

Appendix 2: Conventions

These notes have been produced hopefully to explain to new members how the Club works and also to remind existing members of the same facts and possibly one or two things that they have not come across so far. If there are matters which you feel could be included in the next revision please let a Committee member know. The information is not meant to duplicate information already posted on one of the several notice boards but may point you to the appropriate board for fuller information. All members should check the notice boards and pigeon holes regularly.

Matches

The Club play matches at week-ends usually in a mixed format. Since 2009 nine of these games are League games. The West Surrey League is 3 Mens rinks and the Sapphire League is 3 triples with any combination of players. The West Surrey and Sapphire games are against the same Club on the same day. For further information see the League rules which are on the notice board in the corridor. There are six or so mid-week evening games mostly with a mixed format. In the afternoons games are usually either on Tuesday, Wednesday or Thursday with most of these being separate Ladies or Mens matches. To play in any of the games mentioned above enter your name on the sheets provided.

Once the selection has been made the sheets are posted in the window next to the entrance door. You should tick your name so that the Captain is aware that you know you have been selected adding D if you are travelling direct to an away game. There is a match fee for playing in a match. This is payable even if you do not stay for the meal home or away. We know that it is not always possible to stay for the meal but this should be regarded as the exception rather than the norm. It is customary to offer your opponent a drink after the game to go with the meal.

Match Meals

At week-ends and mid-week evening matches the Club provides a meal and, except in evening games, a midway cup of tea for all players and visitors. These meals are prepared and served by Club members. It is an obligation for all members to put their name on the rota for at least one game a season, more if our membership declines. Members providing the meal will be reimbursed on the day for the cost of the ingredients purchased. The cost should be close to the rate per rink set by the General Committee.

Afternoon Mens games usually only have tea and biscuits but again members need to put his name on the list to make the tea. All Ladies playing in the afternoon home games provide food for all players on their rink or triple, marking what they will provide on the play sheet thus avoiding a glut of cakes and no sandwiches or vice versa. Tea has also to be made. The play sheet will also note the duty allocated to each rink i.e washing up, setting out rink equipment etc.

When seated for meals it is customary and courteous not to start eating before those on the Captains table. Similarly, although help in clearing the table is welcome, this should not start until everybody on the table has finished eating.

Notices

Members should read the notice boards regularly and check your pigeon hole as well. We try to keep everyone up to date but this does rely on members reading the information provided. There are also various notices of a more permanent nature around the Club. Kitchen hygiene, use of the urn, Fire notices and Security all fall in this category for your attention.

Competitions

Members can enter competitions run by the various bodies to which the club is affiliated. Bowls England for National Competitions, the Surrey County Bowling Association, Surrey County Womens' Bowling Association, North West Surrey Bowling Association and West Surrey Bowling Association. Entries for these competitions need to be made either during the closed season or at the beginning of the season depending on the Association involved - see your Secretary for more information.

In addition to the Saturday Leagues already mentioned the Club has teams in the North West Surrey Leagues- Ladies Monday League, Thursday Mixed League and Mens Friday single rink and double rink. All these Leagues are played in the evening. The Ladies also play in the Surrey Advertiser League.

Ladies and Men enter various area competitions during the season such as Top Club, Review Cup, Heathfield Cup. In these competitions teams are selected by the selection committee.

In addition to these external competitions the Club runs internal competitions in various formats e.g. singles, pairs, 2 wood, 3 wood, 4321(known as the Tickel for the Men). These competitions are separate for the Ladies and Men with the exception of the Grace Nash, Challenge Cup, Dickie Pullen, Open Triples and Mixed Pairs. For more details of each competition see the Competition Rules displayed in the corridor. Make sure you will be available for Finals Day before entering competitions.

Entry for the internal competitions is made by completion of the entry form accompanying the annual subscription notice issued in early April with a closing date in early May. However in the case of the Drawn Mixed Triples and

Dickie Pullen entries are invited during the season by notices on the boards. These competitions are played off in one day except for the final which is played, along with the finals of the other internal competitions on Finals week end. In our Club Competitions the first named player on the draw sheet (displayed in the corridor) is the challenger. The challenger is responsible for obtaining a marker and booking a rink on the day and at a time agreed with their opponent(s). In play each game starts with the opponent or marker tossing a coin with the challenger calling. The winner of the toss has the option of placing the mat and casting the jack or asking their opponent to do so.

Rink Booking

To book a rink use the rink books which are kept in the corridor. There are separate books for the Afternoons (games finishing before 6.00pm) and Evening and Week-Ends. In these books rinks booked for Club matches and Leagues take preference over individual competitions. Bookings cannot be made in both books to allow a game to span both the Afternoon and Evening sessions except in very special circumstances. The order of preference for the various competitions is noted in the front of the rink books. If a game is changed the original booking should be removed so that others know that the rink is free. A rink cannot be booked for a roll up.

For outside competitions members can select which rink they would prefer to play on. In the event of the same rink being booked by different members' preference is given in the order noted on the rink books. Rinks cannot be selected for Club Competitions. Rinks are drawn by the Green Steward who sets out the rinks. Play should always take place on the rink allocated except by agreement with a member of the Facilities and Catering Committee. A member cannot play on the rink on which he is due to play a competition later on the same day.

Club Night

Tuesday night is Club Night when members can roll up. Club Instructors are usually on hand to help members when requested and introduce novice bowlers to the game. Competitions cannot be played on Club Night with the exception of those Surrey Competitions which are played on fixed days.

Dress Code

Members should be correctly dressed whenever they are on the green. The correct dress for matches is noted in the fixture card and on the Selection Sheet as either "Whites" or "Greys". As a general rule afternoon matches are played in Whites for Ladies, Greys for Men. Everybody wears whites for the weekend matches while in evening games including League games Greys are worn (except the Parish Day game). Club Competitions are played in Greys with the Finals in Whites. Outside competitions are in Grey except for the Final rounds but you should refer to the Selection Sheet or rules governing the particular competition for confirmation. Members must wear Greys for roll up and on Club Night.

Whites for Ladies mean white tailored skirt, or trousers with plain white blouse or shirt above the waist. Jumpers must be white or Blue Club waistcoats or cardigans can be worn. For men white trousers with white above the waist or Club coloured shirts. White shirts should have collars and Club ties if worn may be removed at the invitation of the Home Captain. In matches it is desirable that all team members wear white shirts or Club shirts not a mixture of both. Some competitions require all team members to wear the same. Greys mean grey tailored skirt or trousers for Ladies with white above the waist. For men grey tailored trousers with white above the waist as noted above or Club coloured shirts. Shorts may be worn provided they are tailored white or grey with white socks and shoes. It should be noted that not all Clubs permit wearing of shorts on their green. When attending for matches it is preferred that members should wear club blazers. Shoes for everybody must be white, grey or brown and **must** be flat-soled (heel-less). Wet weather gear should be white but Club blue waterproof jackets or fleeces are acceptable. When playing for the Club all members must have club stickers on their bowls

Club Equipment

Club equipment should be returned to its correct place after use. Currently 2m sticks, scoreboards, jacks, red and white bowl and jack indicators, mats and rink markers are kept in the garage. Bowls gatherers are kept in the garage. Key for the side door of the Garage is kept in a secure place. Club bowls should be returned to the location from which they were borrowed. Club equipment must not be removed from the premises unless this is agreed by a Committee member.

Public Booking

Under the terms of our lease the Club is required to allow the public use of one rink when the Club is open. This applies even if a match is in progress. We are allowed to close the green completely on ten occasions during the season. These closure dates are noted on the Mens notice board. Any member who is approached by a member or members of the public for permission to play should allocate a rink for play, collect the appropriate fee as stated on the notice board, provide them with bowls, jack and mats as necessary and ensure that they have appropriate footwear. Note flat soled trainers could be used but not sandals. The member should ensure that all the equipment is returned and should not leave the building until the public have left. The fee collected should be placed in the Treasurers box in the corridor with a note explaining what the money is for.

Security

It is important that the building and gate are properly locked when vacated. This responsibility rests with every member and it is erroneous to assume that nothing will happen if the building is left unlocked. When the building is open make sure that you have a key if you are likely to be last out. After locking the main door pull the handle to ensure that the panic bar is securely engaged. Don't leave the padlock on the gate when you open it, bring it in to the pavilion. When leaving fit the padlock ensuring that the numbers are spun so that the code is not apparent. Arrangements are made for locking up in the evening and after matches including after away week-end games. However if you find the building unlocked when you believe it should not be so contact a committee member so that the situation can be rectified. If a stranger enters the building challenge them, don't assume they have a legitimate reason for being there. If you are in the pavilion by yourself it is sensible to lock the door from the inside. A key for the pavilion is available for a returnable deposit. Note the directions regarding the key for the electric control box displayed on the entrance door and adjacent to the box.

Help

There are many ways that members can help in the day to day activities of the Club. On match days the rinks have to be dressed e.g. mats put out, 2m sticks etc and put away after play. The rink markers need to be brought in if no play is taking place later. Locker rooms should be kept tidy - lockers are available - see the Playing Committee Secretary. Cleaning is another obligation on Club members. Usually three names are on the rota each week during the playing season. It is not necessary to attend every day but the pavilion should be presentable prior to all matches. Cleaning should not be carried out when matches and lettings are in progress or in a manner that would disturb players. The flower beds are maintained by members and regular working parties attend to the numerous tasks which arise throughout the year. The list of matters which members execute for the Club is too long to itemise here but all help is gratefully received.

Child Protection

The Club encourages children to participate in the game of bowls. When dealing with children we will always put their welfare first and ensure that they are treated fairly, with respect and dignity. We recognise the needs and abilities of each child and avoid too much training or competition. We must gain the agreement of the child before any physical contact. We will ensure that the child is not alone with an adult and that when travelling to away matches, there is at least one male and female chaperone. We will not tolerate any acts of aggression within the club and will ensure that adults behave responsibly and set an example to our child members. The club has an appointed Child Protection Officer and if you are in doubt about any matters relating to child protection then you should consult him/her.

Laws of the Sport

It is not proposed that the Laws of the Sport are repeated here, however one or two reminders may not go amiss. The minimum jack length is 23 metres. This does not just mean that the jack has only to pass the side markers - the position of the mat is relevant. The side markers are 25 metres from the rear ditch so if the jack is up to the side markers the mat must be at minimum position i.e. 2 metres from the ditch. If the jack has to be measured make sure it is centred before measuring. Players should not play on the same rink on the same day that they will be using the rink for competition. It is permissible for a bowl to enter an adjoining rink provided that it will return to its original rink. Markers should not offer comment on any bowl played and should stand still to one side and behind the head while players are bowling. Bowls or jack should not be moved until the score for the end has been agreed.

On the Green

The green cannot be used before 12 noon on weekdays or 10a.m. at week-ends except by special arrangement with the Facilities Manager. The green should not be used in unsuitable conditions or in a manner which could lead to damage of the green. Mobile phones should not be used on the Green. Remember when playing you no longer have possession of the rink once your bowl has come to rest. The 3 or lead in a pairs game can measure any disputed shot. This duty can be assigned to another team member but the opposing skip should be advised. If an Umpire has been called onto the rink to measure a shot the players should leave the green.

Do not sit on the bank or stand in the ditch. When stepping on or off the green step sideways and ensure you are not stepping on or off a mat, towel or any other moveable equipment. At the end of the last game of the day on a rink bring in markers, mats, jack, sticks or any other equipment. If animal deterrent devices are in use make sure they are positioned on the green at close of play.

Smoking

No smoking is allowed in the building. Outside, smokers should use the bins provided and everyone should encourage visiting smokers to do the same.