



HOLSWORTHY BOWLING CLUB

MANUAL

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2. Description of Club Premises

The club shall be known as Holsworthy Bowling Club thereafter as HBC in this manual

Location: Stanhope Park Holsworthy.
The area of the park used by HBC is licensed to the Club by Holsworthy Town Council on behalf of the Charity Commission.
The license agreement is reviewed at five yearly intervals by Councils Parks Committee, a fee in accordance with the current license is payable annually by HBC to the Town Council. HBC is registered with the appropriate bowling associations.

Purpose: To provide throughout the year a venue for the playing of Flat Green and Short Mat bowls. Rules of play shall be in accordance with the appropriate association.

Facilities: *Club Pavilion*
Comprising of main hall, kitchen, male and female changing rooms and toilets also disabled toilet facilities. Storage areas at various locations in the building.

All areas of the Pavilion and ancillary storage outside the confines of the Pavilion are protected by an intruder alarm system.

Bowling Green and surrounds
Maintained by a designated Green Keeper and assistants.

Machinery Storage Shed
Storage for green maintenance equipment and green watering control system.

Equipment Storage Shed
Storage of match play items i.e. scoreboards, mats, pushers etc.

Vehicular Access
A car parking area is situated adjacent to the Bowling Club premises and must always be used. The conditions of the license with Holsworthy Town Council preclude parking in nearby roads.

3. Constitution

The Constitution sets out a schedule of mandatory meetings to be held each year. These full committee meetings are scheduled as follows:

In April, July, and September each year together with an Annual General Meeting in November.

Committee meetings can also be convened on an ad-hoc basis to discuss specific matters.

If a full Committee meeting is not required a minimum of four members shall form a quorum.

Short Mat Section meetings are convened as necessary by the Sub-Committee members, to include an Annual General Meeting.

A copy of the Constitution can be found on the club website and a hardcopy is kept in the pavilion. Further copies can be requested from the Secretary.

4.Club Management Organisation

The club is managed in accordance with the Club Constitution and a Committee structure as detailed below.

The Committee comprises of elected officers who shall be fully subscribed members of the club and have voting rights on club matters relating to the management of the club.

Committee Organisation

- President
- Chair
- Secretary
- Treasurer
- Ladies Secretary
- Match Secretary
- Green Keeper
- Club Captains
- Short Mat Sub-committee

Club members may be co-opted for specific duties at the discretion of the management committee.

5. Committee Member Designated Duties and Responsibilities.

The purpose of this section is to detail the varied duties of full Committee Members a full listing is shown at Section HBC 3. All are Honorary positions.

President: To represent the Club as required at official functions and hosting visiting clubs. In addition to carrying out any duties as assigned by the committee.

Chair: To Chair Committee and Annual General Meetings in addition to carry out any duties as assigned by the committee.

Club Secretary:

To maintain records of club meetings, incoming and outgoing correspondence, with other duties such as the arrangement of the Annual Presentation Luncheon.

Maintenance of the credit boards i.e entering names of competition winners and Club officials each year. Ensuring competition cups and trophies are engraved and ready for presentation at the Annual Luncheon.

Preparation of the annual Secretary's Report together with the AGM agenda and ensure distribution to all members.

Represent the Club at Devon Bowls Section 1 meetings.

Ensure all returns required by Devon Bowls are duly completed and returned by the due date.

Any other duties as assigned by the Committee.

Treasurer: Responsible for all matters concerning Club financial matters.

Compiling and maintaining up to date listings of names addresses and telephone numbers of the membership.

Preparing an audited financial report for the Annual General Meeting.

Advising the Committee on any matter concerning income and expenditure of Club funds.

Ensuring proper and adequate insurance is in place at all times to cover Club liabilities and activities.

Any other duties as required by the Committee.

Ladies Secretary:

To manage and arrange any business exclusive to the Ladies Section including collection of fees, as necessary.

Compile and prepare the Ladies Section fixtures each year, liaise with the Match Secretary to produce the annual fixtures booklet.

To represent the Club at Devon Bowls Section 1 meetings and at AGM's of various leagues entered by the Club

Match Secretary:

Responsible for arranging men's and friendly fixtures for the outdoor season. Liaising with Ladies Secretary to produce club fixture booklet and distribution of same.

Rearrangement of fixtures as necessary in conjunction with ladies and men's captains.

To provide a diary to be available at in the Club Main Hall to enable members to book rinks for club competition purposes.

Any other duties as required by the committee.

Green Keeper:

Responsible in conjunction with assistants for all matters concerning the maintenance of the bowling green and surrounds. To liaise with the G/K and advise as necessary on the suitability of the green for match purposes during inclement weather conditions.

Ensure adequate cover is available to maintain the green suitable for play when personally not available.

Ensure green maintenance equipment is fit for purpose.

Club Captains:

Responsible for team selection which includes posting notices to the notice board for members to record availability to play in any given match. Rearranging fixtures in conjunction with the Match Secretary as necessary. Posting notices of team selection for matches on Club Notice Boards in club information box in Holsworthy Square. Delegation of this requirement shall be at the discretion of the Captain for certain competitions.

Short Mat Sub-Committee:

The responsibility of this sub-committee is to manage and arrange a full season of matches and participation in various competitions within the club or outside venues. Short Mat committee meetings are convened as required. Minute of all meetings and incoming and outgoing correspondence shall be maintained by the committee.

See Section HBC 6 of this manual for more detail.

Club Competitions Secretary:

Shall be responsible for ensuring competition details are available to club members. Compiling entries conducting draws where necessary and posting the results for each competition and relevant play by dates to the club notice boards. Collating match results and updating competition sheets.

Participating members are required to record results of matches and provide a score card duly signed for the Competition Secretary to enable production of a winners list for the Club Secretary for cup/trophy engraving and credit board postings.

6.Club Members Handbook

This section of the manual sets out the information that shall be issued to new members, when the submitted application form for membership has been approved by the Committee.

The booklet shall be known as Holsworthy Bowling Club Handbook.

The booklet shall be in A4 format and contain the following information.

HOLSWORTHY BOWLING CLUB HANDBOOK.

To become a member an application form shall be submitted by the applicant for approval by the HBC committee.

Application can be for both sections [Flat Green and Short Mat] or one section only if desired by the applicant.

Flat Green Section

Played on the outdoor Bowling Green between April and September.

Short Mat Section

Played on purpose made mats in the Pavilion Main Hall between October and March.

Membership Fees

Each section has separate fees and are payable at the start of their respective season. The Committee will review the fees annually.

The Club is a member of Devon Bowls Section 1, Devon County Short Mat Bowling Association and affiliated to Bowls England

Each season a Fixture List Booklet is issued to each member for the Flat Green Section which details all Matches, Club Competitions, Club Events and dress code required.

Flat Green dress code shall be either Greys or Whites as required.

Greys: Club Shirts worn with grey trousers or skirt.

Whites: Club Shirts worn with white trousers or skirt.

It is mandatory that the approved Club Shirts are worn for all matches. There shall be no exceptions.

Short Mat

Each season a list of fixtures and competitions to be played by the various teams is posted to the Club Notice Board and is available to members on request. Dress code shall be white tops over club shirts.

Dress code for informal activities, for example weekly practice roll ups shall be greys. Casual dress is not permitted for signed up members, unless specified by organiser. A period of grace shall be allowed for newly joined members to comply with this requirement.

Flat Soled shoes are mandatory for both sections and must conform to Bowls England/Short Mat standards.

Members shall be expected to conduct themselves in a friendly and pleasant manner to fellow members and visitors.

If for any reason a club member shall feel aggrieved regarding issues arising from the rules of club management they shall be entitled to raise the matter with the a committee member, resolution of such issues shall if necessary be decided by a full committee meeting. Committee decisions shall be final.

General information

The club pavilion and outbuildings are protected by intruder and fire alarm systems.

Access is gained by key to the main entrances the keys can be found in the key safe boxes adjacent to the entrances. Key safe boxes have a code number which must be entered to obtain the key the number shall be only available to club members and must not be divulged to non-members.

When the entrance is opened the key shall be presented to the sensor located in the foyer to cancel the alarm, failure to do so will set off the alarm. When leaving the building present the key to the sensor and immediately leave the building and lock the door replace the key in the key safe ensuring the numbers are jumbled.

Parking

Use the dedicated parking spaces adjacent to the club, access from Trewyn Lane. Do not park in any of the surrounding roads as this is in breach of the clubs licensing agreement.

If any member is uncertain of any conditions of membership a member of the club committee shall consulted for clarification.

7.Short Mat Section

The purpose of this section is to describe the management and organisation of the Short Mat Section.

The Section is managed by a Sub-Committee.

Responsible for arranging a full programme of fixtures and competitions for the season which runs from September to March.

Preparation of a fixture list which is available to members and posted to the Club notice board.

Records of meetings and the Annual General Meeting are maintained by the Short Mat Secretary together with records of incoming and outgoing correspondence.

The section is a self-contained and separate activity within the club organisation and is registered with Devon County Short Mat Bowling Association.

League matches and divisional structure is in accordance with North Devon and North Cornwall Short Mat Bowling Federation. Matches are also played in the Merton Charity Short Mat League.

Short Mat Teams comprise of members shall be nominated and registered with the appropriate association.

Members shall wear the white club tops with club shirt.

The Section enters teams as follows:

2 evening 4s

2 afternoon triples

1 Merton Charity League – afternoon triple

Team Captain

Each team shall have a Captain who is responsible for selecting a team from the nominated members available and informing selected members of the venue and time of the match.

Home matches, ensure that refreshments are provided.

Communicating necessary forms to of the match result and forward to the appropriate Association.

A web site is available to check for up to date information regarding league positions.

8. Intruder and Fire Alarm Systems

The Club premises are protected by intruder system, maintained by:

SW Locksmiths
Market Arcade, The Square, Holsworthy EX22 6DL
Tel: 01409 255533

The fire alarm system is tested monthly and the result recorded.
The Security Alarm shall be tested every six months and the result recorded.
The testing shall be undertaken by a nominated club member.

Blanchard's engineers undertake regular inspections in accordance with the contract.

In the event of the intruder alarm system being activated it will automatically contact nominated club members by telephone, there are four nominated club members each shall be contacted in turn until the call is picked up. The reason for activation shall be investigated and the system reset.

During regular intruder alarm inspections by Blanchard's if a problem is detected with the alarm SIM card the testing engineer shall report to the fault to the nominated club member.

If the fault is due to lack of credit on the SIM card the following procedure shall be actioned.

The phone company O2 needs to be contacted on Telephone Number:- 08448090222
the SIM card number is :- 07724795270

Further relevant SIM card numbers are required:- 89441 10064 59952 2830 3GP11.

During this process it will be ascertained if there is a need for more credit, or if the card has been blocked through lack of use. The unblock number is:- 04768326. The phone company are able to confirm any credit balance and unblock the card.

The Club Treasurer shall be informed if the card requires a top up.

9.Club Mobile Phone

The club shall provide a mobile phone for receiving and making club business communications.

Members shall not make personal calls unless by arrangement or in an emergency.

The phone shall be located in a container on the main Pavilion Hall information table the number is shown on the container cover.

The phone is loaded with a credit amount which when required shall be topped up by contacting the Treasurer.

10.Catering and Match Refreshments

The club shall provide refreshments for home matches and club events.

Each Team Captain shall organise or delegate to a team member the provision of refreshments for home matches. These are supplied from stock which are replenished by Mrs C Weston

Club events and friendly matches normally include a tea or supper, the food being supplied by members providing a plate of food.

If a lunch is being provided this shall be organised by nominated members of the ladies' section.

11.Pavilion and Ancillary Storage Maintenance

Interior cleaning of the Pavilion this shall be carried out on a regular basis during the respective seasons i.e. Flat Green and Short Mat by persons named on the rota.

At the end of the Flat Green Season the tables and chairs in the Pavilion not required shall be stored away and if necessary, the carpets cleaned by a nominated contractor before the Short Mats are placed into position.

The reverse shall apply at the end of the Short Mat Season.

Outside seating i.e. benches shall be inspected at the end of the Flat Green Season and treated with appropriate preserver if necessary and stored undercover.

It shall be the responsibility of the committee to ensure that the pavilion and sheds are maintained in satisfactory condition, employing specialist contactors if necessary.

It is the responsibility of the committee to provide fit for purpose equipment and cleaning aids to action the above.

Heating and lighting

It is the responsibility of the committee to ensure that the heating oil is checked at regular intervals and replenished as necessary and that defective lighting units are replaced.

The Green surrounds are maintained by the Green Keeper and assistants.

12.Amendments to Manual

The purpose of this section of the manual is to describe how the manual shall be kept up to date.

The Secretary is responsible for updating the Handbook when there any changes to policies and rules. They shall also be responsible for a copy of the Handbook is available to all members when requested including a hardcopy to be kept in the pavilion and an electronic copy on the website Each section of the manual is uniquely numbered, and the status of issue is shown on the front cover.

If a section requires updating the amendment shall be made and the issue raised.