



The City and County of Bristol Indoor Bowls Club



Members Handbook

3rd Edition November 2023

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CONTENTS

Page

| | | |
|----|--|----|
| 1 | Introduction | 3 |
| 2 | BIBC Legal Status and Mission Statement | 3 |
| 3 | Management | 4 |
| 4 | Coaching | 7 |
| 5 | Membership | 7 |
| 6 | Bowling Activities | 7 |
| 7 | Competitions | 10 |
| 8 | Representative Matches | 11 |
| 9 | Bowls Development | 13 |
| 10 | Bar and Catering | 13 |
| 11 | Function and Committee Room Bookings | 14 |
| 12 | Special Club Events, Fund Raising and Bowls Shop | 14 |
| 13 | Business Development | 15 |

Appendices

| | | |
|---|--------------------------|----|
| 1 | Club Rules | 16 |
| 2 | League Rules | 19 |
| 3 | Club Competition Rules | 22 |
| 4 | Etiquette | 25 |
| 5 | The Game of Bowls | 26 |
| | Winter Bowling Programme | 29 |

1. INTRODUCTION

This booklet has been produced to provide members, particularly those new to the club, with basic information about how The City and County of Bristol Indoor Bowls Club Limited (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, members' loans and a bank mortgage. The new facility was opened in 2000.

The club employs Cheryl Brown, Club Manager, part-time Bar Stewards and a Cleaner, with franchise arrangements for catering and the bowls shop. Everything else is managed by volunteers, which includes the Board of Directors and Officers, who give their time to ensure that the club runs smoothly. External resources are only used when specialist help is required, eg building services maintenance. As time passes 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 is updated periodically to reflect those changes. If in doubt about anything please speak directly to a Director, the Club Manager or refer to the noticeboards or the club's website.

2 BIBC LEGAL STATUS AND MISSION STATEMENT

2.1 Community Amateur Sports Club

BIBC is a business registered as a Community Amateur Sports Club (CASC), with any profits ploughed back into improving the club facilities. The end of year financial accounts (30 April) are filed 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 allows donations to be eligible for gift aid. It also enables BIBC to enjoy an 80% discretionary rate relief.

2.3 Bristol IBC Trading Limited (BIBCT)

This company was incorporated in June 2023 and is a wholly owned subsidiary of BIBC and its directors are the same as those of BIBC. BIBCT's trading income includes car park rental and room hire which enables CASC income restrictions to be exceeded with no corporation tax liability arising. BIBCT's profit is gift-aided to BIBC.

2.4 Property Ownership and Leases

BIBC leases the building from Bristol City Council (BCC) to whom a quarterly ground rent is paid. The total property includes, in one corner, changing rooms for Parsons Street Old Boys Football Club (PSOBFC) who have a separate access and operate totally independently from the bowls club.

BIBC holds 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.

BIBC is 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 sign-posted “private” to avoid any common access rights being claimed.

2.5 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 cupboard top adjacent to the bar.

2.6 Club Rules

The club rules are determined by the Board of Directors and updated to suit changing circumstances. The rules are included at Appendix 1.

2.7 Mission Statement

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

BIBC will provide international standard facilities providing 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 and catering facilities
- Efficient utilisation of the property
- Communications adapting to changing technology
- Flexibility to adapt to changes in the bowling world
- Bowls Development Policy
- Promoting the Sport of Bowls

2.8 Affiliations

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

3 MANAGEMENT

3.1 Board of Directors

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

Board of Directors at 1 September 2023

| | |
|--------------------|------------------|
| Chairman | Danny Kite |
| Finance Director | Mike Humphries |
| Property Director | Ian Anderson |
| Executive Director | Margaret Ford |
| Executive Director | Dave Byett |
| Executive Director | Madeline Wilmott |

The Board determines policy for the business, manages specific aspects of the club's operations and is responsible for ensuring compliance with all laws and 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 cupboard top adjacent to the bar.

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 noticeboard.

All aspects of the club's operations are the responsibility of the Board. However, much of the responsibility for the day-to-day operations of the club is delegated to the club's employees and volunteers.

3.2 Bowls and Social Committee

The Bowls and Social Committee is responsible for the bowls activities at the club and meets monthly during the main indoor season. Meetings are attended by the Club Chairman or nominated Board Representative.

Bowls and Social Committee

| | |
|-------------------------------------|-------------------|
| Chairman and Head Coach | Danny Kite |
| League Manager | Steve Neal |
| Match Captain | Steve Metcalfe |
| Match Vice Captain | Lorraine Paget |
| Men's Selection Representative | Pete Collins |
| Fixture Secretary | Jane Geater |
| Competition Secretary | Eric Seavill |
| Club Manager & Membership Secretary | Cheryl Brown |
| SCIBA Representative | Eric Seavill |
| SWCIBA Representative | Jenny Tibbs |
| Juniors Representative | Thomasina Goodman |

3.3 Volunteers

Volunteers are essential to the financial stability of the club and help create a warm and friendly atmosphere.

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

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 for singles matches, raffles and reception to the list of support required.

3.4 Communications

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 regular Newsletter is issued directly to members with email addresses, can be viewed on the club's website 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.

A monthly events schedule is placed on the main noticeboard and the club's website for members to see the activities planned for the coming month.

The Articles of Association together with the minutes of the Board of Directors and Bowls and Social Committee meetings are all available for viewing on the cupboard top adjacent to the bar.

A suggestion box is located at reception to enable any member to provide ideas that might improve the club. These are discussed at the monthly board meeting and several suggestions have been incorporated into the operations of the club.

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

Photographs of competition and league winners are shown alongside the winners shields and cups on the league winners board and display cabinet respectively.

The names of Officers, Directors and competition winner 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 bowls and shoes are available. These coaching sessions are arranged through the Head Coach. Any person is entitled to three free coaching sessions before they decide whether to join the club.

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

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 1 September each year. Current rates are:

- Junior rate £15 for full year, £10 after 1 Jan and £5 for summer season only.
- 18 - 25 rate £30, £20 after 1 Jan and £10 for summer season only.
- Over 25 rate £60, £40 after 1 Jan and £20 for summer season only.

New adult members pay a £20 joining fee and receive a free club shirt. New junior members pay a £5 joining fee and receive a free club shirt which can be exchanged for a larger size in due course.

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 have a keen and sustained interest in bowls, but do not wish to bowl, there is Associate Member status which costs £12 per annum. This requires two full members to support the application which is then taken to the board of directors for approval.

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 ready for 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 Scoreboards

Scoreboards should be turned off at the end of each session.

6.3 Clothing and Footwear

BIBC dress code is explained in Appendix 1, Club Rules.

Footwear is extremely important and shoes must be clean and have smoothed soles to prevent any damage to the bowls carpet.

The club encourages members to play in coloured team shirts.

If all members of a league team don't wear a coloured shirt, then individual players in that team can wear a 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 drinks are never brought onto the playing surface. Drinks may be consumed on the rink-side around the green but food being consumed by players must not be eaten on the bowls carpet or rink-side.

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 in Appendix 1, Club Rules.

6.6 Restrictions on use of mobile phones

Mobile phones must be set to vibrate or silent on entry to the club. The use of mobile phones for any purpose is not allowed on the bowls carpet or surrounding walkways. If necessary mobile phones may be used in the lounge area.

6.7 Smoking Restrictions

No smoking, vaping or use of e-cigarettes is allowed within the building.

6.8 Rink Fees

Every person bowling at BIBC, without exception, must pay a rink fee. The adult rate is £2 for a one-hour session, £4 for a two-hour session or £5 for any session which runs between two and four hours. Juniors pay half the adult rate.

6.9 Rink Bookings

Rink availability can be checked online via the Bowlr link on the website, and a telephone reservation may be made. Availability can also be checked on the Bowlr rink schedule monitor opposite 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 Bowlr by the Club Manager. All reservations are subject to the booking priority list in Appendix 1, Club Rules.

6.10 Roll Ups

A roll up is where a member practices either alone or with colleagues. Members ideally book a roll up in advance but have the option of just turning up hoping that a rink is available, but this lacks certainty that a rink will be available.

6.11 Umbrella Sessions

Umbrella sessions are where members arrive 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.

6.12 Leagues

The league Rules are set out in Appendix 2.

The autumn/winter leagues 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 noticeboard, enables members wishing to join leagues to register their interest and for League Team Secretaries to register where they want new members. The Club Manager and League Secretary are jointly 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 allows league teams to 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 period. Start times are 10.00, 12.00, 14.00, 16.00 and 19.00. The bell rings 7 minutes before the two hours allowing for the end to be completed and the next teams to prepare to bowl. The period between 18.00 and 19.00 each weekday is used for coaching and roll ups.

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. They should also ensure all membership fees have been paid.

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

The League Manager or Club Manager will provide guidance for members wishing to start a league team.

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 play the match within a six-week period.

Scorecards 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 external league matches.

Once the rink fees have been paid scorecards are issued. Payment and scorecard issue is made at reception up to the 16.00 session and at the bar for the evening sessions. After each match the scorecards must be placed in the tray at reception.

The results are updated weekly and can be viewed together with the league tables on Bowlr and are also placed on the noticeboard between the changing rooms.

At the end of the league season the winning teams are presented with a shield and copies of the certificate (if requested) at the Presentation Dinner. The shield and the certificate are then placed on the league winners' honours board.

The summer bowling programme consists of open sessions, umbrellas and two leagues. Demand is growing for summer indoor bowling and more leagues will be formed as required.

6.13 Lockers

Two different size lockers are available for members to hire to avoid the need to transport their bowls 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.

Spare lockers are then allocated 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.

6.14 Electric Wheelchairs

Electric wheelchairs are located by rink 9. Bowlers wishing to use them for the first time must receive instructions from the Club Manager before using them. Access to the bowling area must be via the ramp located on rink 9. After use the wheelchair batteries must be set to recharge.

7. COMPETITIONS

7.1 Competition Duration

National competitions are played over sessions of 4-hours and 3.5-hours. All club competitions, up to the finals, are played in a two-hour session.

7.2 Club Competitions

Club Competition Rules are set out in Appendix 3.

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 competition draws are displayed on the competition noticeboard by the bar. Competitions are played on a knockout 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. The challenger must offer 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 they are managed by Somerset County Indoor Bowls Association and the finals are held at venues within the county of Somerset.

7.5 Bookings for National and County Competitions

The club's preferred evening for national and county competitions, which run over two sessions, is a Wednesday. Inevitably it is not always possible to arrange these events on this day, but members' cooperation is appreciated in this respect. By using these evenings each week, the number of times that the club must remain open late for bowls events is limited. Priority for rink bookings is shown in Appendix 1, Club Rules.

8 REPRESENTATIVE MATCHES

8.1 Dress Code

Full dress code details are set out in Appendix 1, Club Rules.

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 Match Captain places notices on the noticeboard, located between the two changing rooms, for members to register their interest in playing. The Captain then selects teams, places this on the same noticeboard with start times for home matches, departure time for away matches and dress code. Coach transport is arranged by the Club Captain.

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 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. Teams for the Wessex League and national knockout competitions are selected on merit. A separate selection team chooses the players for the Men's Somerset League. Teams for this league are selected based on availability and the club's policy to help less experienced players, including juniors, improve their bowling.

8.5 Ladies' Competitive Matches

The club enters national competitions and team selection is organised by the Ladies' Selection Team.

8.6 Mixed Competitive Matches

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

8.7 County and National Matches

Members can 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 contribute towards the coach costs, but this is never adequate to cover the complete cost and the club subsidises the balance.

8.10 National and International events held at the club

The club encourages the bowls national governing body to host national events at the club. Members then have the opportunity to see a national and international standard of bowling.

9. BOWLS DEVELOPMENT

Coaching is available to all club members with particular emphasis placed on developing a strong junior membership.

Inclusion is also at the forefront of club ambitions. Having achieved the kite mark for excellence from Disability Bowls England some years ago, the club has recently launched an initiative, in conjunction with Bristol Access Sport, to provide extra sessions and access for persons considered as less able in one area or another. These are considered as pan disability sessions for all to attend but more specialist sessions are envisaged should demand arise.

Initiatives include:

- Establishment of a unified novice coaching scheme
- Mentoring support for new bowlers
- Juniors playing in club representative teams
- Linking with other 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
- Pathways in which disabled bowlers can be incorporated into mainstream events

10 BAR AND CATERING

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. Drinking water is supplied free from a machine in the alcove area adjacent to the bar.

The club has a very well-equipped kitchen and extensive storage facilities enabling a wide range of meals and snacks to be provided.

Freshly prepared meals are available daily for members during the week between 11.00 and 14.30 in the winter season and between 11.00 and 14.30 in the summer season. Members wishing to eat after bowling in the 12.00 session should pre-order their meals before playing. Members' meals are ordered at the bar to be eaten in the lounge area. Snacks are available for purchase at the bar whenever the club is open.

Food and drink must not be brought into the club and consumed on the premises.

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.

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 mugs, glasses and plates to the bar area to ease the pressure on the volunteers.

11. FUNCTION AND COMMITTEE ROOM BOOKINGS

The club has a large function room with dance floor that is available for members and the 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 displayed on the office noticeboard.

A discounted function room hire rate is available to full members of the club.

All bookings require 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.

Last orders are called 30 minutes before the bar closes, which cannot be later than midnight. The club must be fully vacated by 12.30 am or the client must pay an additional charge for late departure.

Being located close to Bristol South Crematorium the club is a popular venue for wakes for which there is no room hire charge. 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 expecting to be served instantly.

12. SPECIAL CLUB EVENTS, FUND RAISING AND BOWLS SHOP

12.1 Special Social Events

The club hosts a “Volunteers Thank You Evening”, a Christmas Lunch and a Presentation Dinner Evening at which all winners of club leagues and competitions are presented with their certificates.

12.2 Annual Tour

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

12.3 Fundraising

Fundraising provides significant income for the club each year. The 200 Club at the cost of £12 per annum provides the opportunity to win one of two monthly prizes. The book, puzzle and home-made produce stall, 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 can be claimed where tax paying members make financial contributions to the club adding a further 25% from HM Revenue and Customs.

12.4 Bowls Shop

J & C Bowls run the bowls shop under a franchise agreement which pays the club 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.

12.5 Club Garments

Club garments are sold by the club and stored in the bowls shop. All new members are provided with a free club shirt. Showerproof jackets and gilets in the club colours are also available.

13. BUSINESS DEVELOPMENT

Inevitably the club will lose members each year. The club maintains an active marketing campaign to attract new members. The club “goes to the public” with Bowls Roadshows.

The main business development areas that the club focusses on are:

- Going to the public with Bowls Roadshows.
- Increasing junior participation through liaison with schools, youth organisations, etc.
- 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 refreshments.
- Contacting other summer sports clubs such as Cricket and Golf clubs to make their members aware of a sport they can play during the winter months.
- Working with organisations such as Bristol Access Sport, the Bristol Bowls Wheelchair Association, The Autism Society and Disability Bowls England, among others, to help us achieve our inclusion goals.

These areas are in addition to the normal marketing of the club through local media and magazines, flyers, personal contact and a website which all members are encouraged to view at www.bristolindoorbowls.org.uk or using the club’s other social media links.

APPENDIX 1

CLUB RULES

1. The Club shall be known as “The City and County of Bristol Indoor Bowls Club Limited”.
2. The object of the Club shall be to promote and foster the game of indoor bowls by:
Organising leagues, umbrellas, domestic competitions and friendly matches.
Entering teams in National, County & League Competitions.
3. The Club shall be affiliated to:
English Indoor Bowling Association.
Somerset County Indoor Bowling Association.
Somerset County Women’s Indoor Bowling Association.

Membership

4. Potential new members may play at the club on three separate occasions before they must decide whether to join the club.
5. Associate Member status may be granted to non-playing friends or family of members who show a keen and continuing interest in the sport of bowls. Two members are required to support each application and subsequent board approval is required prior to this category of membership being authorised.
6. Subscriptions are due on 1 September of each year.

Administration

7. Disputes must be notified to the Management in writing whose decisions shall be final.
8. The on-duty management has full control of all matters concerning the letting of rinks, the collecting of monies and ensuring compliance with Club Rules.
9. The Bowls and Social Committee shall carry out the administration of all bowling matters including the promotion of bowls and fixture list coordination.
10. The Bowls and Social Committee may recommend alterations and amendments to Rules for ratification by the Board of Directors.
11. Any member may submit requests for changes in writing to the Committee.
12. Subject to rule 14 below, all players playing for a league team must have paid their subscriptions for the current season and be registered to play for that team prior to the start of a game.
13. Subject to rule 14 below, if a team plays an unregistered player or a person who has not paid their annual subscription, the opposition will be awarded 2 points and a 5 shot to 0 win.
14. Rules 12 and 13 are not applied until 30 September in each season after which date the rules will be strictly enforced.
15. The use of “pool players” can be permitted by any league team up to three times per season. These players may be called upon by League Team Secretaries if otherwise they would need to cancel a match due to a temporary lack of registered team players. Pool player use must be notified to reception in advance of the league match. Pool players may not play as skip.

16. No player can be registered as a team member after 31 January in a season.
17. The sessions start times will be 10.00, 12.00, 14.00, 16.00 and 19.00. The end of session bell will sound 7 minutes before the end of each session. The 16.00 session will finish at 18.00. A one-hour break will then be available between 18.00 and 19.00 for coaching, one-hour roll ups or the start of national or county competitions. No league or umbrella session scheduled to start at 19.00 may start before that time even if there is a free rink available. This is to ensure that working bowlers are not disadvantaged and have plenty of time to arrive at the club in order to play in the 19.00 leagues and umbrella sessions.
18. If evening back-to-back games are required to be played, then these must commence at 18.00 and not 19.00 in order to finish no later than 22.00.
19. Rinks booked for games and roll ups are confined to the stated sessions. No bookings can be taken to play games which run into two sessions except where these are for competitions which will exceed the two-hour duration.

20. Rink Allocation Priority.

National Competitions (club matches)
National Competitions (club members' matches)
Wessex League
Somerset League
County Competitions
Fixed Date League Matches
Club Competitions
Coaching
Casual Players and Umbrellas

21. Dress Code

For league matches, all players should preferably wear the same shirt although a club shirt (old or new) may be worn instead of a team/white shirt.

Any clean, coloured flat soled shoes may be worn on the green.

Sandals are not allowed except for medical reasons when a doctor's exemption letter is required.

Jeans of any colour must not be worn but black tracksuit bottoms similar to the EIBA cashel pants may be worn. The discreet wearing of plain black leggings is permitted. Discreet is defined as "careful not to cause embarrassment or attract too much attention". Wearing leggings with a long shirt, a skirt or shorts are examples that meet this definition.

Please refer to the EIBA's dress code when playing national competitions.

Men's League Matches

Collared shirt - either team colour, club shirt or white. Black or grey trousers, black or grey EIBA/Bowls Manufacturer or tailored shorts.

Ladies League Matches

Collared shirt - either team colour, club or white shirt. Black or grey trousers/regulation skirts/cropped trousers, black or grey EIBA/Bowls Manufacturer or tailored shorts.

Club friendlies

Club shirt, black trousers/regulation skirts/ cropped trousers, black EIBA/Bowls Manufacturer or tailored shorts.

Competition finals

Collared shirt - either team colour, club or white shirt. Black trousers/regulation skirts/ cropped trousers, black EIBA/Bowls Manufacturer or tailored shorts.

Roll ups and umbrellas

As for men's and ladies league matches.

22. Other bowling rules

The changing rooms must be used for storage of all bowls bags and for changing. No changing elsewhere is allowed.

The eating of food or consumption of liquids on the green is not permitted.

Consumption of liquids is confined to the lounge area and the rink-side (nearest sitting out area).

Consumption of food is confined to the lounge area and Function Room.

The application of glycerine or rose water to the bowls whilst on the green is not permitted. If required these should be applied whilst the bowls are on the concourse and not on the green.

The use of hand warmers is not permitted on the green.

Pen markers are not allowed on the green.

Mobile phones must be set to vibrate or silent on entry to the club. The use of mobile phones for any purpose is not allowed on the bowls carpet or surrounding walkways. If necessary mobile phones may be used in the lounge area.

Any player not complying with the above may be suspended for one month, forfeit the competition match and their opponents awarded 2 points and a 5 shot to 0 win.

APPENDIX 2

LEAGUE RULES

The Law of the Sport of Bowls (Crystal Mark Fourth Edition) apply, except where modified below.

League Administration

1. All leagues will be played to the League Rules. League tables are prepared and issued by the League Management. All league scorecards are to be placed in the tray at reception immediately after completion of the game. Scorecards must contain first name or initial and surname of all players.
2. A player may play for more than one morning, afternoon or evening league team, but may only register in one team per league.
3. All leagues except for the following are designated "OPEN":

Monday afternoon Ladies' Triples

Thursday afternoon Ladies' Triples

Thursday evening Men's 2-bowl Triples

League Match Rules

4. There are no trial ends and there is no limit on the number of ends played in a two-hour session.
5. If an illegal jack is delivered the opposing skip may either a) request that their lead delivers the jack from a mat position of their choice or b) the opposing skip may place the jack leaving the mat in its original location. If the jack is re-delivered and is an illegal delivery the skip of the team who delivered the first illegal jack shall place the jack on the 2-metre mark and the mat can be placed in a legal position of their choice.
6. Two points will be awarded for a win and one point for a draw,.
7. If the jack is hit out of play it will be re-spotted 1.5 metres to the side of the full-length spot on the side that the jack left the green. If a bowl covers that spot the jack will be placed alongside that bowl on the side nearest to the centre line spot.
8. After leaving the head, skips must not return during the playing of that end. Any skip returning to the head after delivering one bowl will forfeit the right to deliver the second bowl.
9. If a skip leaves the rink, a player who has already delivered their bowls must be asked to take charge of the rink.
10. THE SINGLES LEAGUE is first to 21 shots and if no player has reached 21 shots the score at the conclusion of the end following the ringing of the session bell shall be the final score.

11. A FOURS team that is a player short will play with the lead and second bowler playing three bowls each. This team will lose 25% of its score, fractions rounded by Bowlr. A registered player may join their team to make up the four before the commencement of the third end without penalty. After the third end has commenced, they may join the team, but the 25% penalty will apply. The order of play must be determined before the start of the game and the late arrival cannot play skip. If a player has to leave the green during the game they may be replaced with a registered player without penalty, but the newcomer may not play skip. If no such player is available, the remaining three players will complete the game with the lead and second bowler playing three bowls each, but the team will lose 25% of all further shots scored. The 25% rule (playing with three players) is limited to three times per season.

12. A TRIPLES team playing a player short will lose 33% of its score, fractions rounded by Bowlr. A registered player may join their team to make up the three before the commencement of the third end without penalty. After the third end has commenced, they may join the team, but the 33% penalty will still apply. The order of play must be determined before the start of the game and the late arrival may not play skip. If a player has to leave the green during the game they may be replaced with a registered player without penalty, but the newcomer may not play skip. If no such player is available, the remaining two players will complete the game but lose 33% of all further shots scored. On any occasion where a triple team is reduced to two players, the two players will play three bowls and the opposing three players two bowls each. The 33% rule (playing with two players) is limited to three times per season.

13. A PAIRS team that turns up a player short may register a player or use a pool player, without penalty, but if a player is not available and there is a valid reason the player did not turn up, the game may be rearranged. If not, the defaulting team will be liable for both team's rink fees and their opponents will be awarded 2 points and a 5 shot to 0 win.

14. If a player has to leave the green during the game they may be replaced with a registered player without penalty, the newcomer must play in the position of the person they are replacing.

15. Players in a team that withdraw from a league without a reason that is deemed acceptable by the club management will not be allowed to join an alternative team in that league or enter that league in the following season.

Postponed League Matches

16. If possible, the postponing team must inform the opposing Secretary at least 24 hours before the game is to be played.

17. The postponing team must also inform reception to cancel the rink for that game or enter full details of the match being delayed in the rink bookings file at reception. If either team wishes to retain the rink for a roll-up, reception must be informed otherwise it will become available for rebooking.

18. The postponing team must, within two weeks of the postponement date, offer the opposing team three dates for the postponed match to be played, one of these must be an evening and another a weekend.

19. The game must be played within six weeks of the postponed league game.

20. If after two weeks the postponing team has not offered dates, the opposing team can offer three dates, one of which the postponing team must accept.
21. If the postponing team or the opposing team fail to accept dates offered under rules 22 to 24, the defaulting team will be liable for both teams' rink fees and their opponents will be awarded 2 points and a 5 shot to 0 win.
22. After six weeks if neither team has offered dates both teams will be liable for their rink fees, payable within two weeks, no points will be awarded and the match will be void.
23. In the last six weeks of the league season, team secretaries must agree, within a week of the game being postponed, a rearranged date for the game to be played before the end of the league season.
24. All games must be played by the last day of the league season.
25. A game cannot be conceded at the end of the season if it affects winners and runners up in the leagues. These games must be played. Any such games not played will be reported to the Bowls and Social Committee who may penalise the defaulting team. Rink fees must be paid for conceded games.
26. If a team fails to turn up for a scheduled league game, without notifying the opposition and reception, the defaulting team will be liable for both teams' rink fees and their opponents will be awarded 2 points and a 5 shot to 0 win.
27. Unpaid fees must be paid within three weeks. Unpaid fees will be reported to the Bowls and Social Committee who may order the deduction of points and may remove persistent offenders from the league.

APPENDIX 3

CLUB COMPETITION RULES

The Law of the Sport of Bowls (Crystal Mark Fourth Edition) apply, except where modified below.

Entries

1. All players must be fully paid-up members of the club at the time of entering the competition. The entry fee is £2 per person and the usual rink fees are payable.
2. All team players names must be provided when a competition entry form is completed.
3. Team Secretaries names must be entered together with a phone number and an e-mail address.
4. Sole entrants and Team Secretaries must sign the entry form confirming they and their team members will comply with the competition rules and be available to play on either or both days of Finals Weekend if successful.
5. The age limit for under 12 and under 18 competitions will relate to the player's age on finals date. Up to the Final these matches will be played in two 5 and two 7 end sets respectively, with a one end tie break if needed.

Availability to Play

6. If a player is unavailable to play in a game, they must withdraw. If they are part of a team, they must arrange for a substitute to take their place. A substitute must not have entered the competition or have played in another team in that competition.
7. If a player enters a singles or team competition, knowing they will be unavailable to play on both days of Finals Weekend they will receive a 1-year ban from entering future club competitions.
8. If a player realises subsequently that they will not be available to play on either or both days of Finals Weekend they must withdraw. If they are part of a team, they must arrange for a substitute to take their place. Substitutes must not have entered the competition or have played in another team in that competition.

Substitutes

9. A player in a team who is replaced by a substitute for a match may be reinstated in a later round.
10. Only one substitution shall be allowed for any team.
11. A player may not act as a substitute for more than one team or play for more than one team in that competition.
12. No substitute may play unless they are available to play on either or both days of Finals Weekend.

Arranging Matches

13. The first named player/team in each competition shall be the challenger. They are responsible for contacting their opponents, offering dates and booking a rink (and arranging a marker for singles matches).

14. The date for contacting offering dates shall be two weeks prior to the play-by date for the first round and for subsequent rounds, no later than a week after the closing date for the previous round. All matches must be played on or before the play-by date. Provisional bookings no longer required must be cancelled.

Unavailability to Play a Match

15. In the first round of the competition only if neither player/ team is available to play by the 'play by' date the result will be decided on the toss of a coin in a club officer's presence.

16. From the second round of a competition through to the finals, if a team is unable to play an arranged game by the 'play by' date for any reason (other than rule 19) then they will not concede the match but notify their losing opponents in the previous round of their reinstatement in the competition. There will be no 'walkovers' after the first round.

17. Failure to fulfil an agreement to play an arranged match without reason will result in the offending player/team being disqualified and the game being awarded to their opponents.

18. Should a player/team reach the Finals, if their team is unable to play on either or both days of Finals Weekend then their opponent in the previous round played will be reinstated.

19. The only exceptions to 16, 17 and 18 are bereavement or sudden serious illness.

Match Duration

20. In the rounds prior to the final, no jack shall be cast after the session bell has sounded, even if the game has started late. Singles matches are first to 21 shots and if no player has reached 21 shots the score at the conclusion of the end following the ringing of the session bell shall be the final score. See Rule 33 for Drawn Matches Regulations. Pairs matches are a maximum of 18 ends and Triples matches are a maximum of 15 ends. Two bowl singles are first to 21 shots.

21. For Finals Weekend, all Singles matches are to 21 shots. Pairs and Triples matches are 18 ends or 3.5 hours, excluding trial ends and any extra end.

22. The under 18 and 12 finals are respectively two 9 end sets with a 1 end tie break and two 7 end sets with a 1 end tie break.

23. The adult/junior Australian Pairs competition is two 7 end sets with a 1 end tie break.

24. The Australian Pairs final is 18 ends or 3.5 hours, excluding trial ends and any extra end.

Visits to the Head

25. During time limited singles matches there can be a maximum of one visit to the head per end per player

26. During time limited pairs, triples and fours matches no visits to the head are permitted.

27. For Finals Weekend matches there are no restrictions on visits to the head.

Playing Format

28. There will be no trial ends prior to Finals Weekend.
29. Two bowls per player trial ends are permitted on Finals Weekend.
30. In a tie break, the player winning the toss can take the jack or give it away.
31. If the jack is hit out of play it will be re-spotted 1.5 metres to the side of the full-length spot on the side that the jack left the green. If a bowl covers that spot the jack will be placed alongside that bowl on the side nearest to the centre line spot.
32. Tied ends will count as a played end, the first to play in the tied end shall deliver the jack.
33. DRAWN MATCHES. In timed matches prior to Finals Weekend, if the session bell has sounded and a match is drawn, the player/team who has won most ends will be deemed the winner. If this does not resolve the game, there will be a one bowl shoot-out between skips (or singles competitors) which will take place immediately and on the same rink. The player winning the toss can take the jack or give it away. If the end is killed, the jack will be re-spotted.
34. DRAWN MATCHES. On Finals Weekend an extra end will be played. The player winning the toss can take the jack or give it away.
35. During the knockout stages players will need to arrange their own markers as required. Markers will be provided for Finals Weekend.
36. In the rounds prior to the finals, dress is a white or coloured top and grey or black below the waist. For Finals Weekend, dress is a club shirt and black below the waist. All players in a team must wear the same type and colour top.
37. Any disputes arising between players or teams must be referred to the Competition Secretary who, together with the Club Chairman, will adjudicate.

Definitions

38. A Novice is any player with less than three continuous years' bowling experience, and who has not won the novice singles or pairs at BIBC.
39. The Unwon Singles can be entered by any player who has never won a team or singles competition. A winner of the Unwon can still enter a Novice competition if those conditions apply.

APPENDIX 4

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, and we are proud of the high standards at our club. It can sometimes be very confusing for a new bowler to understand what is expected of them when bowling, hence the inclusion of this section on etiquette, followed by advice for playing bowls at the club.

At session changeover times do not enter rinkside until the departing bowlers have vacated this area. Bowlers should leave rinkside on completion of their games without delay.

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 at the head must stand behind the head where they are expected to be quiet and not move 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' good 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 beginning and end of the game shake hands with your opposition. At the end of a singles game, thank the marker and offer to buy them, as well as your opponent, 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 Indoor Bowls to familiarise themselves with the laws governing the sport. This is particularly important when playing at national level.

APPENDIX 5

THE GAME OF BOWLS

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 black below the waist with a coloured club shirt. Black or grey below the waist is required for internal league matches. Bowls shoes have a 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, measure, spray chalk and 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.

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 scorecards 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.

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

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

If the bowler who has delivered a bowl 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 bowl lies in relationship to the jack.

Once the leads have finished delivering their bowls the number twos and number threes will then deliver their bowls in order, until all the players at the mat end have delivered their bowls.

These bowlers will then walk along the centre of the rink to the opposite end of the rink where the bowls 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 bowls 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 bowls 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. If agreement cannot be reached an independent person may be asked to measure. In serious matches an umpire will be present and measure if the players cannot agree.

Once the score has been agreed the number twos will adjust the electronic scoreboard 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 bowls 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.

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 twos follow suit by delivering their bowls to finish as close to the jack as possible. This is called “building the head”.

The number threes 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 bowls or move the jack.

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

WINTER BOWLING PROGRAMME

| | 10.00 | 12.00 | 14.00 | 16.00 | 18.00 | 19.00 |
|-------|----------------------------------|---------------------------|-----------------------------------|-------------------|---|----------------------|
| Mon | Open Session | Ladies' Triples | Open Fours | Singles | Coaching and roll ups | Open Triples |
| Tues | Open Triples | Umbrella and Open Triples | Open Fours | Open Session | Coaching and roll ups | Open Triples |
| Wed | Open Australian Pairs | Open Australian Pairs | Open Fours | Open Session | Umbrella, improvement coaching & roll-ups | Open Session |
| Thurs | Umbrella | Ladies' Triples | Open Triples | Open Session | Coaching and roll ups | Men's 2 Bowl Triples |
| Fri | Open Session & Open Pairs | Open Pairs | Improvement coaching and roll ups | Contact reception | Umbrella & Junior/Adult Aussie Pairs | |
| Sat | Junior coaching and Open Session | Open Session | Club Matches | Club Matches | | |
| Sun | Open Session | Open Session | Club Matches | Club Matches | | |

Key:

Open leagues can be any combination of male and female players

Open sessions for roll ups etc are coloured **yellow**.

Umbrella Sessions, open to all members on a turn up and play basis, are coloured **green**.

Men's leagues are coloured **mauve**.

Ladies' leagues are coloured **red**.