

**KNOWLE BOWLS CLUB**

**The Green Wells rd.**

**Bristol BS4 2NQ**

**Founded 1909**

**MEMBERS HANDBOOK**

## Welcome to Knowle Bowls Club (KBC)

This booklet is intended to provide members, especially those new to the Club, with an insight to the basic workings of the bowls Club. It will explain where information is located, who to contact and what is expected of you as a member.

When you first join a Club there are many things to remember and they can become quite confusing at times so we have developed this booklet for you to read at your leisure. If any issues still confuse you, please contact an officer of the Club for clarification, they will be only too pleased to help you.

KBC is a non-profitmaking charity run by volunteers for the enjoyment of those persons wishing to partake in the game of bowls. We hope you enjoy your time in this great Club and may be will be able to contribute to the running of the Club yourself.

KBC is a mixed gender Club open to the community as a whole and does not tolerate discrimination on any grounds.

You will have been given a set of rules that govern the Club. Please read these rules at your convenience. They can be somewhat daunting but are necessary to the running of the Club.

Please do not feel afraid to speak up. We cannot help you unless we know what is bothering you.

KBC charge an annual subscription. This is significantly reduced in the first year, for new players, to help them to purchase woods, Club clothing and accessories. Please contact a Club officer to purchase Club clothing. There is a selection of used clothing, equipment and spare woods for sale.

As well as playing bowls we also run an excellent social side. The bowls season runs from April to September but the social events run throughout the year. There are certain week nights set aside for bingo and Club nights. Usually throughout the 'closed season' we run an event each month. This can be themed meals, race nights, quiz nights, etc., open to members and friends. This is an opportunity to meet on a social level whilst enjoying yourself.

As a member your spouse/partner automatically becomes a social member and is encouraged to attend these events and possibly try their hand at bowls.

**Our main object is to help you enjoy the game of bowls at KBC.**

## **Management of KBC.**

The Club is managed by an Executive Committee (EC) comprising of Club Officers as stated in your rule book. This committee is responsible for everyday running of the Club. The EC meet on a monthly basis to discuss issues relating to KBC. The minutes of these meeting are sent out via email and stored in the 'Executive Committee Minutes' folder in the foyer, along with names of the current Club officers and are available for all members to peruse. The EC is accessible to all members to raise points of issue that will be discussed at the next available meeting. Any disputes or matters of discipline are dealt with by the EC with their decision being final in relation to KBC.

There are various sub committees who are under the jurisdiction of the EC. We hold an AGM in November to receive reports from officers, elect officers, alter any rules, raise points for discussion and convey the general state of the Club to members. It is essential you attend this meeting.

A Spring Meeting is held in March, prior to the start of the season, to receive reports and discuss the forthcoming season. Please make an effort to attend.

## **Membership**

The bowling year starts on January 1st each year and subscriptions are due on that date. The level of all subscription is set at the AGM. Please pay promptly. This entitles you to full playing membership and voting rights. As a full playing member, you will have been given a key (for which you pay a deposit). This key along with the Club code will give you access to most areas of the Club. Junior and social members do not have voting rights or a key.

## **Communication**

There are various ways that information is communicated.

The Secretary will issue all minutes and information via e-mail in most cases. It is essential that you furnish the Secretary with an updated telephone number (home and mobile), e-mail address and home address. KBC conform with the General Data Protection Regulations regarding members information.

There are noticeboards in the Clubhouse foyer relating to matches, social events, Club notices, regulatory notices, etc. Please read them

Located in the foyer are 2 folders in which you can book a rink (afternoon/evening). Please fill this in if you want to use a rink. These will be pre-filled with any League, Cup or Friendly matches taking place. These will have priority. Preference will then be given to National, County, or Association competitions.

## **On the Green**

Availability of the green for play is from mid-morning until the evening, subject to any restrictions imposed by the green keeper. We have one of the best bowling greens in the area. It is therefore vital that we not do anything to impair it. Flat soled shoe (with no tread), are the only footwear allowed on the green (no sandals for health & safety reasons).

Coaching will be made available for new bowlers

All woods must have KBC stickers on them (available from Club officers).

Mobile phones are not allowed on the green or surrounding area.

Equipment can be obtained from the store. Please ensure you use mats and return all the equipment to the store when you have finished your roll up or match and make sure the store is locked.

Changing facilities are provided for both Ladies and men (club code access).

You are expected to use these facilities and not change on the rinkside.

Smoking is only allowed in a designated area. All other areas are 'No Smoking'.

The dress code for 'roll ups' is smart casual as defined in the fixture book.

## **Matches**

KBC play a mixture of matches arranged by the Ladies & Men's fixture Secs. Ladies play Tuesday & Thursday friendly matches (these can be mixed) and league (ladies only) on Wednesday or Friday evenings.

Men play Wednesday afternoon and some Saturday friendlies (these can be mixed), Friday afternoon league (mixed), League Thursday evening (mostly men only) & Saturday afternoon league (men only). Mixed matches are played on various Sundays plus a series of floodlit evening matches in September.

As a playing member you are expected to make yourself available for all matches.

There are availability boards in the foyer for designated matches. It is your duty to cross off any dates that you are not available for selection.

Team sheets will be posted in the foyer. Please check for your name. It is your duty to acknowledge your selection by ticking your name a.s.a.p.

Certain dress codes are required when playing in Club matches. You are expected to conform to the code. The dress code will be indicated on the team sheet in the foyer. These codes are fully explained in the fixture books. If you have any doubts ask an officer or another member. Some matches incur a rink fee, usually to cover the cost of food. Most clubs run a raffle after the game so please ensure you have some change with you.

## **Competitions**

The KBC is affiliated to various Bowling Associations who run competitions. Entry form for these competitions will be emailed to you or are available from the Secretary. The dress code for these is explained in the fixture book.

The Club, itself, runs internal competitions. There are various competitions to suit all members. Forms are given put at the Spring meeting or posted on the noticeboard. Please support the Club Competition Committee by entering all the internal competitions. The dress code is explained in the fixture book.

## **Social Committee**

The Club runs many social events to raise funds throughout the year. A lot of events take place during the 'closed season' when we are not bowling. These events help to maintain contact between members. It is essential that you support these functions as not only will it help with the revenue of the Club but it will help integrate you into the Club. Your spouse, partners, friends etc., are encouraged to join in. If you have any ideas or expertise, please contact a committee member. Events are posted on the noticeboard and sent out by e-mail. I can assure you they are well presented and most enjoyable.

## **Bar**

Subscriptions do not cover the cost of maintaining the green. The bar is the major revenue for the Club. The more we make over the bar the longer we can keep subscriptions down. We open the bar every weekday evening during the season. There is a rota for bar duty (two members each evening). You are expected to help out by doing a couple of duties. You will be with an experienced bar person and will soon find out the procedures. Nobody is compelled to do duties but the more members do it the less times you are rostered. When games are being played during the day members are expected to assist by serving behind the bar and in clearing up afterwards (clearing tables, washing glasses, etc.). Do not walk off and leave it to someone else to do.

## **Maintenance Committee**

The upkeep of KBC is undertaken mostly 'in house' by the committee to keep running costs down. If you have an expertise, trade or useful contact, please inform a committee member and let them know. If not just give your time when required. The more members help the less we have to pay contractors.