



City & County of Bristol Indoor Bowls Club



Member's Booklet

7th Edition August 2016

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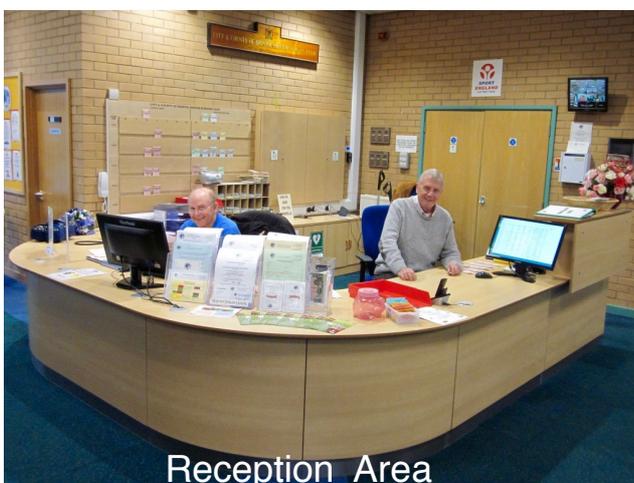
1. Introduction & Objective of this Booklet

This booklet has been produced to provide members, particularly those new to the club, with basic information about how the City & County of Bristol Indoor Bowls Club (BIBC) operates.

BIBC started in 1948 at the Bristol South Baths (Bedminster) before moving in 1971 to a purpose built six rink centre under the Bristol City Football Club Dolman Stand. When notice of termination of this lease was given to BIBC a new site was then required together with funds to enable the present facility to be built. The South Liberty Lane site was selected, funding was obtained from Sport England, club reserves, member's loans and a bank mortgage. The new facility was opened in 2000. The mortgage and members loans were all fully repaid during the 2012/13 season leaving only the sum of £47,000 ground rent deferral to be repaid over the following five years before the club becomes totally debt free.

The aim of this publication is to help new members settle down quickly and enjoy their time at BIBC. The club employs a salaried Club Coordinator, and a zero hours contract Deputy, Cleaner, Bar Administrator and Deputy with franchise catering and bowls shop. Everything else is managed by volunteers who willingly give their time to ensure that the club runs smoothly. External resources are only used when specialist help is required e.g. building services maintenance. Apart from that club members do everything. As time passes the current volunteers need to be replaced by other members. In this way the workload is shared and the club will continue to prosper.

As with any organisation procedures change over time so this booklet will be updated periodically to reflect those changes. If in doubt about anything please speak directly to any member of the Board of Directors, the Club Coordinator or refer to the notice boards.



Reception Area



Bowling Area

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2 BIBC LEGAL STATUS & MISSION STATEMENT

2.1 Community Amateur Sports Club

BIBC is a business registered as a Community Amateur Sports Club (CASC). The end of year financial accounts (30th April) are registered annually at Companies House and the club must comply with all company legal requirements and reporting procedures.

2.2 Charitable Status

CASC status enables the club to operate as a not for profit charity. This enables donations to be eligible for gift aid. It also enables BIBC to enjoy an 80% discretionary rate relief.

2.3 Property Ownership and leases

BIBC owns the building but the land is owned by Bristol City Council (BCC) to whom a quarterly ground rent is paid. The building contains changing rooms for Parsons Street Old Boys Football Club (PSOBFC). BIBC hold the head lease and a sub lease has been granted back to BCC for the part of the property occupied by PSOBFC. In turn BCC have granted a lease to PSOBFC to use the football changing rooms. This lease entitles PSOBFC access to their changing rooms and they hold keys to both their changing rooms and the entrance barrier at South Liberty Lane.

BIBC are responsible for maintaining the BIBC property and the surrounding car parking areas, grass and boundary hedges. There are no public rights of way to use the roadway surrounding the building however these are used frequently by members of the public walking their dogs, without any issues. The roadway has been signposted private to avoid any common access rights being claimed.

2.4 Articles of Association

BIBC Articles of Association set out the objectives and fundamental principles that the club management must follow. These can only be changed if approved at a General Meeting of the club.

A copy is available for members to read on the table adjacent to the bar.

2.5 Club Rules

The club rules are determined by the Board of Directors and updated to suit changing circumstances. A copy of the rules is contained within the Year Book that is freely available to all members at reception.

2.6 Mission Statement

To guide the Board of Directors in their decision making a Mission Statement has been prepared and approved at the AGM which complies with the Articles of Association and specifically spells out how the club wishes to operate.

A summary of the mission statement is shown below. Elaboration on each point is shown on the main notice board and within the Business Plan:

Bristol Indoor Bowling club will provide international standard facilities catering for bowlers of all abilities in a friendly environment.

This will be achieved by:

- *Maintaining first class facilities*
- *Excellent club management*
- *High involvement of club members in running the club*
- *A variety of bowling opportunities for all ages and abilities*
- *Encouragement for new bowlers*
- *A warm and friendly atmosphere*
- *Good quality and profitable bar & catering facilities*
- *Efficient utilisation of the property*
- *Communications adapting to changing technology*
- *Flexibility to adapt to changes in the bowling world*
- *Bowls Development Policy*

2.7 Affiliations

BIBC is affiliated to the:

- English Indoor Bowling Association (EIBA)
- Somerset County Indoor Bowling Association (SCIBA)
- Somerset County Women's Indoor Bowling Association (SWCIBA)

An affiliation fee is payable to these associations based on each year's membership numbers.

3. MANAGEMENT OF BIBC

3.1 Board of Directors - Executive Board

The Board of Directors is appointed at each Annual General Meeting. Directors must retire after serving three years but can then seek re election.

The Board of Directors comprises voluntary members - Chairman, Finance Director, Company Secretary, Property Director and other Directors without portfolio. A quorum of more than half the total number of Directors is required at each Board Meeting.

The Board determines policy for the business, manages specific aspects of the club's operations and is responsible for ensuring compliance with all laws & club rules.

A Business Plan covering the following five years is prepared and approved by the Board. This is reviewed and updated each year in the light of changing circumstances. A copy is available for members to read on the table adjacent to the self service vending machine.

Based on the Business Plan an annual cash flow forecast is prepared which then acts as the base against which monthly financial reports are prepared for the Board Meetings. A summary of this information is then placed on the main notice board.

All aspects of the club's operations are the responsibility of the Board. However much of this responsibility is delegated for the day to day operations of the club.

The aim, approved at the 2011 AGM, was to repay the mortgage and members' loans as quickly as possible to ensure the clubs financial security. This was achieved in 2013 and financial stability should be achievable assuming continuation of the current level of membership and volunteer support. The club will require a constant flow of new volunteers to replace those who for a variety of reasons are unable to continue.

An ambitious bowls development policy was agreed at the August 2013 AGM which in due course will progressively improve bowling abilities for those members who wish to participate in the additional opportunities provided by the bowls development programme.

3.2 Bowls & Social Committee

The Bowls & Social Committee is responsible for the bowls activities at the club and meets monthly during the main indoor season. This is chaired by the Club Chairman and comprises the Ladies Captain, Men's Captain, Men's Selection Representative, Fixture Secretary, Competition Secretary, League Manager, Head of Coaching, Membership Secretary, Reception Manager and Somerset County IBA Representative.

3.3 Advisors & Advisory Team

Many members do not wish to take full Director responsibilities but are willing to provide their expertise to assist the club. These members are called on by the Board when required, avoiding the need for external consultants.

An internal advisory team, independent from the Board of Directors, was set up to report to members at each AGM on the bowling, management and financial aspects of the club. It was agreed in 2015 that this team would be dormant whilst the present board is in place.

3.4 Volunteers

In 2010 the club changed from using paid staff to being operated by volunteers. This instantly not only improved the financial position but created a warmer and more friendly atmosphere within the club. The totally voluntary club operations has been subsequently adjusted as a small number of paid positions have become affordable and essential.

Volunteers assist across the whole of the club's operations including property, rink cleaning, management, reception, administration, finance, bar & catering support. Each of the areas is managed by a person who ensures adequate support is available to provide the services required.

The monthly event's schedule is placed on the notice board for members to see the activities scheduled for the coming month.

The main pressure on finding volunteers arises when there are major events involving both kitchen and bar support with sometimes cleaning needed between events. Major events involving bowling add marking, raffles and reception to the list of support required.

3.5 Communications

Communications within a club using over a hundred volunteers and 800 plus members will always remain a major challenge. The club aims to ensure that members are kept fully aware of events being held at the club, how the club is faring financially and future activity and property plans for the club.

A Monthly Newsletter is issued directly to members with email addresses and is available in hard copy at the club. This contains the latest information on events held or planned at the club and recent bowling activities. The monthly financial information is shown by way of a histogram and financial summary on the main notice board. The table adjacent to the bar contains the Club Rules, Articles of Association together with the Board of Directors and Bowls & Social Committee meeting minutes.

Photographs of all volunteers are shown on the volunteer and the coaches notice boards. Any members who have enjoyed significant success at national or county level are shown in photographic format on the main notice board.

Competition and league winners photographs are shown alongside the winners shields and cups on the league winners board and display cabinet respectively.

Officers, Directors and competition winners names are shown on the respective honours boards where smaller A4 displays alongside show historic records

The area outside the office door is used to display books, puzzles and member made products for sale. For payment use the money slot on the right hand side of the book display unit.

4.0 COACHING

The club provides free coaching to existing members or any member of the public who wishes to try bowls. All that needs to be paid is the rink fee. Coaching woods and shoes are available. These coaching sessions are arranged through the Head of Coaching supported by the Club Coordinator. Any person is entitled to three free coaching sessions before they must join the club.

Junior coaching is held every Saturday morning when members under 16, or under 18 if in full time education, are able to play at a discounted rink fee.

A series of development coaching modules, starting with a bowls delivery video session, are arranged during the season to help intermediate standard bowlers develop their bowling ability.

Corporate events are arranged at the club for businesses to mix work, refreshments and bowling in whichever combination they choose as long as bowling is part of the mix. These corporate events introduce potential new members to bowling.

5.0 MEMBERSHIP

There are a number of grades of membership each paying a different annual membership fee. Subscriptions are due by 1st September each year. A £5 discount is applied providing members rejoin by the 30th September. Current rates are:

- Under 65 membership rate £65 (with discount £60)
- The Pensioner over 65 rate £60 (with discount £55)
- Junior rate £12 for full year. £8 after Jan. 1st and £4 for summer season only.

To make the subscription match the length of playing time available during the season new adult members joining after December 31st pay £40 and after April 30th £20. New members over the age of 18 pay a £10 joining fee and receive a free club shirt.

There are two grades of membership which do not require an annual subscription:

- Life Member - An honorary position awarded to members who have given exceptional service to the club.
- Member for Life - Members who provided the club with a gift of £1,000 or more.

In addition, to cater for family and friends of members who wish to attend the club but not bowl, there is Associate Member status which costs £12 per annum. Any person may visit the club with a member, but not bowl, up to 12 times. The visitor must sign the visitors book. After 12 visits the visitor must either join the club or at the discretion of the Board they may not be allowed to enter the club.

Annual membership cards are issued to members who have paid their subscriptions. These contain the member's photograph which assists during membership checks.

6. BOWLING ACTIVITIES

6.1 Jacks and Mats

Skips are responsible for ensuring that the jack and mat are neatly placed on the rink for ready the next session with the jack on the full length spot. The mat at the scoreboard end is to be left neatly on the walkway at that end.

6.2 Bowls Gatherers and Scoreboards

The bowls gatherers are to be left at the end of each session in the designated spaces at the end of the rinks. Scoreboards are to be turned off at the end of each session.

6.3 Clothing and Footwear

The national regulations for dress have eased significantly in recent years. BIBC dress code is explained within the Year Book.

Footwear is extremely important and shoes must have a totally flat sole.

The club encourages members to play in coloured team shirts. If required the club can arrange for the club logo and members name to be added.

If not all members of a league team will wear a coloured shirt then individual players in that team are encouraged to wear their club shirt.

6.4 Bowls Carpet Maintenance

The bowls carpet is laid over an underlay onto wooden panels that have been laser levelled to ensure a perfectly level playing surface. The carpet is cleaned weekly by volunteers using a special bowls carpet cleaner. Twice a season specialist bowls carpet contractors visit the club to stretch the carpet to ensure that the playing speed of the carpet remains within acceptable tolerances.

6.5 Restrictions on items to be brought onto the playing surface

It is important that food and drink are never brought onto the playing surface. Drinks may be consumed on the rinkside around the green but food being consumed by players must only be eaten in the lounge area.

Damage can easily be caused to the green by the use of substances such as glycerine, rose water, hand warmers and pen markers. These together with a full list of banned substances are contained within the rules in the Year Book.

6.6 Restrictions on use of mobile phones

The use of mobile phones for texting, telephone calls, internet access or social media contact is not allowed on the bowls green or surrounding walkways.

Mobile phones must be set to silent when people are inside the club.

6.7 Rink Fees

Every person bowling at BIBC, without exception, must pay a rink fee. The adult rate is £1.75 for a one hour session, £3.50 for a two hour session or £4.50 for any session which runs between two and four hours. Juniors pay half the adult rate. If at weekends there is nobody to collect a rink fee this must be placed in a rink fee envelope, located at reception, and placed in the honesty box on the right hand reception wall.

6.8 Rink Bookings

Rink availability can be checked on the rink schedule computer monitor at reception. A rink booking is made by writing the member's request in the rink bookings book which is then subsequently converted into a firm booking and recorded on the computer by one of the reception volunteers.

6.9 Roll Ups

A roll up is where a member practices either alone or with colleagues. Bookings and payment must be made at reception where a till receipt will be issued to confirm payment. Members ideally book a roll up in advance but have the option of just turning up hoping that a rink is spare, but this lacks certainty that a rink will be free.

6.10 Umbrella Sessions

Umbrella sessions are where members turn up at least 15 minutes prior to the start of an umbrella session and after paying their rink fee are allocated a team, playing position and rink.

This allows new and existing members to integrate, play in a variety of positions and in due course potentially form teams that can then enter the main leagues.

Umbrella sessions are currently held on Tuesdays and Wednesdays at 12.05, Thursdays at 10.00 and Fridays at 18.20. If there is sufficient demand additional umbrellas can be arranged.

6.11 Leagues

Many members enter the autumn/winter leagues, which are all played at set times each week. A book at reception, or at the end of the season a notice on the mixed friendly notice board, enables members wishing to join leagues to register their interest and for League Team Secretaries to register where they want new members. The Club Coordinator is responsible for matching up these requirements to ensure that as many league teams as possible are playing at the club.

“Pool Players” are members who record in the same book at reception their availability to play in leagues where they are not already registered in a league team.

This change was introduced to help league teams fulfil matches that otherwise would have been postponed due to lack of one player. Pool players may be used up to three times a season by any league team. No pool player may skip a league team.

Leagues are played over a two hour time period. Start times are 10.00, 12.05, 14.10, 16.15, 18.20 and 20.25. The bell rings 5 minutes before the two hours allowing 10 minutes for the end to be completed and the next teams to prepare to bowl.

The Monday afternoon New Members Australian Pairs league and the Wednesday afternoon singles league both play using a box ladder format which enables new players to join those league throughout the season. This is particularly beneficial for new members who join during the season as the box ladder format provides them with an opportunity to instantly play in leagues.

There is a growing demand for the club to remain partially open during the summer period. An open triples leagues is played on a Tuesday afternoon, umbrella sessions on Tuesday and Thursday morning and coaching each Saturday morning. The club also opens for roll ups from 10.00a.m. to 4.00 p.m. each Tuesday.

Each league team needs a League Team Secretary who is responsible for ensuring that their team and all team members names and membership details are registered.

The League Manager distributes the playing rotas to the League Team Secretaries who are then responsible for selecting teams for each match.

The Club Coordinator has copies of a league team rota in both hard copy and electronic format that may help new league team secretaries prepare their first team rotas.

When a League Team Secretary is unable to field a complete team there are three options:

- play one short and lose a percentage of the score
- find a registered pool player to fill the vacancy
- postpone the match, notifying both the opposition and reception at least 24 hours in advance, and then rearrange the match within a six week period.

All postponed matches must be rearranged within this six week period

The majority of leagues are open allowing any combination of men and ladies.

The exceptions are:

Ladies Monday Morning Triples 12.05, Ladies Thursday Morning Fours 12.05

Men's Monday Evening Fours 19.00, Men's Thursday Evening Triples 19.00

Score cards are prepared weekly and stored in the card rack at reception. Postponed match cards are placed in the adjacent rack for use when the match has been rearranged. Blank cards are stored at reception and behind the bar for use in other competition or non internal league matches.

Once the rink fees have been paid score cards are issued. Payment and score card issue is made at reception up to the 16.15 session and at the bar for the evening sessions. After each match the score cards must be placed in the tray at reception.

The results are updated weekly and the latest league results are placed on the notice board between the changing rooms.

Two points are awarded for a win, one point for a draw. A separate scoring system applies to the singles league which is played in sets format. At the end of the season each league will have a winning team that is presented with a shield and certificates at the end of season Presentation Dinner. The shield and a copy of the certificate are then placed on the league winners' honours board.

6.12 Lockers

Two different size lockers are available for members to hire to avoid the need to transport their woods and bowls shoes each time they play at the club. The large double lockers are charged at £10 for each locker per annum. Small lockers are charged at £7.50 each per annum.

These are located in the two changing rooms. Any member wishing to hire a locker can do so by notifying reception who then allocate any spare lockers as they become available. A spare key for each locker is held in the locker key cabinet at reception.

The locker key always remains club property that must be returned when, for whatever reason, a member leaves the club. Replacement keys must be paid for by members.

6.13 Electric Wheelchairs

Electric wheelchairs are located by Rink 9. Bowlers wishing to use them for the first time must receive instructions from the Club Coordinator before using them. Access to the bowling area must be via the portable ramp located at the end of rink 9 using carpet tiles to spread the load at the ramp base and under the central timber support, which prevents ramp deflection. After use the wheelchair batteries must be re charged.

7. COMPETITIONS

7.1 Rink Utilisation

National competitions and the BIBC “Top Club” competition are played over four hour sessions. All other club competitions, up to the finals, are played in a two hour session.

7.2 Club Competitions

Members are notified which competitions are being arranged each year, and enter these by completing an entry form, copies of which are kept at reception. A range of competitions are planned to ensure that novices as well as experienced bowlers have a chance to appear in a final.

The entries are arranged in initial playing order by the Competition Secretary who then places this schedule on the competition notice board by the bar.

The majority of competitions operate on a knock out basis with the finalists playing each other during Finals Weekend at the club.

7.3 National Competitions

Members are eligible to enter national competitions which are managed by the EIBA. If successful in the early rounds they will then play the final stages at a national finals venue. The challenging team must offer alternative dates for the match to be played. For home matches, after checking rink availability at reception. The member must then provisionally reserve these and subsequently promptly cancel the dates not required.

7.4 County Competitions

The format for county competitions is very similar to the National Competitions except the organisation is managed by Somerset County Indoor Bowls Association, not the EIBA, and the finals are held at venues within the county of Somerset.

7.5 Bookings for National & County Competitions

The club’s preferred evening play for national and county competitions, which run over two sessions, is Wednesday. By using this evening each week the number of times that the club has to remain open late for bowls events is limited.

Inevitably it is not always possible to arrange these events on this day but members' cooperation is appreciated in trying to arrange double session evening matches on a Wednesday.

8.0 REPRESENTATIVE MATCHES

8.1 Dress Code

The Year Book contains full dress code details.

8.2 Match Duration

All club representative matches are played over two sessions.

8.3 Mixed Friendly Matches

Mixed Friendly matches are open to all club members. The matches are arranged by the Fixture Secretary. The Mixed Friendly Captain places notices on the notice board, located between the two changing rooms, for members to register their interest in playing. The Captain then selects teams, places this on the same notice board with start times for home matches, departure time for away matches and dress code. Coach transport is arranged by the Fixture Secretary.

At home matches members playing are expected to assist with the bar, meal laying up, serving, clearing away and washing up. The Captain is responsible for collecting all rink fees, meal costs and coach contribution costs from the players.

8.4 Mixed Competitive Matches

The ladies and men's captains are jointly responsible for providing players for mixed competitive matches. These members are selected on merit.

8.5 Ladies Competitive Matches

The club enters a range of national competitions in addition to friendly matches against other clubs.

Ladies wishing to play in ladies matches should enter their names on the notice board in the Ladies Changing Room. The Ladies selection team, led by the Ladies Captain, meets regularly to select teams to play in their friendly and competitive matches. These teams are then posted on the ladies changing room notice board.

8.6 Men's Competitive Matches

The club enters national and county knockout competitions in addition to two local leagues.

Team selection is organised by the Men's Selection Team managed by the Men's Head of Selectors.

Teams for the Wessex League and national knockout competitions are selected on merit.

A separate selection team chooses the players for the Mens Somerset League. Teams for this league are selected based on availability and the club's policy to help less experienced player, including juniors, develop their bowling ability.

8.7 County and National Matches

Members are able to put their interest forward to be selected to represent Somerset in County matches or the national teams. The club encourages players to seek selection for these prestigious events.

Historically both male and female club members have played for the county and at national level.

8.8 Record of Achievement

The names of members who succeed in reaching county or national finals, or play for their country, are recorded on the Honours Board by rink seven. The Junior and Novice competition Honours Board is by rink one.

8.9 Travel

Members representing the club at away matches are entitled to claim travel expenses when the all round travel distance exceeds a total of 60 miles. The mileage rate is based on four players sharing a car.

For away mixed friendly and ladies matches coach transport is arranged through the Fixture Secretary. Players make a contribution towards the coach costs but this is never adequate to cover the complete cost.

The ladies organise fund raising events and raffles at the club to raise funds towards their coach travel costs.

8.10 National events held at the club

The club is encouraging the bowls national governing body to host national events at the club. Members then have the opportunity to see national level bowls being played.

In 2017 the club will again host the Singles Series tournament with a top prize of £1,000. A live televised Test Match between England and Wales will be held in October. The men's Denny Cup, the ladies Yetton Trophy and the Wessex Finals will be held at the club in April 2017.

9. BOWLS DEVELOPMENT

The club has embarked on an ambitious bowls development policy to enable every club member to reach the standard of bowls they are capable of, and wish to achieve. In addition the aim is to produce from within the club a bowler of international standard within a ten year timeframe.

Whilst it is recognised that the majority of club members are satisfied with their bowling standard this initiative is being pursued to enable the keener bowlers to be able to improve their bowling ability.

It is likely that the international bowler will develop from the juniors and efforts are in hand to both increase the number of juniors and their exposure to a higher standard of bowls to improve their competitiveness.

Actions already taken are shown below:

- Establishment of a unified BDA/EBCS novice coaching scheme
- Mentoring support for new bowlers
- Juniors playing in club representative teams
- Linking with S.Wales clubs who have strong junior sections
- Junior tournaments against other clubs
- Increase in number of juniors
- Increased number of competent juniors playing in adult leagues
- New singles leagues played in a box ladder format
- Coaching modules to help intermediate level bowlers

A further action planned is:

- Visit/coaching by an international standard bowler

This is a rapidly evolving situation involving many club members, coaches, mentors and bowling helpers.

10. ETIQUETTE

An area that members need to be aware of is the etiquette of bowls. It is a sport with a long tradition of sporting behaviour. New bowlers are invariably either left to find out for themselves what is expected of them, or they find themselves confronted by another bowler who delights in telling them what they are allowed and not allowed to do. This latter approach can be very disconcerting and in our club we want every new bowler to feel welcome in a friendly environment. This section on etiquette is included to help new members understand the sport whilst reading it in the comfort of their armchair.

Each bowler during a game is expected to be ready to bowl when it is their turn and to concentrate on the match, saving socialising for afterwards.

Players are expected to be quiet and not move at the head end when a player is preparing to bowl. Avoid obscuring the rink number and rink markers from the bowler.

Be aware of players on adjacent rinks. Keep to your own rink and do not become a wanderer and distract other bowlers. Do not walk past the end of a rink when somebody is about to bowl.

Encourage and praise the rest of the team including the skip. Don't applaud a team member who has outrageous luck and admit a fluke shot with grace.

Compliment your opponents' bowls and don't wave your opponents' bowls through the head.

Never criticise your opponents, the bowls carpet or your own team.

Minimise the distraction and interference with bowlers on adjacent rinks during movement between ends by walking, as far as possible, along the centre of the rink.

Be gracious whether you win or lose.

At the end of the game shake hands with your opposition. In a singles game thank the marker and offer to buy them, as well as your opposition, a drink.

After matches be prepared to offer your opposition a drink and socialise with them.

All members are recommended to read the Laws of Bowls to familiarise themselves with the laws governing the sport. This is particularly important when playing at national level.

11 THE GAME OF BOWLS

11.1 ARRIVING TO PLAY BOWLS

Arrive in good time at the bowls club and then locate the relevant home/away or male/female changing rooms and change into your bowling attire. If playing in a representative match this will normally be white below the waist with a coloured club shirt. Grey below the waist is required for Internal league matches. Bowls shoes have a totally flat sole and must be worn when on the rinks. A bowls carrier can be useful to carry your bowls from the changing room to the bowling area.

After changing remember to take your bowls, measures, chalk or pen if required. Report to the person in charge of your team for that day and pay them any rink or match fees due. If you have come for a roll up report to reception and pay the rink fee directly to the receptionist.

If you have come for an umbrella session contact and pay the rink fee to the person in charge of that session who will in due course advise the team, position and on what rink you are playing.

If you are playing at number 2 in a fours or pairs match, skip in a triples match or in a singles match you will need a pen to record the scores on the scorecard. If you are playing at number three in a fours match, two in a triples or lead in a pairs match, you will need a bowls measure to measure the distance between bowls when it is difficult to judge which is closer to the jack.

11.2 PRE BOWLING ACTIVITIES

If playing in a friendly representative match the club captain before commencement of the match will normally stand on the green and hand out the score cards to the skips of each rink. You will have been notified which skip you are playing with and then make your way to the allocated rink.

If you are already aware what rink you are playing on make your way to the rink in good time before the match is due to start.

When all players are assembled shake hands with everybody on both teams wishing them good luck for the match ahead.

11.3 ROLES DURING THE MATCH:

Each player in a team has different duties to perform as well as bowling requirements.

11.3.1 BOWLING DUTIES:

The person to play first, called the lead, will toss the coin with the opposition lead to decide who can make the decision whether to “take the mat” or hand it to the opposition.

Whoever takes the mat will place it on the rink parallel to the direction of bowling on a position that is a minimum of 2 metres from the ditch.

The person who places the mat will then deliver the jack to a position that has to be a minimum of 23 metres from the front of the mat. The skip will centre the jack so that it starts in the centre of the rink.

The lead who placed the mat will then bowl their first wood. Once this comes to rest the mat passes to the opposition lead who will then deliver their wood.

The person standing on the mat and their skip have possession of the rink from the moment that the previous wood came to rest until their own wood comes to rest. Once the wood has come to rest possession of the mat transfers to the opposing team.

If the bowler who has delivered a wood wishes to speak with their skip or vice versa this must only be carried out when their team is in possession of the mat.

The skip will ask their bowlers to play bowls to certain positions and indicate to the player where their previous wood lies in relationship to the jack.

Once the leads have finished delivering their woods the number two's and number three's will then deliver their woods in order, until all of the players at the mat end have delivered their woods.

These bowlers will then walk along the centre of the rink to the opposite end of the rink where the woods have been delivered. This is called "the head" and all players will stand still behind the head. At the same time the skips will walk to the mat and deliver their woods with the number 2 in triples or the number 3 in fours (also called rinks) providing advice to their skip from the head when their skip is in possession of the mat.

Once all bowls have been delivered the person who gave the skip advice in conjunction with their opposite number will determine how many shots are to be awarded to the team whose bowl was closest to the jack. If the bowls are a similar distance from the jack then the person who challenges the number of shots requested by the opposition will measure the distance between the jack and the bowls. No woods are to be disturbed until these people have agreed the number of shots and they will then communicate the score to their skips. No other players are to become involved in the measuring process and must stand away from the head and not comment. The only exception will occur when the player is physically unable to measure and then, by agreement, another member of their team can measure on their behalf.

In serious matches an umpire will be present and measure if the players cannot agree.

Once the score has been agreed the number two's will adjust the electronic score board to record the change in the total score and the additional end played.

In all matches as soon as the score has been decided the lead who will deliver the jack is expected to place the mat as quickly as possible. The opposition lead is expected to use the bowls gatherer to collect the woods and place them behind the mat. If the bowls gatherer is not used the members of the team will push the bowls back using their feet.

The number two in fours, skip in triples, lead in pairs or the marker in singles will record the score on the scorecard after the measure has been completed.

11.3.2 TEAM BOWLING REQUIREMENTS

The role of the lead is to deliver the jack to the length requested by the skip and then to deliver their bowl to rest as close as possible to the jack.

The number 2's follows suit by delivering their bowls to finish as close to the jack as possible. This is called "building the head".

The number 3's will be asked by the skip to either continue to build the head, play defensive bowls to cover positions where if the jack is moved the opponents could score many shots or to play attacking shots to either remove opposition woods or move the jack.

The skips will play similar shots to the number 3 carrying the ultimate responsibility for the result of each end as they play the last bowls.

12.0 BAR & CATERING

A self service vending machine is located in the alcove area adjacent to the bar. Drinking water is supplied free from a machine alongside.

All other drinks are served from the bar which is open from 11.00 until closing time each weekday and at weekends when bowling events or evening functions are held.

The club has a large beer cellar where all the barrels are stored.

The club has a very well equipped kitchen and extensive storage facilities enabling a wide range of meals and snacks to be provided. The club has a franchise agreement which provides income to the club based on the sales volume.

Freshly prepared meals are available daily for members during the week between midday and 3.00 p.m. Members wishing to eat after bowling in the 12.05 session should pre order their meals before playing. Members' meals are ordered at the bar to be eaten in the lounge area. Snack food is available to be purchased at the bar whenever the club is open.

Buffets and hot meals can be supplied for private events using the Function Room.

Hot meals are provided for club mixed friendly matches and for visiting teams, providing adequate notice is given. Hot and cold snacks can also be provided when visiting teams arrive at the club. Some externally booked events such as short mat and visually handicapped competitions regularly use the catering facilities combining buffet, snacks and meals to suit each event.

Takings are all recorded through the tills. At the end of each day a Z reading is prepared, which records all transactions and a categorisation summary. The various categories have been pre set into the tills and cover items such as snacks, food, rink fees, hot drinks, bar etc. The bar & reception floats are replenished and the cash takings are reconciled daily against the till "Z" reading.

Catering is probably the most challenging area to find sufficient volunteers to help with laying up, serving, clearing away and washing up. Members are requested to return empty glasses and used plates to the bar area to ease the pressure on the volunteers.

13. FUNCTION & COMMITTEE ROOM BOOKINGS

The club has a large function room with dance floor that is available for members and the general public to book private events. The committee room is also available for hire for smaller events at a significantly lower rate. A copy of the hire rates is shown on the volunteer notice board.

A special function room hire rate applies to full members of the club, who can book this room for an all in rate of £50 for their private events. This rate was introduced to provide members with a special benefit for being a member and is significantly below the rate applicable for function room events booked by private clients.

Bookings are made through the Club Coordinator who initially ensures there is no conflict with events already booked. A check is made, where bowling is involved, that there are adequate rinks available and, if required, bowls coaches are available.

Any booking requires a deposit which is taken once the terms and conditions of booking have been accepted by the client. The balance of room hire costs and food must be paid one week prior to the event.

The booking rate varies depending on whether the event is midweek or weekend and whether the client wishes to provide their own food or to utilise the clubs catering, which comprise a variety of buffet options and hot meals.

The bar closes at midnight so “last orders” are called at 11.30 p.m. The club must be fully vacated by 12.30 a.m. or the client must pay an additional charge for late departure.

There are a number of groups that regularly use the club for their private events and as time passes the variety of events held at the club continues to steadily increase.

Being located close to Bristol South Crematorium the club is a popular venue for wakes where a free function room rate is applicable. By necessity these are always last minute bookings which inevitably require the club to maintain a high level of resource flexibility and competent bar staff, particularly when the funeral guests initially arrive en masse. For wakes there is no room hire charge.

It is important to advise members that these private bookings provide substantial income to the club without which the club’s profitability could not be sustained. The Business Plan anticipates continuation of this income, but does not rely on it for the club’s financial viability.

14. SPECIAL CLUB EVENTS, FUND RAISING & BOWLS SHOP

14.1 Special Social Events

The club provides a “Volunteers Thank You Evening”, a Christmas Lunch, and an end of season Presentation Dinner Evening at which all members successful in winning club leagues or competitions are presented with their certificates and awards.

14.2 Annual Tour & Gala Day

The club arranges an annual tour, details of which are posted on the main notice board. Members must register their interest and pay an initial deposit to secure a place.

In addition the club hosts an annual Gala Day at which any mixed fours team can enter with the chance of winning a top prize of £120.

14.3 Fund Raising

Fund raising provides a vital income in excess of £10,000 for the club each year. The 200 club at the cost of £12 per annum provides the opportunity to win one of four monthly prizes. The book, puzzle and home made produce stall contribute over £1000 each year. Raffles at matches, together with a major Christmas Raffle, help to swell club funds whilst providing members with the opportunity to win prizes.

Gift aid, whereby tax paying members make financial contributions to the club enabling the club to regain a further 25% from HM Revenue & Customs, also provides a very high level of annual income.

14.5 Bowls Shop

J&C Bowls run the bowls shop under a franchise agreement which provides the club with a commission on every sale. Members are encouraged to purchase bowls related goods from this shop. Orders can be taken and items sold whenever the club is open.

All new members are provided with a free club shirt. These are stored in the bowls shop. Showerproof jackets in the club colours are also available.

15. BUSINESS DEVELOPMENT

Through natural wastage the club will lose members each year. The club must always maintain an active marketing campaign to ensure these losses are at minimum replaced by new members. The club “goes to the public” with Bowls Roadshows.

The main business development areas that the club is currently focusing on are:

- Increasing junior participation through improved schools liaison
- Increasing elderly participation through improved contact with senior citizens groups such as U3A, Probus etc.
- Increasing working member numbers through encouraging more corporate events which combine bowls with business meetings and refreshment.

These areas are in addition to the normal marketing of the club through flyers, personal contact and, increasingly important, a very active and up to date website which all members are encouraged to view at www.bristolindoorbowls.org.uk.

16 SUMMARY

It is hoped that members will find reading this booklet interesting and worthwhile.

It is aimed at providing basic information so that members understand what happens at their club, where information is located, who to speak to and what they can do to help the club as it moves forwards.

Any constructive comments to enable us to improve this document for future members would be welcome and can be advised through reception staff.



Lounge Area



Function Room

Winter Bowling Programme

	10.00	12.05	14.10	16.15	18.20
M	Open Session	Ladies Triples	Open Fours	Australian Pairs	Mens Fours 7.0 p.m. start
T	Open Triples	Umbrella	Open Fours	Open Fours	Open Triples
W	Australian Pairs	Umbrella	Open Fours	Open Singles	Open Fours
T	Umbrella	Ladies Fours	Open Triples	Open Fours	Mens Triples 7.0 p.m. start
F	Open Session	Open Pairs	intermediate level coaching	Open Fours	Umbrella & Open Fours
Sa	Junior Coaching	Open Session	Club Matches	Club Matches	Host Matches
Su	Open Session	Open Session	Club Matches	Club Matches	Open Pairs

Summer Bowling Programme

	10.00	12.05	14.10	16.15	18.20
M					
T	Open Session	Open Session	Open Triples		
W					
T	Umbrella	Open Session			
F					
Sa	Junior Coaching				
Su					

Notes:

Host matches are rink bookings for outdoor bowls clubs to play against each other.

Open leagues can be any combination of male and female players

Open sessions for roll ups etc are filled in yellow.

Umbrella Sessions are filled in green.

Men's leagues are filled in mauve.

Ladies leagues are filled in red.

Summer times, when the club is closed, are filled in blue.