

West End Bowls Club

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CLUB RULES and GUIDELINES

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INTRODUCTION

West End Bowls Club was founded in 1996. The club building, green and patio are leased from Surrey Heath Borough Council. The club is responsible for the maintenance of the leased premises. The club owns all the club equipment and is fully responsible for it.

The club is run by the members in accordance with the Constitution, the Key Policies and the following working rules and guidelines which are laid down by the Committee. Nothing within these rules and guidelines shall contradict the Constitution. Committee members are elected at the Annual General Meeting, held in November of each year.

A copy of the Constitution is available in the club house and on the web site (www.westendbowls.co.uk). Members requiring their own copy may request it from a committee member.

The Key Policies are:

- Code of Conduct
- Equity
- Health & Safety
- Fire Safety
- First Aid
- Data Protection
- Safeguarding - Vulnerable Adults
- Safeguarding – Children and Young People
- Anti-Bullying (Including Misuse of Social Media)
- Use of Members' Personal Information and Images

The Policies are posted on the website and in the clubhouse. It is the member's responsibility to comply with the Policies and to keep up to date with changes. Members who cannot access the web site are invited to request hard copies from a committee member.

Any changes in the constitution are decided by members at the Annual General Meeting or a Special General Meeting. Changes to the rules and adoption of new policies are decided by the Committee and publicised on the web site.

The Privacy Statement is posted on the website and in the clubhouse.

All members are expected to contribute to the many tasks involved in running the club. What individuals can contribute will obviously vary according to their state of health, their abilities, talents and availability. However, members are reminded that maintaining the green and building is highly labour intensive and, that all playing members must take a turn in catering for friendly matches and the routine cleaning of the clubhouse.

The Committee welcomes offers from members able to take on particular tasks and areas of responsibility.

RULES

1. MEMBERSHIP

Categories of Membership

These are set out in the Constitution.

Membership Year and Fees

The Membership Year runs from 1 March to end February of the following year.

Fees for the current year are shown on the membership application and membership renewal forms.

Application forms are available on the web site, in the club house and from the Membership Secretary.

Renewal forms are sent out in January and fees are due by the end of February.

New Members

The Club welcomes new members. The number of members which can be accommodated will be reviewed regularly by the Committee.

Four membership categories are available to new members;

- **Full Membership.**
- **Provisional Membership.** This is for new bowlers who need to trial whether or not bowls is for them. They pay only half the normal fee for their first year or part year.
- **Junior Membership.** This is for young people under 18 who pay a nominal fee.
- **Social Membership.** Social Members have access to all Club amenities **except the green.** They may not bowl in Club competitions. They may bowl in Friendlies and Special Events (e.g. Captains' Day, President's Day, Aussie Pairs) **only if invited to do so by the Captain as a result of a lack of numbers.** When social members use the green, they pay the same fee as guests. The current fee is posted on the website and in the clubhouse.

All members are eligible to play short mat bowls on payment of the fee for the session.

Admission to Full, Provisional and Junior Membership

Full members of two years' standing or more are eligible to support an application for membership. Proposers and Seconders should know the candidate well and have considered whether or not the club and the candidate would mutually benefit from his or her membership.

Completed Membership application forms should be submitted to the Membership Secretary who will display the application in the clubhouse, for at least two weeks, after which the applicant will be invited to attend a pre-joining meeting with at least 3 committee members. Such interviews comprise an informal exchange of information and should last 20 to 30 minutes.

Committee members taking part in the selection interview may decide to accept the application without further reference to the full Committee. However, if the decision is not unanimous the application will be referred to the next full committee meeting and a decision will be reached by ballot. In the ballot, an 80% majority is required for successful election.

Successful candidates are notified by the Membership Secretary, normally within a few days of election. They are invited to take up their membership and enter any club competitions for which the closing date has not passed.

If the Committee decides not to accept an application for membership it will advise the Proposer of this in writing. The Committee may not be able to give the reasons for its decision. It is then the Proposer's responsibility to inform the candidate accordingly.

Members are not permitted to introduce unsuccessful candidates as guests at the Club and may not propose them for membership again until after the next Annual General Meeting.

Admission to Social Membership

Most social members have a close connection to the club. They may be former full members who no longer bowl, partners of full members or other relatives and friends who have taken part in activities organised by the club. Such applicants may be admitted to social membership after submitting an application form or membership renewal form.

Generally, members may move between categories of membership from year to year. For example, a full member who needs to take a break from bowling may be a social member for a year then revert to full membership the following year. However, social membership should not be used as a shortcut to full membership and if the Membership Secretary thinks this may be the intention he or she will refer the application to the Committee for a decision as to which process to follow.

Applicants for social membership who do not already have a close connection to the club will be subjected to the same selection process as new full, provisional and junior members. This applies to prospective new members wishing to play short mat bowls.

Cessation of Membership

A member shall cease to be a member if:

- He or she resigns (giving 1 month's notice) in writing to the Club Secretary.
- His or her membership is terminated by a resolution of the Management Committee. In such circumstances no monies will be returned.
- His or her annual subscription remains unpaid at the expiration of one calendar month from the due date.

The Committee may refuse or remove membership only for good cause, such as improper conduct or character likely to bring the Club or sport into disrepute.

2. THE CLUBHOUSE

Keys and Locks

Each member may have a key to the clubhouse front door. Each key has a unique number which is logged against the holder's name. It requires a £5 deposit, which may be reimbursed, on request, when the key is returned.

Instructions on the location and use of keys are appended.

The Bar

The selling of alcohol is restricted to Committee Members and other members designated by the Bar Manager and Committee.

Hire of Club House by Members

Only fully paid up members of at least one year's standing may hire the club house. Currently, the charge is £40 for a half-day session. During the playing season the club house can be hired by members only when no matches are being played. If the bar is to be used visitors should be asked to sign the visitor's book.

Cleaning and Catering

All full playing members are required to participate in cleaning and catering tasks. Day to day cleaning is organised on a rota basis as is the catering for friendly fixtures.

Responsibility for catering other fixtures is allocated to participants by the relevant Captain. How this is organised varies according to the type of fixture. All participants take a turn.

When the club hosts events for other bowling organisations volunteers are called for.

3. THE GREEN

General Care

The green is our most important asset and must be treated with the greatest possible care at all times.

Proper bowls footwear must be worn on the green.

Wet mats must be used when there is any indication that the green is at risk of damage. This may be due to weather conditions or the delivery style of those using it. Instructions for positioning wet mats are in the rink book and, also, posted on the wall in the equipment store.

The rink positions and direction of play for each day are set out in the rink book. These must be adhered to. They may be changed, only in exceptional circumstances, with the prior agreement of the Green Convenor.

Green Closures

The green is closed three times a week for regular mowing and green maintenance. Currently, this is on Monday, Wednesday and Friday mornings.

The green may be closed at other times for particular maintenance tasks. Where possible these are pre-arranged and marked in the rink book.

The Green Convenor may decide to close the rink at other times – usually to avoid damage due to weather conditions. In such circumstances the Green Convenor's decision is final.

When the green is open but members have concerns about possible damage to the green they should consult with the Green Convenor. In his or her absence they should contact the Club Captain or any other member of the Committee.

Rink Booking

Green opening times are posted in the club house. Usually, the green opens at 12.00 pm on green maintenance days and at 10.00 am, or after brushing is complete, on other days.

Fixtures, rink bookings and comments about the rinks are listed in the Rink Book.

Rinks may be booked in advance for competitions.

The game priority for booking rinks is listed in the Rink Book as follows:

1. Club Events
2. Club Friendlies
3. Leagues
4. National Competitions
5. Surrey Competitions
6. District/Area Competitions
7. Club Competitions (Pairs)
8. Club Competitions (Singles)

The rink choice priority is also listed in the Rink Book as follows:

1. National Competitions
2. Surrey Competitions
3. District/Area Competitions
4. League Competitions
5. Club Competitions
6. Club Events
7. Club Friendlies
8. Roll Ups.

When a rink is needed for a competition and none is available the member may ask the Green Convenor to change the setup of the rinks so that a seventh rink can be made available. The Green Convenor will need at least one day's notice to consider/arrange this.

Rinks may be used for rollups when not in use for fixtures or competitions but rollups cannot be booked in advance.

Requests for a rink from outside users should be referred to the Green Convener, or if unavailable the Captain or Chairman.

A record of rink use, including roll ups, should be marked in the rink book.

Guest Bowlers

Guests should be experienced bowlers who are not members of the Club. Each guest is charged an hourly fee. Currently this is £3 per hour – money to be put in the Bowl Money Box which is by the rink book.

Dress Code

Suitable footwear on the green is mandatory at all times.

The standard dress is generally white above the waist and either grey or white bowling trousers, skirts, culottes, or cut offs below the waist. White shirts should have collars.

In accordance with Bowls England regulations, our club shirts are registered and approved by the County Association. Members are encouraged to wear club shirts and this is **mandatory for some games**.

Club Shirts MUST be worn when representing West End Bowls Club in any external competition played (home or away).

This includes leagues and competitions entered by the club and played by teams selected by the captain and, also, National, County and Area bowling competitions which are entered by individuals and self-selected teams.

Whether greys or whites should be worn is specified on the fixtures card, and team selection lists or, in the case of leagues and competitions, in the rules pertaining to the event.

Tailored white shorts can be worn with long socks (for men) for roll ups and friendly fixtures that are played at home. Members wishing to wear shorts for away games should consult the Captain in advance as he or she may have to check with the opposing club whether or not it is permissible on their green.

Smart casual clothing may be worn for roll ups/casual play. Bowlers who are casually dressed when a match or competition is about to start should leave the rink if requested to do so by the captain.

Other clubwear e.g. fleeces, gilets and jackets are optional wear.

Those who wear bowling sandals do so at their own risk.

Club Stickers

All members **must** use West End Club stickers on their bowls when bowling for the Club.

4. TEAM SELECTION

Team selection is the responsibility of the Captain and Vice Captains. They may delegate this for particular games (e.g. Leagues) but retain ultimate responsibility.

Team selection for friendly fixtures is based on the principle of giving everyone a game as often as possible. New joiners and beginners are encouraged to make themselves available for friendlies and the emphasis is on giving everyone a turn rather than always putting out the strongest team possible.

Teams for more competitive games will be selected on the basis of putting out strong teams. This is a complex process which is not limited to consideration of individual performance.

Any concerns about team selection should be put to the Club Captain.

Members are advised to inform the Captain of anticipated long absences in order to avoid a situation where they are unable to meet the availability criteria for competition entry.

If members have to withdraw from a game after being selected they must advise the relevant captain as soon as possible. It is not acceptable to withdraw at short notice except in the case of illness, injury or other serious situation.

5. COMPETITIONS

Details of internal competitions are appended. The individual competition rules so detailed are to be strictly observed.

6. SAFEGUARDING

West End Bowls Club (WEBC) is affiliated to Bowls England and adheres to the policy and underpinning procedures issued by the Bowls Development Alliance (BDA) in partnership with Bowls England, English Indoor Bowling Association Ltd, English Short Mat Bowling Association, English Bowling Federation and the British Crown Green Bowling Association. The club's policies follow the "Safeguarding in Bowls" Policy issued by the BDA.

**(Ref: the following club Policies:
Safeguarding: Vulnerable Adults Policy
Safeguarding: Children & Young People Policy
Anti-Bullying Policy)**

7. SERIOUS CONCERNS & DISCIPLINE

Every member has a duty to notify a club welfare officer, or any member of the committee, of any matter that detracts from the safety of people using the club. This includes problems with the environment and suspicion of fraud, misconduct or malpractice.

Examples of matters which may raise such concern are:

- A criminal offence
- Dangerous machinery and equipment including misuse of equipment
- Failure to comply with a legal obligation
- Endangerment of an individual's health or safety
- Bullying
- Damage to the environment

Be aware;

- That confidentiality must be maintained in all cases of alleged misconduct.
- It is not the responsibility of the person reporting a matter to investigate it – that is the responsibility of the committee/welfare officers or, in serious cases, Bowls England or a statutory authority.
- No-one making a disclosure will be penalised but maliciously making a false allegation is a criminal offence.

In cases where the club decides it is appropriate for it to deal with a situation, for example, behaviour alleged to be in breach of the code of conduct, it will follow the guidance set out in the BDA Safeguarding policy.

Formal complaints will be managed in accordance with the Bowls England disciplinary policy.

8. HEALTH AND SAFETY

**(Ref: the following club Policies:
Health & Safety Policy
Fire Safety Policy)**

Hygiene and food safety:

On inspection under the 2006 food hygiene legislation our catering arrangements were awarded a 5-star rating. A copy of the guidelines is available in the club house and these must be strictly adhered to.

In particular members are reminded that all work surfaces must be wiped down before and after preparing food, the temperature of reheated food must be checked and, the food diary must be kept up to date and signed.

Members needing clarification on food hygiene matters are encouraged to consult the Kitchen Manager.

(Ref: to the Club First Aid Policy)

Accident Book:

All accidents should be recorded in the Accident Book – in a timely fashion.

First Aid Box:

Items must not be added to the First Aid box without the prior agreement of the person(s) designated to keep it stocked. Creams or tablets are not kept except dispersible aspirin which may be used only in the case of a suspected heart attack and **never** given to someone under 16.

Defibrillator:

The club hosts a Public Access Defibrillator (PAD) which is located on the outside wall beside the main gate. The PAD is checked daily by the green team to ensure it remains in good working order. Members are expected to familiarise themselves with the device so they know what to do in an emergency. They can do this by attending training sessions run by the club or viewing the two DVDs which are on the website.

APPENDIX 1

INTERNAL COMPETITION FORMATS AND RULES

CLUB COMPETITIONS

- Men's Singles
- Ladies Singles
- Mixed Novice Singles
- Men's Pairs
- Ladies Pairs
- Mixed Triples
- Mixed Fours (West End Garage Cup)
- Mixed Open Handicap Singles
- Mixed 100-Up
- Mixed 3 Wood Singles

COMPETITION FORMATS

Men's Singles and Ladies Singles

4 bowls each player – first to 21 is the winner.

A marker is needed. (**Markers** – please read the guidance notes for markers).

Mixed Novice Singles

Singles competition open to Men and Ladies that have not previously won any bowls competition at any level at any outdoor bowls club. 4 bowls each player – first to 21 is the winner.

A marker is needed. (**Markers** – please read the guidance notes for markers).

Men's Pairs and Ladies Pairs

4 bowls each, 21 ends.

If the result is a draw after 21 ends, play an extra end – toss a coin again to determine whose jack it is.

Mixed Triples

Competition open to Men and Ladies. 3 bowls each – played on Triples Day, apart from the Final.

Format of the day defined by the Competition Secretary. Final to be over 18 ends on Finals Day.

Mixed Fours (West End Garage Cup)

Competition open to Men and Ladies. 4 bowls each – All played on one day – Format of the day defined by the Competition Secretary. Final is played on the day of the event.

Mixed Open Handicap Singles

Singles competition open to Men and Ladies. 4 bowls each – first to 21 is the winner.

A marker is needed. (**Markers** – please read the guidance notes for markers).

The **difference** between the handicaps of the two players is the advantage afforded the player with the higher handicap. The player with the lower handicap plays off zero.

Example 1 - Player A has handicap –2 and B has handicap +3. A plays off zero and B starts at +5.

Example 2 - Player A has handicap +2 and B has handicap +5. A plays off zero and B starts at +3.

Handicaps are computed on the basis of success in the previous year's singles competitions (Quarters, Semis or Finals) plus any singles win in the preceding 3 years. Novices get a bonus and beginners a special bonus. This formula is used to re-compute handicaps each year.

Mixed 100 – UP

Singles competition open to Men and Ladies – 4 bowls each player – first to 100 or more points is the winner.

A marker is needed. (**Markers** – please read the guidance notes for markers).

Shot bowl to count 4 points – Second 3 points – Third 2 points – Fourth 1 point.

Shot bowl takes the mat and jack for the next end.

Tied Bowls:

If tied for shot - end declared DEAD – no points awarded – same player keeps the mat and jack.

If tied for Second bowl – shot bowl only counts – 4 points only awarded.

If tied for Third shot – First and Second Bowls count – 7 points only awarded.

If tied for Fourth shot – First, Second and Third bowls count – 9 points awarded.

Both Players Scoring 100

If on any end both players can reach 100, the end is played to a conclusion as usual and all points are awarded. If scores are equal at 100 an extra end is to be played and all points again awarded. If scores are still even, further extra ends are to be played on the above basis until a winner is achieved.

Mixed 3 Wood Singles

Singles competition open to Men and Ladies – 3 bowls each player, 18 ends.

If the result is a draw after 18 ends, play an extra end – toss a coin again to determine whose jack it is

A marker is needed. (**Markers** – please read the guidance notes for markers).

WEST END BOWLS CLUB COMPETITION RULES

- 1 ALL entrants to Club competitions MUST be available to play on Finals Day if successful. Any member who is not available to play on Finals Day should not enter these competitions.
- 2 No player shall be allowed to proceed further in any internal competitions after 31 July unless they have played in at least four Club Mixed Friendly matches on or before 31 July. Leagues, Ladies Friendlies and Club representative matches will not be counted.
- 3 In the Mixed Fours, Mixed Triples or Pairs competitions, a reserve(s) may be permitted if this is necessary to ensure smooth running of the competition. Any such reserve may be arranged only by the Competitions Committee.
- 4 The rink priorities for booking rinks are to be strictly observed. The order will continue to be as previously determined and displayed in the Rink Book.
- 5 Rink settings must be strictly adhered to. Rink settings for the day are to be found in the Rink Book. Colour of play for the day must not be changed.
- 6 The Challenger(s) (the first name(s) written down for the tie) has the choice of available rinks.
- 7 All competitions are to be played on or before the closing dates determined for each round. This rule will be strictly applied.
Within 2 weeks of the start of the round the Challenger(s) must offer 3 dates (one being a weekend or after 6pm Monday - Friday) for the tie to be played. The Opponent shall respond to the Challenger within 3 days. If the Opponent has not been contacted within the 2 weeks, they should then offer 3 dates (one being a weekend or after 6pm Monday - Friday). The Challenger shall respond to the Opponent within 3 days. Any disputes should be referred to the Competitions Secretary. If any player knows they are going on holiday, they must contact their opponent at the earliest opportunity; whether they are the challenger or not, in order that every effort to arrange the game is made.
- 8 Disputes or matters requiring clarification, arising from any competition will be advised to the Competitions Committee for consideration. Any such decision made will be final and binding.
- 9 If a competitor arrives more than 30 minutes late for the commencement of any tie his/her opponent may claim a walkover provided he/she was present, subject to confirmation from the Competitions Committee.
- 10 Use of the same rink by the same person on the same day, for any subsequent competition, for whatever reason, shall not be permitted, unless mutually agreed between all competitors.
- 11 Players are responsible for completing the result on the master draw sheet at the first available opportunity and leaving the signed scorecard in the Competitions Holder.
- 12 The formats of internal competitions are listed above. The formats so detailed are to be strictly observed.

APPENDIX 2

Green Keeping and Maintenance

Professional green-keepers are contracted to do the specialist work such as chemical spraying, other treatments and tasks using equipment which the Club does not have.

The day to day work is done by members under the direction of the Green Convenor. The green is brushed daily during the summer and the winter and also cut three times a week during the season (currently, on Mondays, Wednesdays and Fridays). The Green Convener draws up the work rotas and issues them to those involved. Most male members participate and this makes these time consuming tasks manageable for everyone.

Working Parties are held at the beginning and end of the season for general clean-up and maintenance work. Lists of outstanding tasks are posted so that members who cannot take part in the working parties can do some of this work in their own time.

Maintenance and gardening work have to be covered throughout the year and there is always need for more volunteers. Members are asked to advise the Maintenance Coordinator of relevant special skills and/or if they are interested in taking on some of the tasks.