrepair and the Bowlers left after 75 happy years.

Again, the Bowlers would not be out done and found another Green nearby within the Grounds of Heriot's hospital. Application was made to the Heriot's Governors and permission was given to the Bowlers to play on this Green. The bowlers eventually formed themselves into the "Society of Bowlers" and made an application to the Town Council to obtain a "Seal of Cause" (Charter of Incorporation). In the town Council minutes of 1769 are recorded the names of the forty members of the "Society of Bowlers" and the seventeen Rules and Regulations to be kept by the bowlers.

The term "jack" was in use before that date but the Society called it the "Block", The "Mat" was not mentioned, play being from the "Trig" – a mark on the ground. One rule states that "No better, wager or bystander can give ground or advice in the game. If a better, he forfeits his bets.

The Heriots green found much favour with the bowlers who used it for it was sheltered by the Town Wall but, unfortunately, they were unable to enjoy these facilities for very long as the Wall was pulled down in 1788, leaving the green very much exposed to public gaze. This was not at all to the liking of the bowlers; as a consequence, most of them left for other greens very shortly afterwards. It is probable that the majority of them went to the green at Hope Park, opened in 1791 by the Royal Company of Archers and became the home of the Edinburgh Bowling Club.

Leith also had its greens in the Seventeenth and Eighteenth Centuries; there was one at the Ladies Walk near the foot of and now lost in Constitution Street. Another occupied the site of Taylor Gardens, near one of the Bastions of the Town Hall, while Bowling Green Street probably indicates the presence of a bowling green, perhaps situated on or near the banks of the Water of Leith. Thus, for several centuries, the game of bowls had been played in Edinburgh and Leith, but it was half way through the nineteenth century before there was any real attempt made to play the game in some regular form.

In 1848, the Edinburgh (Archers Hall) Club, became the first to be properly constituted and the next twenty years or so saw the establishment of several others. Friendly matches between the Clubs became a feature of their activities during the summer months.

Mr W.W Mitchell, a recognised authority on the game, formulated in 1849, a set of rules for playing the game of bowls, which were adopted generally by most of the Clubs in Scotland. He published revised versions of these in his "Manual of Bowling" and in 1873 in the Manual he also suggested that the game should be standardised and placed on a more regular footing. He strongly favoured the formation of a National body, but this met with little response. It is probable that Edinburgh Clubs played in accordance with his rules supplemented perhaps by rules of their own. However, it seems likely that Mitchell's Manual must have had considerable influence in finally getting the bowling on to an organised basis.

It is not possible to Establish with any certainty just who was responsible for calling the first meeting of the clubs of Edinburgh and Leith, but evidence that such a meeting took place can be found in a report published in The Scotsman on Saturday 23rd February 1878.

A meeting of representatives of several bowling clubs of Edinburgh and Leith was held on Thursday 21st February, in the Ship Hotel, for the purpose of considering the desirability of instituting an Annual Competition amongst the Clubs of Edinburgh and Leith for a Cup or other Trophy to be played for in Rinks. Councillor J Baxter was called to the chair. It was unanimously agreed to recommend to the Clubs of Edinburgh and Leith that such should be instituted and an Association be formed for carrying out the object.

The first committee was as follows:

- President: Councillor Baxter
- Treasurer: R.S.Wilson of Drumdryan
- Secretary: Wm Thomson of Hillside
- General Committee from the following Clubs: Hillside, Drumdryan, West End, Summerside,
- Hermitage Place, Leith, Warriston, Mayfield and Hope Terrace

The committee quickly got to work and lost no time in putting forward a draft constitution for the following item appears in the Minutes of the Annual General Meeting of The Edinburgh West End Bowling Club held on the 29th March 1878, relative to the meeting reported by The Scotsman.

The proposed Constitution and Rules of the Associated Bowling Clubs of Edinburgh and Leith were considered and it was resolved that the Club should join the Association and that £4.00 be suggested as the preliminary subscription from each club.

The Scotsman of Saturday 22nd June 1878, published the following notice under the heading "Associated Bowling Clubs of Edinburgh and Leith" The following seven clubs joined the Association: Archers Hall, Mayfield, Lutton Place, Drumdryan, West End, Hillside and Summerside. The competition for the Association Trophy will take place on Thursday 27TH June over 25 Ends.

The first game was played at Hillside with Drumdryan winning by 25 shots with an average of 8.33 per rink.

The Association grew in popularity eventually attracting new members:

- 1881 Northern, 1884 Coltbridge, 1885 Seafield, 1886 Ardmillan, 1887 Pilrig,

In 1887 the Association made contact with Glasgow with a view to compete in an Inter-City match with teams being picked from a corresponding number of clubs, Glasgow declined this offer it was again attempted in 1891 however Glasgow again declined the Invitation.

Interest in the game was growing rapidly to such an extent as to allow clubs to play their friendly matches with both First and Second Sixteen's.

In 1888 Mr James Bretsell expressed a strong opinion that a Champions competition would add much interest and stimulus to the game, and suggested that various Club Championships should be finished by the middle of July and that the champions should then play off for a badge and trophy. The first competition attracted eight of the eleven Associated Clubs.

The game was to be won by the first to gain 31 shots and the winner of the first competition was Mr John McBeen of the West End Club.

Immediately after the end of the first final, one of the spectators Mr William Tait of Rosehall Cottage, Dalkeith Road very generously offered to provide a trophy for the winner, an offer which was most gratefully accepted. He ultimately furnished designs for a trophy for the winner, to the value of Twenty Guineas, for the selection and acceptance of the Association. When the elegant vase was eventually handed over to the Association Mr Tait was very warmly and deservedly thanked.

From its inception in 1888 until 1900 the game was to be won by the first to gain 31 shots, in 1901 this was reduced to 25 shots, the first winner being Archie Martin of the West End Club and it remained this way until 1924. It was then reduced to 21 shots as the game is now played today.

In the year 1918, the Annual General Meeting In response to an appeal from the British Red Cross society, City of Edinburgh branch, in connection of Scotland's Red Cross Week, decided to organise a rink tournament on Wednesday evening 3rd of July, with all entry money to go to the Red Cross. Unfortunately, no record could be found of the result of the competition however, it was reported at the 1919 Annual General Meeting that sum of £109, 5- had been raised.

By the end of the First World War in 1918 the number of Clubs in membership had risen to 21. Interest in the game continued to increase after that period, and as a result many other clubs joined the Association, some of these conditional perhaps on the extension of the City boundaries: Trinity, Whitehouse and Grange, Blackhall, Juniper Green, Slateford and Corstorphine.

The Association continued to grow and by 1940 the clubs in membership had reached a total of 34. With all this added strength the Association was easily enabled to maintain its standing in the world of bowls as was shown in 1939, when this Association was only narrowly defeated by Ayrshire in the final of the new Scottish Counties Championship instituted in that year by the Scottish Bowling Association.

The Association has continued to grow to its current number of 50. The constituent clubs produce Bowlers of a World Class Standard competing for Scotland all over the world, however that is another story.

**Appendix 3 – Authorisation and Change History**

Created by: Tom Gallagher , John Newall & Colin Nichol | Date: 2020

**Issue / Summary of Change**

<b>Issue</b>	<b>Summary of Change</b>	<b>Date</b>
V1	Adoption of inaugural (V1) Document	19/10/2020

**Electronic Master**

**N.B.; Printed copies will not be kept up to date**