

# List of information

## Greens

The two greens are used by all four clubs on a weekly rotation basis. Portishead Men share with the Legion Ladies and Portishead Ladies with the Legion Men. For casual roll-ups, play is on the green allocated to the men participating. If a player is not a member of one of the clubs, play must be on a public allocated rink – see the booking sheets which are in two folders on the reception desk. Rinks cannot be booked in advance, except for competitions, but it is easy to ring the club and ask if a rink is available, or look at the booking sheet in reception.

## Notice board

All important information is on or attached to the board which is in the reception area by the desk – the board opposite the door is for the Legion Men. We are affiliated to Somerset Bowls Association and Bowls England. Their year books are to be found hanging below the Ladies notice board and anyone can read it. There is also an up-to-date rule book hanging below which should not leave the clubhouse. Rule books can be bought from the Treasurer if required.

## Matches

Every member is given a fixture list once they have paid their membership. On the fixture list it tells you whether a match is home or away, the league, the opponent, the time, the dress code how many rinks and the format. Weston & District and Clevedon & District matches are played on a weekday. Depending on the membership, we are often able to field two teams in the Somerset Bowls Association League and these matches are played on a Saturday.

### Leagues:

W&D>55 Lg = Weston & District over 55s League

C&D>55 Lg = Clevedon & District over 55s League

SBA Lg = Somerset Bowls Association League

### Format:

6RM = 6 is the number of rinks, R confusingly stands for 'Rinks' (4 players each with 2 woods) & 'M' is Men

4TM = 4 rinks, Triples (three players with 3 woods each), Men

5RX = 5 rinks, Rinks (4 players with 2 woods each), Mixed Teams

Once you get used to the terminology, it makes more sense!

For all matches it is the normal practice after the game to buy your opposition a drink. If you cannot stay you should buy the drink and explain to your opposite number that you cannot stay and apologise, you should also let the captain know.

Bowls must have PBC stickers – obtainable from the Captain or Secretary. All daytime competitive games are played in white trousers, blue club shirts and jackets (optional). Evening matches (after 6.15pm) and first rounds of some of the competitions are played in grey trousers but this is indicated on the availability sheet in the folder. White tops are worn for club mornings and on President and captain's day for Associate members.

The Mixed Pairs Competition is organised with the Ladies Competition Secretary.

Finals Day is run jointly with the Ladies Competition Secretary.

Club Competitions (see sheet on Information page) - All competition matches have to be arranged between competitors and played by the date shown on the competition sheets.

All Finals are played on the joint Finals Day with Portishead Ladies Bowling Club.

## Availability folder

In this folder, which can be found hung on the club notice board, are the availability sheets. Members put their names down for matches, for which they are available and would like to play, and if an away match, whether they are willing to drive in the column on the availability sheet. The selection committee uses these lists to pick the team. Selection is usually done on a Monday after club morning and the team sheet is put on the board the following day. Members are expected to check to see if they have been picked and if so, tick their name to confirm to the captain they have seen the list and are still able to play. If for some reason they are unable to play they should phone the captain ASAP. Under no circumstances should they cross their name off the list. If you have been picked for an away match you should check who is driving (which is shown on team sheet) and speak to the driver to arrange time and pick up. Selection for mixed matches is posted on the small notice board in reception to the right of the door to the small lounge. Reserves are required to be available up until the game is due to start.

## Office rota

As members of the Association of Portishead Bowling clubs we have to do our share of staffing the desk in the main office each day, including weekends, from 10.00pm until 7.00pm. These are split into units of 3 hours, 10 am to 1pm, 1pm to 4pm and 4pm to 7pm. We have to man the office between these times, as we lease the Greens from the Local Authority and, as a consequence, we have to have a rink available for the public to play on. In practice this is not that often. You also have to man the telephone. We suggest that, when it is your duty, you turn up with a reading book, or crossword, etc. There may be a game going on which you can watch, but you cannot play bowls. There is an "Office Duty Manual" on the desk and the manning rota is displayed on the board next to it.

## Special Days rota

Members should contact the Catering Officer regarding the particular day they are allocated.

## Competitions (see sheet on Information page).

## Association

The four bowling clubs at Portishead – Portishead Men, Portishead Ladies, Royal British Legion Men and Royal British Legion Ladies (the "Poppies") – come under the umbrella of The Association of Portishead Bowling Clubs, to which all playing members and associate members automatically belong. The committee of the Association is responsible for the day to day running and maintenance of the buildings and greens. The Rules of the Association are on the noticeboard in reception (to the left as you enter the front door) and in our Rule Book. The Association AGM is held in February.

## Committee

**President:** The President is the figurehead of the Club, who represents the club at various events through the season and attends the Committee meetings to stay abreast with what is going on within the Club.

**Chairman:** He chairs and steers the Management Committee and is aware of what's going on within the club.

**Treasurer:** He looks after the Club finances

**Secretary:** He deals with all correspondence and the day-to-day running of Club matters and is the normal contact point for the other clubs and organisations we deal with and queries through the website.

**Captain:** He is involved in all playing matters with the exception of the C&D Over 55's league. He is on the Selection Committee and Captains all W-s-M Over 55's league games, SBA Saturday league games, friendlies and some mixed matches. He is responsible for the team sheets (except C&D Over 55's matches) and checks everyone has ticked their names off the day before a match. On Match Day, he welcomes the visiting team and completes the rink cards together with the opposing Captain. He also makes sure that we have raffle prizes and any food, if required.

**Vice-Captain:** He assists and shadows the Captain and is on Selection. He takes charge of games, as and when asked to do so by the Captain.

**C&D Captain:** His duties are much the same as the Club Captain, but only for this particular League. It is customary for our morning home games to have tea or coffee and biscuits available for players before playing. The Captain usually purchases the milk and needs assistance from our bowlers to help with providing the beverages and clearing up afterwards.

**Fixtures Secretary:** He has the difficult job of arranging league and friendly fixtures with other bowling clubs. Almost all these fixtures are made during the winter months. Fortunately, many are cyclic in as much the same dates carry over year upon year, but as we enter many cup competitions these have to be fitted into an already fairly full programme.

**Competitions Secretary:** Within the club we have internal competitions. For example: the Club Championship, Pairs and other singles competitions all on a KO basis. This secretary is responsible for drawing up the playing lists and monitoring the next rounds. He also chases up those who have not played within the “play by date”

**Social Secretary:** He organises any social events such as a skittles' evening, the annual presentation dinner and any social event we have with the Ladies' Club.