

WINDLESHAM BOWLS CLUB CLUB HANDBOOK
(FOUNDED 1933)

KENNEL LANE, WINDLESHAM, SURREY, GU20 6AA
(Rear of Windlesham Club and Theatre)
Tel. No. 01276 476174 www.windleshambowlsclub.co.uk
Affiliated to Bowls England, Bowls Surrey, A & D.B.A.

Edition 9– April 2024

1. Club Officers and Officials

The Club is controlled by a committee of playing members who are elected each year at the

Annual General Meeting. The composition of the committee is:

- Chairman
- Hon. Secretary
- Membership Secretary
- Hon. Treasurer
- Club Captain
- Ladies Captain
- Ladies Secretary
- Fixtures Secretary
- Competitions Secretary
- Fund Raiser
- Club Communicator
- Green Team Representative
- Compliance/Safeguarding Officer
- Plus up to two other Club members

The names of the members elected to the Committee each year are published on the Club Website – windleshambowlsclub.co.uk and displayed in the Clubhouse. The Ladies also elect a Ladies Vice-Captain and County Delegate and the Club Captain appoints a deputy and other league/match Captains as deemed necessary.

In addition to the Committee the Club also appoints a President and from time to time one or more Vice-Presidents.

2. Affiliations

1. The Club is affiliated to Bowls England (BE) - the governing organisation of lawn bowls in England, and
2. Bowls Surrey (BS) - our local County, and
3. A&DBA Aldershot & District Bowling Association

3. Clubhouse

1. Security/keys

- 1.1. All members are given a key to the Clubhouse by the Club Treasurer
- 1.2. The end door has 3 locks (same key) and all 3 MUST be locked on leaving.
3. The double central door has one key and this door MUST be locked on leaving
4. Security shutters for windows are fitted with up and down buttons, these shutters MUST be fully closed when leaving
5. All lights and heaters must be turned off when leaving
6. Keys to the Bowls Equipment shed, the barrier, the Meter Cupboard and the Middle entry door key are on a key rack under the Green Notice Board

behind the end door. Please ensure when used they are returned to their right place

NB: all the above MUST be adhered to, for compliance with insurance requirements

3.2. Notice Boards

- 3.2.1 Notices are displayed throughout the Clubhouse with useful general information, Health & Safety information, bowling matters and information relating to bowling matters
- 3.2.2 The Green Keepers Notice Board is located behind the end door and should be reviewed regularly for any updates on the use of the green
- 3.2.3 No notice should be placed on any general notice board without the approval of the Club Secretary

3.3 Honours Boards

- 3.3.1 Displays past winners of Club competitions and External Honours
- 3.3.2 Club winner trophies are displayed in the trophy cabinet on the far end wall

3.4 Notices on Current Season Club Competitions

- 3.4.1 Details of current Club competitions, the status of progress and results are displayed on the far end wall, below the Trophy cabinet

3.5 Changing rooms/toilets and personal belongings

- 3.5.1 There are changing rooms and toilets for both men and ladies, and a disabled toilet in the Clubhouse.
- 3.5.2 We do not have lockers in the Clubhouse: Members and visitors are reminded that the security of personal belongings is their own responsibility. Windlesham Bowls Club will not be held responsible for loss or damage to personal belongings whilst at the Club
- 3.5.3 Spare toilet rolls are under the seating in both the mens and ladies changing rooms (there are no lockers for storing personal equipment)
Replacement hand towel rolls are available see 3.6.5 below

6. Kitchen

- 6.1. There is a fully equipped kitchen in the Clubhouse, with provision to provide snacks for visiting teams and guests after friendly or competitive games against other Clubs.
- 6.2. Refreshments may be laid out on rink tables for post match use. Where a match fee has been paid the cost of these refreshments is covered by the match fee.
- 6.3. Post match drinks for your opposing player must either be purchased from the kitchen (price list applies) or from the Windlesham Club (see Etiquette below)
- 6.4. If refreshments are taken at any other time, they must be paid for, according to the price list on display in the kitchen and money paid left for collection by the Fundraiser.
- 6.5. There is a paper towel dispenser in the kitchen by the small hand wash sink and in the 3 toilets, a (blue) key to gain access to towel replacements is in the kitchen drawer to the left of the cooker. Spare towels are in the ladies changing room under the seating.
- 6.6. There is a dishwasher, and full instructions for use are displayed.
- 6.7. There are clean tablecloths and drying cloths in the drawer in the kitchen, when tablecloths are used they should be washed and returned clean to the kitchen.
- 6.8. A first aid kit is in the kitchen cupboard marked with a green cross (see 12.6)

- 6.9. An accident book is located in the rack on the noticeboard by the kitchen (see 12.7) and should be completed in the event of any accidents, however small, occurring on the Club premises.

7. **Clubhouse Cleaning**

- 3.7.1 Members are responsible for cleaning the Clubhouse. A cleaning rota for club members is prepared at the beginning of the season and is pinned to the notice board near the kitchen (not applicable to new members in season 1).
- 3.7.2 Please check you are aware when it is your turn. Should you be unable to take your turn on the particular date, it is your responsibility to arrange for another member to replace you.
- 3.7.3 The Club's cleanliness is a benchmark not only to our members, but also to our visitors.

4. **The Green**

- 4.1 The Green is maintained by Club members volunteers (known as the Green Team) throughout the bowling season - April to September - and during the closed season/period October to March.
- 4.2 Contractors may be used when certain chemicals are applied to the Green.
- 4.3 Normal maintenance is carried out on Tuesday and Thursday mornings (after the weekend and mid-week matches) and on other days when mowing, brushing and sweeping is carried out.
- 4.4 The surrounding ditches are also kept clear of weeds and fallen leaves. The concrete slabs are also kept weed free as much as possible.
- 4.5 The concrete slabs around the rinks also have different colour paint marks on them known as rink markings. The rink markers are changed every day by colour, which ensures even wear on each rink. The rotation of colours is displayed on the Green-keeper's noticeboard in the Clubhouse.
- 4.6 The direction of play on the Green is changed weekly on Tuesdays: first week Clubhouse to 'Welcome Board', the next week Road to Tennis courts.
- 4.7 Double doors to the equipment building (facing the Green) opens outwards to reveal the various equipment used in Green maintenance. Access is only granted to the Green Team. A door down the side of this building houses bowls equipment.
- 4.8 The Green Team will recommend to the Committee when the season can start, depending on completion of works and when the weather allows. During the season, when there is poor weather, the Green Team will decide if the green is unplayable and may close the Green in full or part for a recovery period. They will also decide if protective green mats MUST be used to protect the green for the longer-term benefit of all members through the season. Please adhere to the Green Team decisions on the use of the Green and/or certain rinks.
- 4.9 The gardens surrounding the Green (fences, hedges and flower beds) are also maintained by Green Team and other volunteers on a regular basis.
- Any members who can assist with any of the above tasks would be very welcome and should make themselves known to the Committee, by doing these tasks 'in house' saves the Club money and helps keep membership fees down. Suitable training is provided.**

5. **Playing Bowls**

- 5.1 The Club is a mixed club and, apart from designated matches for ladies or gentlemen, all members can participate in matches.
- 5.2 The Green is open for play as follows: 9am to dusk on Monday, Wednesday Friday and Sunday, on Tuesdays, Thursdays and Saturdays the Green Team will be working on the green and play is not usually possible before 11am.
- 5.3 If you wish to book a rink for a game, including Club Competitions, a Rink Booking Diary for rink availability is located on BIAS which is the Club's booking software. This enables members to book a rink in advance of playing competition games.

- 5.4 playing It is preferable to book rinks for roll-ups too, so the green team know who is in case further work on the green is required. HOWEVER, please avoid playing on a rink already booked for competitions.
- 5.5 Club games and external competitions take precedence over internal club competitions and roll-ups. Priorities for Rink Bookings are:
- 1) National Competitions
 - 2) Surrey Competitions
 - 3) Club matches - League and Friendly Fixtures
 - 4) West Surrey Bowling Association and Aldershot & District Bowling Association Competitions
 - 5) Club Competitions
 - 6) Roll-ups
- 5.6 With the exception of match fees there is no charge to members to play on the Green. Visitors who come to the Club with members may play up to 3 times only before they are expected to join the Club, are required to pay a green fee, which should be collected by the introducing member (£5) and paid to the Club Treasurer
- 5.7 **How Can You Be Considered To Play In Any Match?**
- a) Put your name on BIAS for the match in which you would like to play.
 - b) Make a note of these matches with particular reference to home/away, start time (always aim to arrive at least 15 minutes before the match is due to commence) and the telephone number of the Club / Match Captain should you be unable to play if selected.
 - c) Be aware that bowling equipment has to be available on each rink (mats, jacks, scoreboards, etc.) before the match can commence. Play your part in setting out this equipment and returning it all to the equipment shed at the end of the match.
Do not leave it to others!
 - d) Should you wish to play in a particular match, please put your name on BIAS irrespective of the fact that there are enough names already to fulfil the fixture (for various reasons, some members may have to drop out of the match after selection).
 - e) For AWAY matches, - please note that, as a courtesy, a small donation should be made to the driver of the vehicle in which you travel.
 - f) The Club Captains are responsible for team selection
- 5.8 The outdoor season extends from April to September and beginners and experienced players can participate in inter-club friendly matches (BIAS) and various leagues and competitions organised by the above associations. These will be displayed on BIAS.
- 5.9 **Dress Code**
- a) The members have adopted the use of a Club shirt which is basically white with the Club colours featured on the collar and sleeves. These can be ordered from our Fundraiser.
 - b) For all league and friendly matches the dress code is Club shirts and royal blue trousers/shorts. This dress code also applies to 'markers' for singles matches.
 - c) Club shirts shall be worn for all external leagues and representative competitions (including friendlies).
 - e) Shoes may be any colour as long as they have soles that are flat and smooth, i.e. no heels, marks or ridges that may leave an indent on the green.

6. **Club Competitions**

All members are encouraged to enter Club competitions

6.1 A copy of the Club Competition rules is pinned to the Notice board below the trophy cabinet.

6.2 For the purposes of identification and information bowls competitions are divided into two categories: Internal (competitions played between members of Windlesham

Bowls Club), External Competitions comprise matches at National, Surrey County, and other Association levels under a variety of formats.

- 6.3 Members can also compete against bowlers from other clubs in the associations to which the Club is affiliated with.
- 6.4 All competitions are open to all members.
- 6.5 All members are encouraged to enter Club competitions to gain playing experience in different formats and have fun playing against fellow members. Please only enter Club competitions if you are going to be available to play in the Finals Weekend should you get there.
- 6.6 The Roy and Rie Lamb Trophy is an ongoing internal competition throughout the season with points awarded for attending and for the winning rink on each weekly (usually Thursday) evening.
This is a great Club evening for new bowlers to meet other members and develop their game.
- 6.7 Finals for all Internal Competitions are played on a single weekend at the end of August, as published on the Fixture Calendar (printed copies are in the holder by the end door as you come into the Clubhouse)

7. Bowling Equipment

- 7.1 The wooden building to the far-left side of the green houses the Green's maintenance equipment (through double doors) and bowling equipment used in all matches and casual play (side door). The maintenance building is for Green Team use only and should not be accessed.
- 7.2 Please ensure that all locks are locked when leaving. Both key rings are on the rack behind the end door in the Clubhouse under Green Notice board.
- 7.3 Equipment within the bowling equipment side of the building includes:
 - Delivery mats
 - Scoreboards
 - Red and white metal triangles (ditch markers)
 - White Jacks (Yellow jacks are kept in the Clubhouse/cupboard under the CCTV screens)
 - 2-metre measuring sticks
 - Bowls gatherers
 - Large green protective mats
 - Wooden blocks holding ten nails each (most important, for securing the protective mats to the Green), when used please check you have returned all 10 nails to the blocks.
 - Protective Mats.
Please check, before playing, whether green protective mats are to be used. A notice will be displayed on the Green- keeper's notice board, and on the table nearest the end door.
 - The use of all this equipment will be explained as necessary. All members are expected to assist in the getting out and putting away of all the equipment used in Club matches.

8. New bowlers

- 8.1 New bowlers must attend an Open Day and/or a practice session organized by the Membership Secretary for assessment and approval before being permitted to play bowls on the Green.
- 8.2 Any member wishing for more formal coaching should approach the Club Secretary
or Membership Secretary who will pass your details onto suitably qualified coaches or experienced players who can assist you
- 8.3 The Club owns many sets of training bowls in various sizes which new members may use initially until they purchase their own bowls. Local suppliers of new bowls (Wey Valley or Egham Bowls Clubs have shops) and will give advice on the sizes/

types of bowls available to purchase. Secondhand bowls may be purchased on reseller sites on line.

- 8.4 The Club session on a Thursday evening, called the Roy Rie Cup, from 5:30 to match end, gives new bowlers the chance to meet other Club members. Teams are put together randomly to play a non-competitive game, this is a good way to meet other members and gain experience before putting your name down for friendlies or other matches.
- 8.5 Training on the BIAS system can be arranged through the Club Treasurer
6. A key to the Clubhouse is issued to all new bowlers through the Club Treasurer
- 8.7 Club shirts are available to purchase from the Fundraiser, there is no supplier for blue shorts/trousers but please purchase the correct Club colour (royal blue)

9. Junior Members

The Club encourages junior playing members. They are eligible to play in any matches and also in Competitions. Their involvement is essential to ensure a healthy Club membership.

10. Members and Visitors using Wheelchairs and others of limited mobility

- 10.1 To the left of the Clubhouse (looking onto the Green), and near the tennis courts is a concrete ramp leading from the gravel car park. PLEASE BE AWARE that this slope is quite steep and not suitable for wheelchairs.
- 10.2 Wheelchair users must enter the Green from the WC&T car park through the double gates leading onto the Green's surrounds.
- 10.3 There are steps available to access the green, please make sure you use these if you cannot safely step onto the Green directly or using the handrails positioned around the green.

11. Child Protection and other Important Matters

- 11.1. Windlesham Bowls Club adheres to the Bowls England policy on Child And Vulnerable Adult Protection and fully accepts its legal and moral obligations to exercise its duty of care and to protect all children and vulnerable adults participating in its activities and to safeguard their welfare.

12. Health & Safety

- 12.1 Whilst the Club takes precautions to ensure the premises offers a safe environment for members it is everyone's responsibility to adhere to any H&S requirements and notices at the Club.
- 12.2 Flat shoes must be worn on the green, whilst there is not specific other notice on shoes it is not advisable to wear flat soled open toed sandals for obvious reasons.
- 12.3 The slabs around the Green may not be completely flat, please be aware of any slabs are a potential trip hazard.
- 12.4 The surrounding wall, does have a notice NOT to sit on the wall, please follow the guidance.
- 12.5 Please be aware of the potential risk of injury when stepping onto or off the green This is particularly relevant when the green and/or the surrounds are wet.
- 12.6 The recommended way to step onto the green is to place one foot on the green approximately six to none inches from the ditch and parallel to the ditch. Please use the steps and/or the hand rails to access and leave the Green for more security if you need to.
- 12.7 There is a first aid box in the kitchen (in the cupboard marked with a green X, if anything is used please note it and report anything that needs replenishing to a member of the Committee.
- 12.8 There is an accident book on the shelf on the notice board near the kitchen, please report any near misses or accidents (however trivial) in the book so we can take

any necessary actions to reduce a repeat of the same incident should it be necessary.

- 12.9 During play, please ensure bowls are placed appropriately behind or to one side of the mat. Don't stand behind a bowler preparing to bowl in case their bowls accidentally propel backwards. Please take care when stepping onto and off the mat while preparing to bowl avoiding waiting bowls. Bowls are heavy and a trip hazard, please place bowls appropriately and take care for yourself and other bowlers.

13. **Fire Precautions**

- 13.1 The first concern in the event of a fire on the Club premises is the safety of occupants.
- 13.2 All other considerations are secondary to this. In the unlikely event of a fire all occupants should evacuate the Clubhouse in an orderly manner as quickly as possible and congregate near the double gates at the far end of the green until it is deemed safe to return to the Clubhouse
- 13.3 Please ensure all heaters are turned off when leaving the Clubhouse.
- 13.4 No smoking (or vaping) in the Clubhouse.

14. **Rules and Bowls Etiquette**

Below are useful rules and common bowls etiquette to be observed whilst playing bowls. Observing these is a combination of good manners and sportsmanship and makes the game pleasant and enjoyable both for you and those playing with or against you. This is not intended to be an exhaustive list (please see the International Rules for Bowls Manual in the Clubhouse if needed)

- 14.1 No running on the green.
- 14.2 No smoking on the green.
- 14.3 No drinking or eating on the green
- 14.4 Do not complain about a green, our own or at another Club it is impolite
- 14.5 Do not wear your bowling shoes to the Club, please come in normal shoes and change shoes when you are getting ready to play to avoid bringing any fungus or other disease onto the green.
- 14.6 Place your bowls on the green, do not drop them from any height as they may damage the green
- 14.7 Be on time and should you be playing in a club match at home, be responsible for putting out the bowls equipment and returning same at the end of the match.
- 14.8 Ensure your bowls have Windlesham Bowls Club Stickers on them when playing in any match for the Club. (available to purchase in the Clubhouse)
- 14.9 Do not stand on the verges of the green
- 14.10 Ensure your shadow does not fall onto the Jack as it makes it harder for the bowler to see the Jack
- 14.11 If the Jack is white and you have white shoes, please don't stand behind the Jack, equally don't stand in front the rink marker/number as these things can also interfere with the bowlers vision.
- 14.12 Do not move or 'kick in' bowls until the shots have been decided/agreed
- 14.13 Stay quiet and still when someone is about to bowl.
- 14.14 When walking on the bank do not proceed if bowlers are bowling to the end where you are - wait until they have bowled their bowl.
- 14.15 When walking to the other end of the green, do not walk through the head, go around the head but stay within your rink markers.
- 14.16 **Observe the rules of possession:**
- 14.16.1 If after you have delivered your bowl you wish to track your bowls, you must reach the head before the bowl stops, otherwise
- 14.16.2 Once you have delivered your bowls stay on the mat until your bowl stops.
A foot fault will occur if one foot is not on or above the mat when The bowl is released from the hand.

- 14.14.3 The mat 'belongs' to the team whose bowl is being played. As soon as the bowl has stopped the mat belongs to the opposing player/team. At this point you **MUST** move off the mat and other team members must move away from the head
- 14.17 Enter the mat from the left and leave the mat from the right to avoid bumping into other players
- 14.18 Use hand signals: tap your shoulder to signify the bowl belongs to you/your team and your knee if it belongs to the opposing team
- 14.19 Appreciating the skill of a good bowl is always in order, but be consistent and take note when the shot is 'lucky' and acknowledge as appropriate
- 14.20 Shake hands with the opposing team before and after a game and introduce yourself (usually done by the skip)
- 14.21 It is customary to buy your opposing player a drink at the end of the game if, you win the game, or are the home team. Drinks may be purchased from the bar in the Windlesham Club or from the kitchen (price list applies)

15. Roles of team members

- 15.1 **Lead** : places the mat, delivers the jack, ensuring that it is properly centered before playing his first bowl. Use appropriate hand signals to the side, left or right, to indicate distance to move the jack to centre. Do not shout up the green.
The lead from the 'losing' end team, collects the bowls when the winning shots have been agreed and 'scoops' up all the bowls and returns them to the side and behind the mat ready for the next end to play
Third : Indicates the position of play to their skip when asked to do so. Measures the shots and indicates to the skip the result using hand signals as above (14.18) . Should have a measure and chalk on them.
Skip : Is in charge of the rink and players in the team should follow their instructions before bowling their bowls. They should keep the scorecard but may transfer the duties of marking the scorecard to other members of the team. However, they must make sure that the duties are transferred to players whose positions, in order of play, are the same in each team. If agreement cannot be reached on who should keep the scorecard then the Skips in both teams must keep the scorecard. Should ensure the scorecard is signed by themselves and the opposing skip

16. Frequently used terms

- 16.1 **Singles**: a game between two players, usually with 4 bowls each, with the first to 21 shots deemed the winners
- 16.2 **Pairs** : a game between two players on each team, usually with 4 bowls each, with the team with the highest shots after 18 ends deemed the winner
- 16.3 **Triples** : a game with three players on each team, usually with 3 bowls each, with the team with the highest number of shots after 18 ends deemed the winner
- 16.4 **Rinks/Fours** : a game with four players on each team, usually with 2 bowls each, with the team with the highest number of shots after 21 ends deemed the winner.
- 16.5 **Shot** : is adjudged to be the bowl or bowls nearer to the jack than any other bowl played by the opposing player or players.
- 16.6 **Toucher** : is a bowl which in its original course on the green touches the jack, either directly or after touching another bowl before touching the jack and stays within the boundary of the rink. If a bowl falls over and touches the jack before the next bowl is delivered **and** it is within 30 seconds of coming to a stop, it is considered a toucher. Touchers are marked with chalk as soon as the bowl comes to rest (however, if the next bowler is ready to deliver their bowl, the toucher may be marked as soon as they have released their bowl)
A toucher that falls into the ditch shall be a 'live' bowl but not if it has come to rest outside the confines of the rink.

- 16.7 **Trial ends** : before the start of play in any competition, match or game not more than one trial end each way shall be played. In friendly matches, where playing time is short, no trial ends are played, but only one scoring shot will count on the first two ends

17. Miscellaneous

17.1 **The Close Season - Socials**

The bowling season extends from mid-April through to the middle of September. However once the outdoor season finishes, that is not the end of the Club's activities for another year.

Various activities are held during the winter months. This is also an opportunity to involve our social members, of which there are approximately 20 members. There are social activities including music nights, quizzes and theatre trips. Short mat bowls and games mornings.

- 17.2 **Ladies Annual General Meeting** . This usually takes place on a Tuesday evening in October.

- 17.3 **Club Annual General Meeting.** This is held in the Clubhouse on a weekday evening in October or early November. Copies of the previous AGM will have been pinned to the notice board alongside the Kitchen. There will also be sheets for nominations for Officers of the Club for the ensuing year together with any propositions for approval at the AGM. The proposer and seconder must attend the AGM.

- 17.4 **100 Club.** An opportunity to win modest cash prizes exists for members and relatives in the monthly draw. For £1 per month you could be a winner!!

- 17.5 **Annual Dinner.** This is a well-attended event, held in October, at a local venue.

- 17.6 **Cheese & Wine Evening.** A pre-season get-together giving new members an opportunity to meet fellow bowlers. Also a reason for seasoned members to catch up on the latest news.

- 17.7 **Indoor Bowling Clubs.** For those members who wish to play bowls during the winter months, there are a number of indoor bowling clubs in the area which are always looking for new members. The nearest local clubs are at Camberley and District at Wilton Road (off the Frimley Road), Egham (near the railway station) and Wey Valley near the Lido at Stoke Park at Guildford. These clubs all provide a range of league games in a variety of formats such as men only, ladies only and mixed comprising pairs, triples and rinks throughout the day in two-hour or three-hour sessions. The clubs also play friendly matches against other indoor clubs as well as outdoor clubs. Internal and external competitions are also arranged.

18. Windlesham Club And Theatre

Windlesham Bowls Club does not operate a bar. However, the member's subscription entitles use of the Windlesham Club and Theatre's (WC&T) facilities for 12 months where you can obtain liquid refreshment for yourself and also your opponents. You will be issued with a separate WCT card to gain entry.

19. Grievances And Complaints

- Club 19.1 If any member has a grievance, complaint or is unhappy with any aspect of the Club then the Club should be made aware of the problem.

- a) Playing Complaints - any grievance or complaint relating to playing matters should in the first instance be referred to the Club Captain. If a member is not satisfied with how the problem is dealt with, then it should be referred to the Club Secretary, preferably in writing, who will submit the matter to the Club

Committee.

- b) All other Complaints or Grievances - these can be referred to a member of the Committee or in writing to the Club Secretary, who will bring the complaint or grievance to the attention of the Club Committee for consideration and action.