

Billericay Bowling Club - Management Plan

Version 10 as agreed at committee meeting 19th October 2021

1. Billericay Bowling Club - aims and objectives

1.1 Promote lawn bowls as a sport for every ability and provide excellent facilities for bowling; encourage bowlers to participate in friendly matches, club competitions, district leagues; district, county and national competitions. Provide positive coaching schemes and encourage bowlers to improve and play competitively.

1.2 Promote friendship and well being within the community, social functions and a welcoming club atmosphere making Billericay Bowling club the favoured club for bowlers in Billericay and surrounding areas.

1.3 Encourage and support members to participate in the management of the club and that of the District and County organisations that the club competes in. Encourage members to become coaches via Coach Bowls courses (initiator; level 1 or 2) and for coaches to gain further skills via courses including safeguarding.

1.4 Promote a good relationship between club members and the Council's managing/maintenance staff and secure a high quality and improving environment to play bowls.

1.5 Secure the club's long term future and provide the best opportunity for the Local Authority to continue to support the venue, or consider an arrangement whereby the club might maintain the whole facility on a leasehold basis, recognising that a major investment and facility development would be necessary. Note that the Council currently have no public plans to close greens due to finance issues but consider that current income is less than expenditure.

1.6 Recognise that sections of the management plan require significant effort by members and appointment of small groups of members to these tasks with a committee defined leader is preferable.

1.7 Promote the advantages of members having Council season tickets to play at any time/day and help become a fully integrated club. Campaign for a family ticket

2 Membership and recruitment

2.1 Target membership is 120 (full and life members) with no separate targets for ladies and men. When less than 110 members, a recruitment campaign should be organised. A full membership will ensure:-

- Fulfilment of League commitments,
- Greater diversity and social atmosphere,
- Long term future for the club
- Greater promotion of the club within the community
- Viable investment for Basildon District Council in terms of maximisation of use, membership revenue and promotion of health and well being. Enabling improvements in the infrastructure of the pavilion.

2.2 Recruitment is an important function, requires significant work and should be undertaken by a group appointed by the committee. The committee will set a budget each year to cover any advertising/leaflet production etc.

2.3 The following is a list of issues (not exhaustive) that the recruitment group may consider in detail:-

Recruitment campaign to ensure Come & Try in early May,
Bowls Development Alliance (BDA) recruitment package application, if available.
Research where to advertise -The Resident - (free); other local magazines (charge)
Consider A5 leaflet production for door step delivery
Experience indicates a 1% return from issued leaflets to attend an open day C&T.
Conversion of open day attendees to members can be 50 to 75% with 4 session course
Distribution of leaflets - local houses, local supermarket entrance or High St
A4 posters (locate in shops, cafe's library. etc?)
Banner for Lake Meadows main fence
Notices for Lake Meadows Cafe.
Use of business cards to hand out instead of A5 leaflets.
Consideration of new internal league for new and other non competitive bowlers
More coaching at all levels
Encourage existing members to become a level 1 or initiator level coach
Better buddy system - only specific persons to be buddies, improved documentation to be provided to new members.

2.4 The current sub committee for this section comprises Jean Lawrence (Lead) Jenny Hyland; Lynn Martin, Sandra Nichols, Mike Yates

2.5 The club will develop a policy to reimburse qualified club coaches for their annual registration and DBS fees.

2.6 The club will develop a policy of encouraging and subsidizing members for training and continuous professional development formal courses for coaching, safe guarding and disability.

3 Facilities improvement/maintenance

3.1 A high quality clubhouse would provide better facilities for all users - the bowling club and other community activities such as Friends of Lake Meadows, Petanque club, tennis and park maintenance operatives.

3.2 The fabric of the clubhouse is maintained by the Council - buildings maintenance division headed by Rob Heath. The committee to encourage a dialogue via the club secretary with this division. The green/general environment maintenance responsibility lies with Head of Parks, Rob Baker and the green keeping staff.

3.3 Further improvements/developments to the facilities, to be sought to be undertaken by the Council as follows:-

- North and South elevations - removal/repair of rotten woodwork, repainting, (including two doors to changing rooms and double entrance door).
- Improved security to entrance doors and windows (shutters may be considered).
- Over door PIR flood light for security/dusk or dark club lock up.
- Security camera to deter vandals
- Replacement of floor coverings in main room and changing rooms. Any work involving the under carpet tiles will require specialist asbestos contractors.
- Paving surrounding green to be maintained in step free condition or replaced with continuous bituminous material
- PIR controlled low level mains powered lighting for entrance pathway. Currently lit by club provided low level garden solar lights.

3.4 Improvements to the facilities to be undertaken by the club are suggested as follows:

1. Internal decoration - In recent years the club has itself maintained/improved the inside decoration of the clubhouse, sometimes with the supply of materials provided by the Council - this should be continued for the foreseeable future.
2. Billericay Bowls club sign in grounds, south west corner.
3. Substantial improvement of equipment storage with new external steel shed located on the east bank - approx size 8ft x 17ft (single car garage size), able to store all current equipment in existing steel shed (score boards, collectors, bowling mats, trolley, 2m sticks, jacks etc) plus equipment from the club house such as club bowls, white stacking chairs; two wheelchairs, serving trolley, gardening equipment. Current estimated cost shed alone £3800, (eg via <https://www.hansonsteelbuildings.co.uk> or <https://www.lifelongsteelsheds.co.uk/shop/pent-sheds> with suspended floor installation groundwork and paving to main path estimated £1000.
4. 20 old club lockers to be refurbished (6 ladies corridor, 4 mens changing, 2x5 in main room under window, topped by window board for seating.
Quality cleaning equipment, new vacuum cleaner, bucket and mop, dust pan and brush etc.
Patio Cover for outside the pavilion to provide cover when it rains.
Sun Shades for people to stand under during hot weather.
New drinks tables for outside or refurbish existing
Review and rationalisation of kitchen equipment and storage.
Additional pusher(s) as we have no spares

4. Relationship with other bodies

The club will make contact with and improve our communication/relationship with the following parties:-

- Friends of Lake Meadows
- Pétanque Group - Lewis Paul
- Billericay Town Council - Lake Meadows is encompassed by West ward, which has 6 councillors.
- Basildon Councillor with leisure interest - Kevin Blake (Burstead ward) Cllr with financial influence David Harrison and Cllrs for Lake Meadows Tony Hedley and Phil Turner
- Basildon Council - Parks Department - Rob Baker -
- Basildon Council - Buildings Maintenance - Rob Heath
- Basildon & District Bowling Association - Chairman, Brian Vanson
- Cafe concession owner (Rico)

5 The Green and ground environs

5.1 Build a relationship with Basildon Council officers and operatives to improve communication and raise standard of green maintenance.

5.2 Maintain a 'green ranger' from the club to jointly with the club Secretary be the points of contact with the green maintenance staff and club members and maximise the opportunity to achieve a high quality of green.

5.3 Consult with Basildon & District Bowling Association to make joint discussions with Council officers for all the 5 bowling greens managed by Basildon Council. Aim to ensure best practice including improving the quality of greens economically.

5.4 Take advantage of the Bowls England policy to provide annual free inspections /assistance to clubs and green maintainers. Consult with Basildon Council and B&DBA to coordinate any inspections with the other Basildon clubs.

5.5 Strictly operate a rink rotation plan, covering direction and colour, and listed in the daily booking folder - only to be varied by green keeper, ranger or exceptional circumstances such as weekend special events or finals weekend.

5.6 Consult on and ensure the club fully understands the Council's maintenance schedule and specification for the green and environs of the club. In connection with this ensure that the following issues are dealt with in sufficient detail to ensure best practice for green maintenance:-

- Making public to club results of any soil/grass testing
- Ensure watering system properly maintained
- Guidelines for watering and timed sprinkler use.
- Policy on chemical treatments
- Guidelines on cutting depth, especially early season
- Height of hedges and frequency of cutting back (Council to maintain at current height, once a year top prune)
- Inner trimming of hedges adjacent pathways - (BBC to take over this responsibility)
- Ensure special treatment to eradicate brambles (Council).
- Maintenance of fringe area (between path and green) and other grassed areas (Council)
- Maintenance of borders within overall boundary (BBC to undertake)
- Maintenance of paving - weeds forcing slabs apart
- Oak tree in north east corner - Council only prune when required/requested - needs discussion with Friends of Lake Meadows who drive this issue. Council to consider early clearance of fallen debris and possible additional tools to clear. Green
- Specific treatment for possible nematodes
- Fox fence - ensure adequate maintenance including electricity supply and warning lights.
- BBC operatives of own maintenance equipment to have Council clearance of Health and Safety issues - formal submission by working party leader.
- Ditches surrounding green to be maintained by Council.

5.7 Positive corrective action for BBC members 'dropping' woods implemented in conjunction with club's coaches.

5.8 Signage - Signage from the main car park to be reviewed in conjunction with Friends of Lake Meadows, who are jointly examining the overall park signage with BDC.

6 Management in General

6.1 The club will use one or more mobile telephone number for public contact on any notice boards or advertisements.. Currently the secretary's number and may require changing depending upon appointee or other factors.

6.2 The club will have a published email address, normally monitored/managed by the webmaster.

6.3 The club website will be maintained by the webmaster. Every effort will be made to keep the site up to date. Articles/events/information must be made with the full text and formatting completed and submitted as required by the webmaster for inclusion.

7 Selection Committee and Stewards.

7.1 Selection Committee

As set out in Rule 22, the selection committee will determine the squads for league teams and make any necessary adjustments required throughout the season.

Squad allocations will take into account:-

- a) Individual preferences as per their submitted forms prior to the commencement of the season
- b) Individual ability commensurate to the league and division position.
- c) Provision of opportunity for squad members to play in at least 45% of league matches in a particular league.
- d) League rules which for Basildon Mixed precludes any bowler from playing in another club team except in special circumstances of a ladies shortage for the lowest team; for Chelmsford Mens permitting a player to play up in a higher division team on one occasion in the season; for CMBL, requiring up to a maximum of 20 players to be registered for each team, with the transfer of players between teams being permitted only once during the season (subject to agreement of Competition Sec).
- e) As guidance, the following squad sizes are currently considered appropriate to ensure the above, but may be varied.

Brentwood mens	(4 triples for 14 league matches) - 18
Chelmsford Mens A	(3 rinks for 14 league matches) - 18
Chelmsford Mens B	(3 rinks for 14 league matches) - 18
Basildon Mixed A	(3 triples for 16 league matches) - 14
Basildon Mixed B	(3 triples for 16 league matches) - 16
Basildon Mixed C	(3 triples for 16 league matches) - 16
Central Mid-Week A	(2 rinks for 14 league matches) - 12
Central Mid-Week B	(2 rinks for 14 league matches) - 12

- f). Squad selections for Brentwood Mens, Chelmsford A; Basildon A, Basildon B and Central Mid Week A should enable the Steward to maintain or improve the league position of the team. Squad selections for Chelmsford B; Basildon C and Central Mid Week B should ensure that all club members who wish to regularly play in league matches have that opportunity.

7.2 Stewards

- a) As set out in Rule 23, Stewards will be appointed by the selection committee and have the following duties:-
- b) Maintain a sheet for squad members to report availabilities/unavailabilities. Ensure teams are selected and all squad members formally notified in good time (posting on notice board and/or email) At least one weeks notice should be given but preferably more. Records kept to be able to report how many matches each squad member has played in.
- c) Wherever possible, selections to take into account provision of opportunity for squad members to be offered the opportunity to play in at least 45% of league matches. Selection must have cognisance of individual abilities and requirements of the 3 or 4 differing positions (lead to skip), in any team.
- d) Team selections for Brentwood Mens, Chelmsford A; Basildon A, Basildon B and Central Mid Week A should aim to maintain or improve the league position of the team. Team selections for Chelmsford B; Basildon C and Central Mid Week B should ensure that all club members who wish to regularly play in league matches have that opportunity.
- e) Make arrangements for a team captain for individual matches, preparation of score cards with opposition captains, completion of score and match result cards and providing results to the relevant league match secretary in a timely manner. Complete a brief report on the club web site.

f) At home matches ensure rinks and equipment ready for play to start on time and make arrangements for refreshments where necessary. Ensure all equipment is stored on completion and clubhouse and grounds made secure on leaving.

8 Financial Management

8.1 The treasurer will be responsible for all financial matters and will keep detailed accounts.

8.2 The Secretary will issue invoices to members each year, taking into account their membership category, bowling ticket ordered and car parking badge fee. The membership list will be as provided and maintained by the Secretary and included in the website for viewing by members only.

8.3 The committee will appoint a club member to maintain any stock of club clothing, badges, etc and implement sales to members. Currently the person appointed for this task is J Hyland

8.4 The Club will implement a crowd funding site to provide members and the public the opportunity to donate monies to a fund for club improvements. The improvements will be as listed in section 3.4, with the principal improvement being an external, substantial storage shed on the east verge of the club.