

## **SPRING PARK SHIRLEY BOWLING CLUB**

(Parent Clubs Founded 1938)(Reformed 2020)

**Clubhouse & Green: Shirley Church Recreation Ground**

**Address: Spring Park Road, Shirley, Croydon. CR0 5EN**

(Car Park: top of Spring Park Avenue)

**Clubhouse Tel: 020 8654 2636**

[www.springparkshirleybowlingclub.co.uk](http://www.springparkshirleybowlingclub.co.uk)

# **MEMBERS' HANDBOOK**



**2022**

## **SPRING PARK SHIRLEY BOWLING CLUB**

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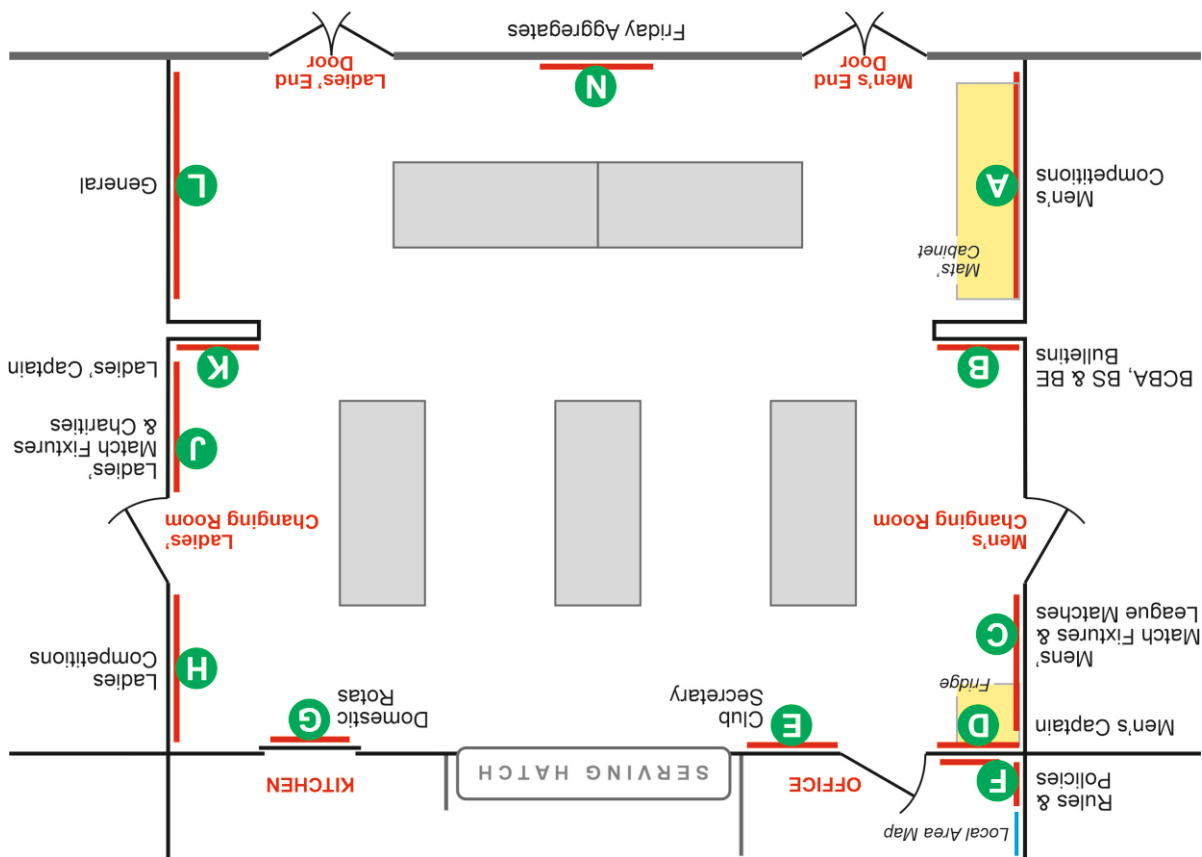
**SPRING PARK BOWLING CLUB**

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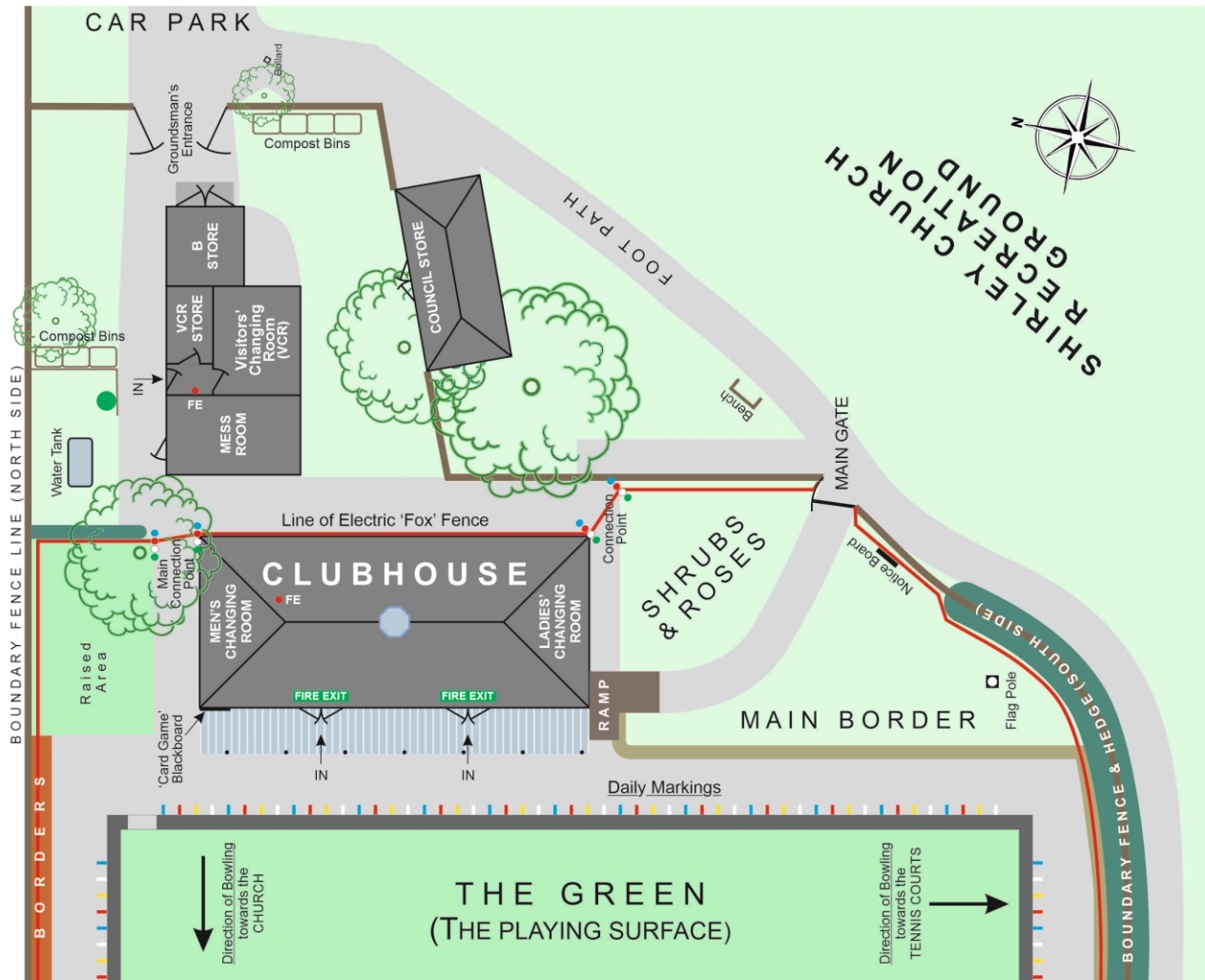
Updated: October 2022 following the amalgamation of

**SPRING PARK BOWLING CLUB** and **SHIRLEY LADIES BOWLING CLUB**

**Fig.1** Clubhouse Notice Boards



**Fig.2** Grounds & Out Buildings



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**Fig.1** Clubhouse Notice Boards  
Inside Front Cover (opposite)

**Fig.2** Out Buildings & Grounds  
Inside Back Cover

# **RUNNING THE CLUB**

## **OWNERSHIP**

Overall, the buildings and grounds are owned by the **London Borough of Croydon** and they are responsible for all external maintenance and buildings insurance cover. **SPSBC** have their own contents insurance cover. They also have Civil Liability Protection through *Bowls England's* Insurers, the certificate is displayed in the Clubhouse on *Board B*, (see Fig.1, *opp* Index).

**SPSBC** have always been responsible for all internal decoration and maintenance (except services) however, in recent years our members have helped with the external maintenance of buildings and grounds (see also Duties: Clubhouse Maintenance) by DIY and gardening when **Council** funds are short for Bowling Clubs in the Borough (*becoming increasingly more common*). Currently, our only point of contact with the Council's *Parks Department* is through the Club Treasurer.

## **GOVERNING BODIES**

**SPSBC** is affiliated to **Bowls England (BE)**, **Bowls Surrey (BS)** and the **Borough of Croydon Bowling Association (BCBA)**. As a *Parks green*, it is also a member of the **Croydon Parks Bowling Association (CPBA)**.

## **CLUB CONSTITUTION and RULES**

The Constitution and Rules that govern our Club are displayed inside the Office on *Board F*, (see Fig.1). This **Members' Handbook** reflects the **RULES**, explaining the reasons for their existence, the rationale behind them and how they impact on you, the Member.

## **DATA PROTECTION REGULATIONS (GDPR)**

**SPSBC** operates a Policy to protect all personal data collected during the course of its information gathering at the start of each season. A copy of this Policy is displayed in the Office on *Board F*, (see Fig.1).

## **HEALTH AND SAFETY POLICY**

All members must be aware of their responsibilities in respect of **Health and Safety**. They must conduct themselves in such a manner that they pose no risk either to themselves or any other persons. The **Health and Safety Policy Statement** is posted on the Club Noticeboard *F* (see Fig.1). Any issues please inform the **Health and Safety Officer**. (ref: *Current Fixture Card*)

## **SAFEGUARDING OFFICER**

Safeguarding is looking after the Individual to live in Safety, free from Abuse and Neglect with regard to Human Rights and Wellbeing. Any issues please inform the **Safeguarding Officer**. (ref: *Current Fixture Card*)

## COMMITTEES

Both the Men and Ladies have separate Section Committees who co-ordinate all bowling matters for their respective members. They are subject to approval by an over-riding Management Committee comprising the Senior Officers of the Club and representative members from the Section Committees.

All Officers and Committee members are elected by the membership at the AGM in October and run the Club on your behalf. Should you have a non-bowling issue, speak first to any Officer or Committee member, as named on your current **Fixture Card**, who will be pleased to help and advise you. (*for Bowling issues, speak to your Captain or Coaches, ref: Fixture Card*)

## OPENING CLUB LETTER

Prior to the start of the season, the Club Secretary will write to all existing members, welcoming them to a new season and inviting them to re-join. Costs for the new Season Ticket and Club subscription will be outlined as well as details of Internal Competitions and voluntary 'Duties' to perform (*ref: Duties, p13*). A consent form regarding the GDPR (*ref: p2*) will also be enclosed. Finally, handed to you on Re-Union Day, will be this year's Fixture Card, listing important contact details and dates for your diary.

## FEES PAYABLE

Fees Payable each year when you join or re-join are the Croydon Season Ticket together with the Club Annual Subscription. The latter is used to pay compulsory affiliation fees to **BS**, **BE** and the **BCBA**, together with a contribution towards the running costs of the Club. The current rate of Annual Subscription Fee for all Classes is agreed at the AGM and displayed on *Board E*, (*see Fig.1*).

All monies are payable at the beginning of the season, preferably on Re-Union Day (mid April) or by post, directly to the Treasurer. New bowlers must pay their dues before qualifying as a Member and being allowed to vote or hold Office.

## MEMBERSHIP CLASSES

**Full Member:** being a person who, at 30<sup>th</sup> April of the current season, shall be over 18 years of age (shall have one vote). Only Full Members and Honorary Life Members may hold Office.

**Junior Member:** being a person who, at 30<sup>th</sup> April, is under the age of 18 (shall have no vote).

**Social Member:** being a person who does not have a Croydon Parks season ticket (shall have no vote).

**Guest Member:** a bowler who may be invited to represent the Club in a match against another club.

**Temporary Member:** a visitor who is trying out the game. (*Visitors are classed as temporary members by signing the Visitors' Book*)

## THE “OUTDOOR” SEASON

After the Club's Re-Union Day in mid-April, the season normally starts in earnest with the Open Day Club Game (a Mixed Drive for all members) on the last Saturday in April and extends to the last Sunday in September when we finish with our final Mixed Drive.

## OPENING TIMES

Because *Croydon Council's* groundsmen work on the green in the morning (*week days only*), we are not allowed to use it until after lunch, thus:

**Weekdays:** from 1.30 - 5.00pm (or later if matches are booked)

**Weekends:** by arrangement with a key holder, from 10.00am.

## DAILY ATTENDANCE LIST

In order to monitor our "frequency of use" and to provide the Council with the number of people who make use of their Bowls facility, we ask that everyone “signs in” on the **Daily Attendance List**.

## CAPTAINS

Both Captains hold office for up to two years, normally having deputised as Vice-Captain for the previous year or two. They are part of the selection process and lead the representative teams, home and away. On most week-days during the season (matches permitting) they, or their deputy, will be in attendance to help members deal with any concerns they may have.

## COMPLAINTS and COMMENTS

Should you have a complaint, talk first to an Officer of the Club or Committee member as named on your current Fixture Card. Otherwise, complaints should be addressed in writing to the Secretary, as should any comments or suggestions you may have to improve the running and general wellbeing of the Club.

## NOTICE BOARDS

There are several Notice Boards within the Clubhouse (*see* Fig.1, *opp* Index). They are our major means of communication and hold a wealth of information, so please read them regularly and familiarise yourself with their contents. Ask for explanations or advice to ensure you do not miss an upcoming match or event.

Only Officers of the Club or the Captains may display material on these Notice Boards, keeping such information up-to-date and relevant.

# COMPETITIONS

## COMPETITIVE FORMATS

**Singles:** a match between 2 individual players, normally having 4 bowls each.

For all Singles competitions, a ‘marker’ is required to adjudicate (*ref:* p12).

**Pairs:** a match between 2 pairs of players, with 3 or 4 bowls each. No ‘marker’ required. (*“Australian Pairs”* is fast becoming a popular variation)

**Triples:** a match between 2 teams of 3 players, all players having 3 bowls each. The most popular format for both casual and Fixtured events.

**Rinks:** a match between 2 teams of 4 players, with only 2 bowls each. The traditional team game between clubs (*becoming less popular than Triples*).

**Mixed:** matches involving a mix of Men and Ladies.

## SELECTION COMMITTEES

Both sections have their own Selection Committee normally comprising Captain, Match Secretary and one other. They select the teams from names made available via signing-on cards (*ref:* “How to Enter”, *below*) and then post the resultant Team Sheets onto the relevant Match Fixtures Board *C or J* (*see Fig.1*), at least 4 days prior to the event. A Joint Committee meets prior to all mixed events, including the Coach Trip Away Days (*see p6*).

## TRIPLES LEAGUE

**Croydon Area Bowls League** currently run a closed competition amongst Croydon based clubs, of which **SPSBC** is a long standing member. It is a Triples competition, played home and away, with fixtures pre-arranged between participating Clubs and published on our current Fixture Card. Teams are “Open-mixed” which means they can comprise all Men or all Ladies or a mixture of both. A copy of the League Rules is posted on Board *D*, (*see Fig.1*), together with a table of the current League Standings.

**How to Enter:** bright yellow signing-on cards are displayed on the Men’s Fixtures Board *C*, (*see Fig.1*), for anyone, Men or Ladies, to add their name. This is then swapped for a white Team selection sheet which announces the ‘Team’ and their reserves for that fixture. If you are selected, please initial against your name to indicate you have noted the fact. If you have been nominated as a reserve it is important that you attend the Clubhouse on the day to ascertain from the Captain whether you are required to play. A nominal playing fee is charged to cover admin costs, hospitality and travel.

*Please note:* being a League match means that we would be expected to play through inclement weather, so always carry your ‘wets’ (*ref:* p9), just in case.

## FRIENDLY MATCHES

In addition to the clubs we play in the League (*see above*), both Sections have well established and popular 'Friendly' fixtures, home & away, with our close neighbours in West Kent and the rest of Croydon.

**How to Enter:** For "Ladies Only" matches, the signing-on cards are pink and available on their Fixtures Board *J*, (*see Fig.1*) together with "Mixed" match cards, also in pink, for the Ladies to sign-in on. Identical copies of these pink "Mixed" match cards for Men to use are available on the Men's Fixture Board *C*, (*see Fig.1*) together with "Men Only" match cards colour coded in blue. After Team Selection, both sets of signing-on cards are then swapped for white sheets, announcing the 'Team' and their reserves for that fixture. If you are selected, please initial against your name to indicate you have noted the fact. If you have been nominated as a reserve it is important that you attend the Clubhouse on the day to ascertain from the Captain whether you are required to play. A nominal playing fee is charged to cover admin costs, hospitality and travel.

## COACH TRIP AWAY DAYS

As part of our Social Calendar, the Club arranges annual fixtures at Eastbourne's **Gildredge Park B.C.** (late June), **Canterbury B.C.** (early August) and **Herne Bay B.C.** (early September). Coach transport is arranged (leaving about 9.00 am) and subject to seating availability, guests are welcome. Dress Code (or Convention) for travelling is Greys or Smart Casual - change as required when you arrive at the host club.

A Raffle is normally arranged for the journey home, with monies collected helping to pay costs. The donation of prizes beforehand is very much appreciated and adds to the fun of these three excellent outings.

**How to Enter:** all members are eligible for these matches. Signing-on sheets are displayed on your respective Secretary's Boards *E* & *L* (*see Fig.1*) for your use. Closer to the day, teams are then selected by a joint committee before being posted together with the arrangements for the match. Normally, everyone who wants to play, will play.

## INTERNAL TROPHY COMPETITIONS

Separate Competitions are organised for both Sections (*except Mixed Pairs*) (*ref: the Honours Boards in the Clubhouse*) which are played for during the current season and concluded over the **Finals weekend** at the end of August (*see below*):

- |                          |                              |
|--------------------------|------------------------------|
| - Championship Singles   | - Minor Championship Singles |
| - Two Wood Singles       | - Ten Point Singles          |
| - * Handicap Singles     | - * Handicap Pairs           |
| - * Handicap Mixed Pairs | - Senior Cup                 |



**How to Enter:** for all Internal Trophy Competitions, entry is possible on completion of an Entry Form, made available to all on or just before Reunion Day. This form carries a deadline date after which the draws are made and no more entries can be accepted. New members who join after this date are not able to enter in their first season. Costs, covering trophies and engraving, are also included.

The Draws are displayed on each Competition Notice Board A & H, (see Fig.1) and suggest dates for each round to be completed, in time for the **Finals Weekend** (see below).

### **\* HANDICAPS**

All members are given a 'Handicap' after their first season. These are decided each year by a 'Handicap Committee' before the draws for Internal Trophy Competitions are made. Current Handicaps are displayed on the Competition Notice Boards A & H, (see Fig.1).

### **COMPETITION RULES**

These are displayed on the respective Competition Notice Boards A & H, (see Fig.1) please check for eligibility.

### **FINALS WEEKEND**

The weekend before the August Bank Holiday Monday is traditionally when all internal Trophy Competition Finals are played and trophies presented. It must be stressed that if you are not available to play over this weekend you should not enter. *(if you become unavailable for the Finals weekend you should notify the Competitions' Secretary immediately and withdraw from all your remaining competitions for the season)*

### **CARD GAMES**

These are practise sessions (or roll-ups) organised into mini matches (Triples or Pairs) on week-day afternoons throughout the season. They have time and rink priority over other games except matches against other clubs as listed on the Fixture Card. The first of two sessions commences at 2.00pm and the second, after a tea & biscuits interval, at approximately 3.30pm. Participation costs 20p per game and prizes are awarded towards the end of the season.

**How to Enter:** anyone who wants to play on the day should write their name on the blackboard outside the Clubhouse at the North end, indicating the number of games required (1 or 2). This must be done before 2.00pm so teams can be drawn by lot. Play will commence immediately afterwards.

## BOOKING RINKS

All General Public bookings (*see Rinks, p12*), internal/external matches and coaching sessions must be registered in the '**Rink Allocation Diary**' located on the "Mats" cabinet just inside the door at the Men's end.

You are effectively booking a day & time slot for your match. Enter, at the start time agreed (no earlier than 3.30pm\*), details of your competition including, in the case of singles matches, a marker's name.

*\* agreement from your Captain is needed for an earlier start, but must still be registered in the Diary.*

In practise, the number of the Rink you play on is normally decided by mutual agreement on the day. Fixtured League and Friendly matches have ultimate priority followed by General Public bookings and the first session of Card Games. External County and Borough matches should then have priority over Internal Competitions and Coaching sessions.

At weekends, rinks are normally available from 10.00am – but the green may not be laid out, which then becomes your responsibility, as does locking up afterwards.

## ON-THE-DAY COMPETITIONS

In addition to the **Trophy Competitions** and **Card Games**, SPSBC run the following, turn up and play, competitions:

- **Friday Afternoon Aggregates** (*May-August*): open to all members, Triples, Pairs or Rinks (dependent on entry), 20p/entry, sign in on the appropriate sheet of paper just inside the door - **before 2pm**. (*ref: Board N, Fig.1*).
- **Mixed Drives** (Bank Holidays) and **Special Events**: open to all members, Triples, Pairs or Rinks (dependent on entry), 20p/entry, sign in on the appropriate sheet of paper just inside the door - **before 2pm**..
- **Pyramid Challenge** (*a type of 'ladder' competition*) Singles, 25p/ game, any time a rink is free (*ref: Board A, Fig.1*). (note: *the Format and Rules for this competition are on the reverse of each score card.*)

## EXTERNAL COMPETITIONS

**Borough of Croydon** and **Surrey County** competitions for this coming year can only be entered through the Club Secretary who needs to be notified by, no later than, the AGM of the previous year - see the Competition Notice Boards A & H, (*ref: Fig.1*).

# PLAYING THE GAME

## RULES

The rules of the game are as published in the World Bowls “Laws of the Sport of Bowls”, which includes domestic regulations for **Bowls England (BE)**. An electronic version of these Rules (.pdf) is available from the Club Secretary and a copy is posted on Notice Board *B*. Please familiarise yourself with the contents of the booklet especially if you are asked to “Mark” for a singles match. (*Pg12*). There are rules governing all aspects of the game, even if you can’t remember what they are.

## DRESS CODES

There are two main levels of dress normally acceptable on all bowls greens. The code (W) or (G) will be indicated for all matches on your Fixture Card at the beginning of the season and repeated on all Team Sheets.

**Whites (W):** white trousers/skirt with Club shirt or predominately white shirt/blouse and optional white jumper or fleece. ‘Whites’ are required for all Finals (internal & external), standard for most weekends (except League matches) and may also be required for some mid-week matches, like at Canterbury. During warm weather, white tailored shorts (or ladies’ equivalent) may be worn. White trousers/skirt should not be worn during travel, change when you get there.

**Greys (G):** at all other times, including roll-ups - grey trousers/skirt, mainly white top (not T-shirt) and optional white jumper or fleece. Wearing of a Club shirt is normally required for representative matches (against other clubs). During warm weather, grey tailored shorts (or ladies’ equivalent) may be worn.

**Casual (Cas):** SPSBC have recently introduced this ‘smart casual’ code to cover most public attracting events like Open Days (first Sunday of each month) and Fun Day events.

**‘Wets’:** white coloured rain wear to play in, i.e. waterproof jacket, over trousers and hat.

**Footwear:** All Dress Codes include the use of suitable footwear – flat soles with no heels. (*ref: Shoes, below*)

## PERSONAL BOWLS EQUIPMENT

**Bowls:** all bowls must comply with regulations currently in force. All new bowls should comply, so difficulty will only arise if you acquire older second hand bowls and compete in external (Borough, County etc.) competitions. Advice is available from most senior players and Coaches.

**Shoes:** suitable footwear, flat soles with no heels, must be worn when bowling, however they should not be worn when coming to or leaving the

Club (diseases can be brought onto the green). White coloured shoes are preferred when wearing 'Whites' (*ref: Dress Code*) however, modern colours are becoming equally acceptable.

**Stickers:** all members' bowls should display stickers in our Club colours. These are available, at a nominal charge, from the Captain or Treasurer and must be used when representing the Club, especially in external competitions.

**Lockers:** each member is entitled to free use of a locker to store their own personal items. Currently, the Treasurer has a list of all locker holders and will allocate one to you. As no personal items are covered by insurance over winter, and for the sake of good hygiene, all lockers must be cleared at the end of the season.

**Second hand clothing and equipment:** is available in our changing rooms, at very reasonable prices, to get you started.

## CLUB BOWLING EQUIPMENT

Mats, jacks (for everyday use) and ditch markers are kept in the Clubhouse, in the cabinet just inside the door at the Men's end (*see Fig.1*). The 'best' jacks (for matches and finals only) are kept in the right hand drawer of the Office desk. Two metre long, black & white, measuring sticks are kept just inside the door at the Ladies' end. Scoreboards can be found, with the pushers (aka. gatherers or trolleys), in the VCR storeroom (*see Fig.2*). Alternative scoreboards are located within the Ladies changing room in the Clubhouse.

**Please return all such equipment to their appropriate store when your game is finished.**

## COACHES/COACHING

Should you have any problems with your bowling, the club's qualified coaches will be only too pleased to give or arrange help. New bowlers are encouraged to attend our free coaching sessions to fully understand and enjoy the game. Long-serving members may also be able to assist you. Initial enquiries to the Coaches or Captains. (*ref: Current Fixture Card*)

## ETIQUETTE

Bowls is a game that should be played in the spirit of friendly competition. Whilst everyone wants to win, it should be remembered that, like all ball games, there is an element of luck. It is considered bad form to cheer when a mistake by your opponent results in you getting an advantage. On the other hand, if your opponent plays a particularly good shot, there is no harm in saying so.

The following basic rules apply, on the vast majority of Bowls Greens:

**No smoking** - Smoking/Vaping is not permitted on, or around, the green.

- No phones*** - Mobile phones are not permitted on the green unless by prior arrangement with the Captain.
- When waiting to bowl*** - Don't talk when others are bowling.  
 - Stand still and well behind the mat.  
 - Don't let your shadow interfere with other bowlers.  
 - Don't stray on to the adjoining rinks.  
 - Don't upset or annoy bowlers on other rinks.  
 - Concentrate on all woods bowled.
- When you are on the mat*** - Pay attention to your skip & listen to his instructions.  
 - Don't turn your back on your bowl or leave the mat until your bowl has reached the head.
- When walking from mat to head*** - Walk down the centre of your rink.  
 - However, on reaching the head, walk around the side to avoid accidentally moving the jack or any bowl in the head.  
 - Be mindful of bowls being bowled on adjacent rinks.
- When you are at the head*** - Stand well behind and to one side of the head  
 - Do not obstruct the rink markers.  
 - Stand perfectly still when a bowler is on the mat  
 - Don't get involved in counting shots unless this is your responsibility.
- When you leave the green*** - Do not walk across the end of a rink when a bowler is about to deliver a bowl. Stand still until it has left their hand.

## **THE GREEN**

Ours is a Public Bowling Green, the playing surface being maintained by ***Croydon Council***. It is the lifeblood of our bowls club and without it we would not exist. Therefore you are asked to take care of it. Although its maintenance is the responsibility of the *Parks Department*, there are one or two simple precautions for us to take:

- Do not drop your bowls; try to get as low as possible in your delivery action. If you accidentally cause a divot, replace it carefully. Tactfully advise other players if they do not seem to be aware that they are creating divots.
- If a wet or tender green is being damaged, please use the protective mats.
- Avoid standing on, or stepping on, the edge of the Green.
- To remove worm casts or morning dew, use the "swish" (located in the Clubhouse) or sweep across the line of play with a wide brush (located in the Mess Room or Council Store, *ref*: Fig.2).

**Dogs** are not permitted in any part of the Club's grounds and should be discouraged from entering - Assistance dogs excepted.

## **RINKS**

The Green is a Public Bowling Green. Normally it is set out in six rinks by the Club Steward of the day (*ref Duties: Club Steward*), one of which must be available for use by the General Public, having booked and upon payment of the appropriate green fees. The direction of play is changed weekly and the rinks moved to designated coloured marks on a daily basis (*see Fig.2*). To Book a Rink please *refer* "Booking Rinks" (*Pg8*).

## **MARKING**

All competition singles matches (except the *Pyramid Challenge*), require a marker. They look after the head, check that the mat is positioned correctly, centre the jack, answer the bowlers' questions, measure disputed 'shots' and keep the score card and score board up to date. Markers also act as adjudicator of all matters regarding the Laws of the Game, so keep a copy of the Rules handy (World Bowls "Laws of the Sport of Bowls") and be conversant with where to find different topics. (*ref: Rules, Pg9*)

'Marker' training can be arranged on an individual or group basis – if you would like to attend please advise your Captain or a member of the Committee. (*ref: Current Fixture Card*)

## **GUEST BOWLERS**

Members are allowed to play with their personal guest at a concessionary rate of £1.00 per session of 2 hours. This is limited to 4 times a year for any guest, after which they will be required to pay the normal public bowling fee. The concession is subject to there being a free rink. All players must wear suitable footwear – flat soles with no heels. (*Pg9*)

# MAINTAINING A HAPPY CLUB

## CATERING

**Kitchen:** this is traditionally the domain of the Ladies Section and with safety in mind, they ask that no more than 3 people be in this confined space at any one time. They keep it clean and tidy (as should everyone that uses this facility) and accept responsibility for purchasing tea, coffee, milk, sugar and biscuits as well as the food for some scheduled matches and special functions.

**Tea & Biscuits (T&B):** the Ladies Section work a rota for providing T&B every weekday afternoon (except Wednesdays) after the first session of card games (approx. 3.15pm) and at a nominal charge. However, T&B is available for members to help themselves at all other times, using an honesty box for payment, and maintaining the state of cleanliness.

**Wednesdays:** traditionally Ladies Charity Day (*ref: Fund Raising, pg15*) so the Men take on T&B Duties as described above.

**Scheduled Matches:** Captains negotiate with the volunteer caterers to provide T&B for all scheduled 'Home' matches (League and Friendly). Any more than this is arranged on an individual basis and paid for out of playing fees.

**External Match Hospitality** (Borough/County): it is customary for the host player or team to provide hospitality (food & drink) for their opposition, at their own convenience and expense.

## DUTIES

As a Full Member, you may be asked to undertake various simple duties to facilitate the everyday running of the Club, **Your Club**. You will be notified of these duties at the beginning of the season for you to note in your diary. New Members will be shown these procedures and their relevance explained. Copies of all 'domestic' rotas are kept on notice boards *E & G* (*see Fig.1*). Depending on your personal circumstances and capability, these may include:

**Club Steward:** general security (*Men only: about 4 times per season*) – at the end of the day (roughly 5pm) collect in the 'irons' (rink markers) and Club equipment (mats, pushers etc.), secure the electric (anti-fox) fence, lock up all buildings and the car park barrier. The following afternoon (approximately 1.30pm) reverse this procedure.

When laying out the green, you will need to confirm in which direction to bowl (towards the Church or Tennis courts) and the coloured markings to use for that day i.e. Blue, Red, Yellow, White (*ref: Fig.2 inside back cover*) and on rare occasions, Green for 7 rinks. This is determined by checking the "Direction of Bowling" chart that is pinned to the Men's Competition Board A, (*see Fig.1, opp Index*).

**Cleaning:** the Clubhouse, changing rooms, kitchen and VCR are cleaned, by rota and in pairs, on a weekly basis (*2/3 times per season*). The Men's Section normally clean on a Thursday evening or Friday morning, the Ladies on a Monday. Specific areas of responsibility for cleaning are outlined on the respective Notice Boards *E & G*, (*see Fig.1*) and, when your turn comes to perform this duty, arrange a time with your 'partner' and ensure keys are available for access. All members are asked to tidy up before leaving the Clubhouse, including returning any glasses etc. to the kitchen and washing up as necessary.

**Tea Making:** see *Catering (Ladies: 4/5 times per season, Men: 2/3 Weds.)*

**Key Holders:** for 'Club Stewards', a leather pouch of all door/gate keys is located in a drawer of the Office desk – for retention overnight. This pouch must be replaced in the drawer the next day for your successor. For 'Cleaners', if required, contact your Captain or a committee member who should all have keys to lend you. A current list of key holders is maintained in the Clubhouse.

The Club Treasurer maintains a list of the Men's Locker allocation and together with the Men's Captain also retain Master keys for same. Likewise, the Ladies President and their captain have the same arrangement for keys to the Ladies' Lockers.

**Clubhouse Maintenance:** a purely voluntary scheme to tap into members' DIY skills over the winter months. All members are invited to join a team and spare some time for general maintenance around the Clubhouse and grounds. This may range from general gardening to cleaning gutters, from refreshing soft furnishings to maintenance of bench seating and from carpet cleaning to repainting rink markings around the green. Many hands do make light work. Watch out for e-mail invitations. All volunteers welcome.

## **FIRST AID and the DEFIBRILLATOR**

First Aid boxes/cupboards are located in both changing rooms and the VCR. The GDPR compliant Accident Book must be used at all times and is kept in the Office. **SPSBC** have recently been donated a **Defibrillator**, also kept in the Office, please make yourself familiar with its use.

We currently have two certified First Aiders, but the more, qualified and willing, volunteers we have in attendance the safer we are. If you are such a person, please put your name forward, hopefully, never to be called upon.

## **NO SMOKING (or Vaping)**

In addition to "No Smoking/Vaping on the green or its surrounds" (*see Etiquette*) neither is it permitted in or around the Clubhouse or Visitors'



Changing Room. A designated smoking area is available outside and adjacent to the VCR block.

## **FUND RAISING**

**Ladies' Captain Charity Day:** on most Wednesday afternoons, the Ladies Section try to organise an invitation Charity Drive with the sole intention of raising money for their chosen charity.

**Raffles:** In addition to the raffles arranged for our coach trips (*ref: Competitions: Coach Trip Away Days*) most matches, both League and Friendly, hold a small raffle or similar to benefit the “***Social Fund***”.

**Lottery Bonus Ball:** SPSBC run a weekly Lottery Bonus Ball Competition from the beginning of May through to the end of September. Each of the 59 numbers, sold on Reunion Day, costs £10. Weekly prizes throughout the season are £10, with two half-season prizes of £50. These profits also go towards the end of season “***Social Fund***”.

**Social Fund:** monies raised throughout the season support the organisation of various social events like Fish & Chip suppers, Quiz nights and Karaoke evenings – sometimes all three on one, madcap, night!

## **AND FINALLY**

The **Officers** and **Committees** hope you enjoy a happy time as a member of **Spring Park Shirley Bowling Club** with many hours of sporting rivalry, pleasant company and good weather.

