# PORTISHEAD LADIES BOWLING CLUB

www.portisheadbowlingclub.org.uk

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# LIST OF INFORMATION

## Our Club

We are a community sports club, which aims to provide outdoor flat green bowls in Portishead and to provide facilities for it through the Association of Portishead Bowling Clubs, to which all our Club members belong. Among other things, the Association manages the facilities, including the Bar for its constituent clubs. The constituent clubs of the Association: Ourselves (PLBC), Portishead Bowling Club (PBC) men's club, the Royal British Legion Club, ladies (Poppies) and mens sections.

We are affiliated to Bowls England and to the Somerset Bowls Association and their year books are to be found hanging below the notice board and anyone can read it. There is also an up-to-date rule book hanging below but it should not leave the clubhouse. World Bowls Laws can be found on the internet at worldbowls.com

## Greens

The two greens are used by all clubs on a weekly rotation basis. Portishead Ladies share with the Legion Men and Portishead Men with the Legion Ladies. For casual roll-ups, play is on the green allocated to the ladies 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 advance.

## Notice Boards

All important information is on the board in the small lounge – the left hand one (the other is the Legion Ladies) and another board is in the passage towards the toilets where all information regarding competitions and the seasons various rotas are displayed. The Mixed Friendly board is in reception to the left of the changing room door.

## Matches

Every member is given a fixture list Booklet once they have paid their membership. On the fixture list it tells you whether a match is home or away. Every member is strongly encouraged to put their name down for possible selection for matches.

If the match has NSTL by the side it means it is a North Somerset triples league match, if it says WDL this is a Weston District triples league match (3 woods). If it says DRT this is a Doreen Ralph Trophy league match (2 woods) If it says F, it is a friendly and usually four players per team. If it says MF, it is a mixed game usually four players per team (2 woods). The two latter are sometimes Triples and if so, will have a "T" by the number of rinks (i.e. 4T).

Bowls must have PLBC stickers – obtainable from the Treasurer.

There is usually a raffle so you will need £1 for this.

For home mixed friendly games or tourist 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.

All competitive games are played in white trousers or skirts and the blue club shirts and jackets. First rounds of some of the club competitions are played in greys but this is indicated in the fixtures booklet. White tops may be worn for club mornings or President and Captain's day for Social members.

**Bowls Club System. (BCS)**

This system is used for the administration of league and friendly matches. Members register for matches for which they would like to play. This is an online system and full training is provided.

The Selection Committee use this information to pick the team and members are contacted by e-mail, members confirm their acceptance by checking the box in the e mail.
If for some reason members are unable to play after being selected, they should phone the Captain ASAP. Under no circumstances should members just remove their name on the match list.

If you have been picked for an away match you should check who is driving (which is shown on the team sheet) and should speak to the driver to arrange time and pick up (usually from the Club). Reserves are required to be available up until the game is due to start.

**Tea Rota**

For friendlies and tourist games, the Tea Rota list is circulated on or shortly after the pre-season meeting and all members are expected to do a tea rota. This is usually tea/coffee with sweet and savoury biscuits. There are usually two people and the first named buys the milk (4 pints) and is reimbursed usually out of raffle money by the Captain or Treasurer on production of receipt. Biscuits are kept in a locked cupboard in Committee Room (key in cupboard in reception). If you are unable to do your tea duty you must try to swap with someone and amend the list which is kept on the notice board.

**Office Rota**

Sign up sheets will be available at the pre-season meeting and the rota distributed shortly after. All clubs have to do office duty. This is manning the reception desk, answering the phone, hiring rinks to members of the public and recording fridge and freezer temperatures. Everything is explained in the Office Manual on the desk; or ask any Committee member.

If you are unable to do your duty, arrange to swap with another member and alter both the rota on our noticeboard and the small one to the right of the cupboard where score cards and jacks are kept in reception.

If you arrive for office duty in the morning and the green has not been opened you can contact the following keyholders

1 Irene Benford } please refer to your current season ticket
2. Sarah Howcroft } for contact details

**Special Days rota** – Members should contact the Catering Officer regarding the particular day they are allocated.

**Competitions** – See separate sheet.

## The Association

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

## Club Committee

### President
The President is the figurehead of the Club. She represents the club at various events through the season. She chairs the Committee meetings and is available to help anyone who asks.

### Secretary
The Secretary takes minutes at Committee meetings, keeps records of members, and keeps application forms for new members. She deals with all correspondence and emails from SBA and deals with all correspondence with other clubs etc.

### Assistant Secretary
The Assistant Secretary sends out pre-season letters, compiles rotas for office, tea and special day duties and liaises closely with new members.

### Treasurer
The Treasurer deals with everything financial. She will buy the vouchers for the raffles and competition prizes on behalf of the Captain and Competition Secretary.

### Captain
The Captain is on the Selection Committee and captains all WDL, DRT matches and friendlies. She is responsible for the team sheets and has to check everyone has confirmed they are playing. On match day, if a home league match, she buys the milk, puts the flag up and puts the water on for tea. She sits down with the opposition Captain to fill out scorecards and allocate rinks. She welcomes the opposite team at home games prior to start of match. She also has to keep records of who wins each game etc. and who plays.

### Vice-Captain
The Vice-Captain captains the NSTL matches and covers matches the Captain is unable to take. She is also on the Selection Committee. When captaining games, she does what the Captain does as above. The Vice-Captain's role normally follows on to be Captain in the following year.

**Mixed Friendly Captain**
The Mixed Friendly Captain captains the mixed friendly games that the Ladies are hosting. She can attend selection and then meets with the men's Captain to select the team. There are approximately 9 mixed friendly matches per year.

**Fixture Secretary**
The Fixture Secretary arranges the seasons matches with other clubs, liaises with Portishead Men's fixture secretary regarding mixed games. She attends a pre-season meeting with the three other fixture secretaries to make sure the greens are allocated for the matches etc.

**Competition Secretary**
After the pre-season meeting, the Competition Secretary compiles a list of competitions and those taking part in each competition. With another member of the Committee, she carries out the draw and writes up competition sheets, which should be available by the beginning of May. She keeps the score cards and marks up the results. The Two Wood Singles and Two Wood Pairs are entered and drawn later in the season and she is responsible for organising these. The Friendship Cup is organised with the Legion Ladies Competition Secretary.

She liaises with Assistant Secretary and Catering Officer to arrange catering for the competitions played on set days. She organises the Mixed Pairs Competition with the Men's Competition Secretary. She runs the Finals Day jointly with the Men's Competition Secretary.

**Catering Officer**
The Catering Officer ensures that the Club has a supply of biscuits, tea and coffee. If any occasion requires catering i.e. Triples Day or a visiting touring side, she organises the catering team that has been allocated. She has to decide what food is required and then do the shopping.

**Welfare and General Member**
The Welfare and General Member keeps in touch with members who are ill and sends flowers or a gift plus a card. She keeps the stock of Club's shirts and jackets, deals with issuing these to members and ordering new stock as and when necessary. She also helps new members should they need assistance.

**Safeguarding Officer**
The Safeguarding Officer is the first point of contact within the club for any issue concerning safeguarding of participants, poor practice and potential of alleged abuse within or outside the sport.

**Social Media and Website Officer**
The Social Media and Website Officer keeps the Club's website and Facebook page up-to-date with the latest news of events at the club and liaises with the media as required.

**Club Competitions -** The following internal club competitions are played:

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| Club Championship (4 woods) | Play to 21 shots |
| Points (4 woods) | Preliminary rounds - play to 81 points<br>Semi-final and final rounds – play to 101 points |
| Fixed Jack (4 woods) | Play to 101 shots |
| Joan Neville Salver (4 woods) | Play to 21 shots **– only open to members who have never won any competition within the club, except for Friendship Cup** |
| Ladies 2 wood singles | Preliminary play 10 ends, then Final 21 ends |
| Ladies 2 Wood Pairs | Preliminary play 3 x 10 ends, Final 21 ends |
| Triples | Play 18 ends – preliminary & final rounds |
| Ladies Australian Pairs | Play 18 ends – preliminary & final rounds |
| Mixed Pairs | Preliminary - 3 x rounds of 1 hour<br>Final - play to 21 ends |

Members may take part in one or all of the competitions for which they are eligible but they **must** be available to play on Finals Weekend- usually held at the end of August over the Bank holiday weekend.

All finalists are encouraged to attend the Club's Annual Dinner when the Trophies are presented.

In the Points and Fixed Jack competitions, players have 4 woods each. The nearest bowl to the jack scores 4 points, the next 3 points, the next 2 points, and then 1 point. Points must add up to 10.

In the Pairs' competitions, partners are chosen by a draw. In all competitions, opposition is chosen by a draw. The draw is carried out by the Competitions Secretary and one other member of the Committee.

The preliminary rounds of the 2 Wood Pairs, 2 Wood Singles and Mixed Pairs are played on a set day.

In all singles matches, **the Challenger** is responsible for appointing a Marker from the Markers List (in the competition folder) and booking a rink. The Challenger is the first named person on the Competition sheet.

All other competitions have to be arranged between competitors and played by the date shown on the competition sheets. There are 2 competition early round days in the fixtures list and where possible preliminary rounds should be played on these days. If possible any markers who are not playing on those days be available for marking. Only markers from the list are to be used.

Finals are played on the joint Finals Day with Portishead Men's Bowling Club.

After a competition game is completed, scorecards should be signed then placed in the box which is located on the Competitions Board. **Please Note** that after competitions, it is usual for the winner to offer to buy her opponent a drink; either tea, coffee or a drink from the bar. If there is more than one player in a team, they should buy their opposite number a drink.