



Kings Bowls Club

www.kingsbowlsclub.co.uk

Club Ground: Ivor Grove, New Eltham, London, SE9 2AJ

Club Handbook

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General Information

Information about the club news and forthcoming events can be found on our website. There is also a link there to our Facebook page. www.kingsbowlsclub.co.uk The club also has a WhatsApp group which is used by the Secretary & Captain for news and information about forthcoming matches.

If you need help or advice you can contact the Club Secretary or Club Captain. Their contact details can be found on the fixture card or on the website.

Lawn Bowls is suitable for all ages and provides gentle exercise in the open air, social interaction and as much or as little competitiveness as you wish. It is very easy to learn – but difficult to master, so you can begin to enjoy playing in games after just one or two lessons, but can spend a lifetime getting better at it. Further details about the game can be found in **Appendix A**.

Important Dates

Our AGM is held in October every year. There is also a pre-season meeting, usually in March/April, where important information about the coming season is distributed. Both these meetings are held in the clubhouse and are usually 10am on a Sunday. Details will be circulated in advance by the club secretary.

Our financial year runs from October to September, so we ask for the annual subscription fee to be paid at the AGM. You can pay half at the AGM or at the latest by the end of October. The second half can be paid at the pre-season meeting or at the latest by the end of April.

Behaviour

All club members are expected to behave in a reasonable manner befitting the game of bowls.

- Members are expected to abide by the rules of the Club and the Management Committee shall have the right to bring any breach of the rules to the notice of the member and, if necessary, bring any member who contravenes the rules before them at a time and place determined by the Management Committee.
- Any member so notified or brought before the Management Committee has the right to explain their actions. This explanation must be received by the Secretary no later than twenty one (21) days from the written notification of the breach to the member or given verbally before the Management Committee.
- The Management Committee has the right to rescind the membership of any member whose behaviour or breach of the rules is considered detrimental to the Club. Any member so banned shall forfeit their subscription and all rights and claims on the Club.
- Members shall have the right of appeal to the full membership at the AGM or EGM.
- All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (Misconduct)
- Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.

Club Rules

- As smoking or vaping is not permitted on the club grounds at any time, please do not leave the rink during play to do so elsewhere.
- Please do not bring alcohol onto the green during play and make sure that soft drinks/water are not in glass containers.

Clothing & Equipment

All players are expected to adhere to the dress code as specified below

Dress code

Roll-ups & club competitions - white above the waist, grey below the waist, flat soled shoes, white headwear

Midweek friendly matches - approved club white top, mid-grey tailored trousers, shorts or skirt (2 pleats front & back), flat soled shoes, white headwear. Mid-grey tailored shorts/cropped trousers are permitted.

Weekend friendly matches - approved club white top, white trousers/skirt, flat soled shoes, white headwear. Again, white tailored shorts/cropped trousers are permitted.

National, Kent & outside competitions – as per competition dress rules, bearing in mind that members are representing the Club.

Where a member is selected to represent the Club in any competition where the Club pays the entry fee, it is expected that they will comply with the competition dress rules.

Shoes should have a flat sole and no heel.

A set of white waterproofs is useful as well as a warmer white jumper/fleece for colder weather.

Suppliers

Club Polo shirts can be purchased from Casey's of Blackfen for about £16 including the club badge. If you already have a plain white shirt/polo/zipped sweatshirt/tank top then you can have the badge embroidered on it for about £4.

There is no need initially to spend a fortune on clothes. Sports Direct sell men's golf trousers in both mid-grey and white which are ideal. You can get 2 pairs for about £20. Women can find both mid-grey and white trousers in many shops. Skirts have to adhere to a specific style, ie two pleats front and back.

Bowls shoes are available online. They can be expensive but there are some cheaper brands available such as DEK. Slazenger ones can be found at Sports Direct.

Second-hand Clothes

All bowls clubs have racks of second-hand clothes available to purchase very cheaply. Ours can be found in the changing rooms.

Bowls

The most expensive piece of equipment is of course the bowls. A brand new set can cost between £350 and £500, with coloured bowls being the most expensive. There are many different makes and several models for each make, each with a different bias. Some have a wider bias and others a narrower one. It is also important to get the right size for your hand. Nearly every bowler therefore starts with a second hand set and many never buy a brand new set. It is important not to rush into a purchase.

We have a range of bowls of different makes and sizes which can be borrowed initially until you feel more confident in what suits you. When you think you are ready to purchase a second hand (or new) set please talk to a member of the Management Committee who will be happy to advise you. The club does have a small selection of second hand bowls for sale.

Roll Ups

Roll ups are held every Tuesday and Thursday afternoon from 1:30pm until about 4pm. People usually arrive about 1.15pm and teams are picked at random from whosoever turns up. We break for tea and biscuits midway through the afternoon. There is a small charge of £3 for each session.

For those who work during the week, we also have a roll-up on Friday evening from 5:00pm until dusk. Again there is a small charge of £3 per session and tea/coffee and biscuits are available afterwards.

Coaching

We have two qualified coaches who are always happy to help. If you make contact directly, a group or individual session can be arranged at a time to suit you. In addition, mid-week roll-ups are a good opportunity to ask questions and practise without pressure. Ask a member of the Management Committee for more information.

Access

If you wish to practise outside of the normal rollup times, you are welcome to use the green whenever there are free rinks available. Access to the club is via combination locks on the entry gates, the equipment sheds and changing rooms also have combination locks. The codes for these combination locks are available from the Club Captain or the Secretary. After finishing, and if there are no other members around, you **MUST** make sure the gates and sheds are locked.

It is advisable to book a rink on the appropriate sheet inside the Club House door. Failure to do so may end in disappointment. Please note there is a pre-determined order of priority of who should have the rinks, roll ups are the lowest priority. Further details on using the green, including a lock-up checklist, can be found in **Appendix B**.

Matches

A fixture card showing all matches and important dates is produced each year. If there are any alterations, they will be found on the club noticeboard. There is also a full list on the website.

All the afternoon matches, both midweek and weekend, are mixed friendlies and are an ideal opportunity to improve your play and get to know other club members.

How to sign up to play

If you wish to play in a match either sign up online using the website form or use the match sign-up sheets in the clubhouse. There is one sheet per fixture. Unlike the website which has all the matches, the sign-up sheets will be added monthly. If you need a lift, then add this to the sign-up sheet by your name.

The Captain/Vice Captain will select the teams. All members will be given an equal opportunity for selection and a record will be kept of their availability and selection. It is the aim of the Captain/Vice Captains to confirm if your request to play has been successful at least 5 days prior to the match so it is requested that all requests to play are submitted a minimum of 7 days prior to Match day.

Matches usually start at 2.30pm, so please arrive by 2pm at the latest. If the match is away, there is a list of club addresses available on the website. There is a match fee of £2 a game and there is also always a £1 raffle.

All members are expected to take one turn per season in arranging the tea and biscuits for a home match. A rota goes up at the start of the season and is usually available at the pre-season meeting. Members are asked to sign up for a convenient date. Each match needs two people to do the teas. If you are new, you could ask to do this with an existing member who will be able to guide you through the process and how it is funded. There are full instructions on the wall in the kitchen. A copy of the instructions can be found in **Appendix C**.

Club Internal Competitions

The club runs several internal knock out competitions each year. Information about these can be found in **Appendix D** as well as on the dedicated clubhouse noticeboard and on the website. You can also talk to a member of the Management Committee for further information about specific competitions. Entries are made at the start of each season and they are a good way of challenging yourself in a slightly more competitive environment. We hold a special weekend in September when all the finals are played. The preliminary rounds of the Two Wood competition are played on one day, usually in July or August. There is a small charge of £2 per entry. Before entering the Club Competitions please make sure you are available for the finals weekend. The dates can be found on the fixture card. If you aren't on a Final, do come and support the finalists. Not only does a good crowd add to the atmosphere, you can learn a lot by watching.

District/County competitions/leagues (for more experienced bowlers)

Many of our more experienced members take part in knock-out competitions and leagues. These include Kent County, Dartford and District and Bexley knock out competitions and the North West Kent Thursday evening leagues. There are singles, pairs, triples and rinks competitions. Entries for these are made at the start of each season. Further details can be found on the club noticeboards and in **Appendix E**.

Winter Indoor & Short Mat

We have a short mat and sessions are held in the clubhouse on Tuesday and Thursday afternoons (1:30 to 4pm) and Saturday mornings (10:30 to 12:30) throughout the winter. Each session has a break for tea and biscuits, for which there is a charge of £3. The Club Secretary will circulate the date these sessions start.

Several of our players play indoors at White Oak during the winter. Many belong to clubs and play in organised friendly leagues. Others group together on a more informal basis and play once a week, booking rinks on an ad-hoc basis and only paying a rink fee when they play. For more information on either of these options, speak to the Club Captain or Vice-Captains.

Maintenance

The maintenance of the green and clubhouse is the members' responsibility and takes place every Wednesday morning – all members are welcome to come along and assist in any way they can as there is always more than enough outstanding work. During the maintenance window the rinks are not available for use.

Social Activities

Social activities are important both for club members to get to know each other and also as an important method of fund raising. We run the club on a shoestring and the subscriptions alone do not cover the costs of leasing the ground and maintaining the green, so fund-raising is vital.

We run two Club Days during the summer season, the dates of which can be found in the fixture card. The format varies from year to year but at least one will include fun games for all on a bowls theme during the afternoon. Family and friends are welcome to join us for both events. The catering is always first class and the games enjoyable. No equipment is needed to join in the games, just a flat pair of shoes.

Quiz nights are usually held twice a year. Dates will be circulated in advance. You can make up a table of 6 yourself with family and friends, or you can give your name(s) to the organiser (Social Secretary) who will make up a table with other members.

Other fundraising activities are the 100 Club and Bonus Ball – more details on these and the people who run them can be found on the club noticeboards.

Management Committee

The club is run by a Management Committee. Details of the officers & members can be found on the club noticeboard, along with minutes of meetings. Membership of the Management Committee is open to all, so if you have an interest in helping to run the club or skills in a particular area such as fund-raising or organising social events, you would be very welcome to put your name forward. Talk to a member of the Management Committee if you want more information. A copy of the club's current Articles of Association can be found in **Appendix H**.

APPENDIX A

Lawn Bowls – Playing the Game

The playing area (or “rink”) is a strip of about 35metres by about 5 metres of natural or synthetic grass outdoors and carpet indoors. A rink is usually part of a square which can accommodate several rinks, usually 6 or 7, side-by-side. This enables the outdoor playing rinks to be moved from time to time (laterally or orthogonally) to spread the wear on the playing surface. They are on a colour rotation and are moved every few days.

A game of bowls is played between two teams, usually in one of the following formats:

- Singles – one player per team, with four woods per player; first to score 21 shots is the winner;
- Pairs – two players per team, usually with four woods per player, played over a set number of ends (usually 21);
- Triples – three players per team, usually with three woods per player, played over a set number of ends (usually 18);
- Fours (“Rinks”) – four players per team, with two woods per player, played over a set number of ends (usually 21).

A match will usually comprise several separate games – thus a friendly match may consist of three triples from one club playing three triples from another. The two teams take turns in bowling woods from the mat at one end of the rink towards the jack (a small white ball) at the other end. When all woods have been bowled, the team holding “shot” (ie the wood closest to the jack) scores one point for each of their woods that are closer to the jack than the best of the other teams’. The jack and the delivered woods are known as the “head”. The team winning one end then bowls the jack for the next end. Ends are played in alternating directions along the rink.

Woods (or bowls) come in matched sets of four, in a range of sizes and weights. Sizes range from “0000” (the smallest) through “0”, “1” to “5” (the largest), and within each size range may be medium or heavy. There is a (very small) advantage to using the largest and heaviest woods that you can, but it is far more important to choose a size and weight that is comfortable for you to handle. What makes bowling interesting is that the woods are biased – that is they are designed so that they will roll in an arc, rather than a straight line. Each wood has a design featuring a small circle on one side and a larger circle on the other - the smaller circle marks the inside of the curve that the rolling wood will follow. So, delivering the wood with the smaller circle facing to the left means that the bowler must aim to the right of the target, and vice versa. The bowler has to develop the skill to judge both the pace with which to deliver the wood (the “weight” of shot) and the amount of deviation to allow (the “line”). These factors will vary according to the particular surface being played on, the atmospheric conditions, the set of woods being used, etc., and are likely to be different for the two directions of play.

Many competitive matches therefore start with two “trial ends” which don’t count towards the score, but allow the players to get the “feel” of the conditions. Often, for less competitive games, instead of trial ends a maximum score of one shot is counted for the first one or two ends. These are not the only possibilities but are the most common. The rules of the competition determine which system is used, but the players usually agree on how many bowls are used for trial ends. The most common is two. When delivering a wood, it is a rule that one foot must be on (or directly above) the delivery mat at the moment of release. To achieve consistency always lock your wrist when delivering and try to release the wood smoothly along

the playing surface; dropping the wood from above the surface, apart from possibly damaging the green, makes it more difficult to judge line and weight.

In a team of **four** (referred to as rinks), the bowlers have prescribed roles:

- Lead places the delivery mat (if his/her team is bowling first), bowls the jack to whatever length the skip indicates, then delivers his/her first wood;
- Number Two bowls his/her woods after the leads have bowled all theirs; conventionally (but not necessarily) the number two for the home side keeps the scoreboard up to date;
- Number Three bowls his/her woods after the number twos have bowled all theirs; number threes are responsible for agreeing the score for each end, including any measurement necessary;
- Skip directs the rest of the team, standing just behind the head and indicating what he/she wants each of the team to try to do; after the rest of the team have bowled all their woods, the skips return to the mat and deliver their woods; following a recent rule change by World Bowls, the skip is responsible for keeping the scorecard, unless agreed by both skips.

In **triples**, the roles of number two and number three are merged. In **pairs**, the lead takes on the measuring and scoring duties. In **singles**, a neutral “marker” is normally called upon to centre the jack, adjudicate the scoring and keep the scorecard.

One of the most important parts of the game is the putting up of the jack. The lead is the only player who is allowed to place the mat and then put up the jack. The mat line must be at least 2 metres from the rear ditch and at least 25 metres from the front ditch. The mat should be centred correctly by the skip before the jack is put up. The jack must be at least 2 metres from the front ditch and at least 23 metres from the front of the mat after it is centred. If the jack is put up incorrectly, ie too short, in the far ditch or outside the boundaries of the playing rink, then the opposing lead is required to put up the jack. The mat can be moved to a different position before this is done. If the second attempt to put up the jack is unsuccessful, then the jack is placed on the T, ie 2 metres from the front ditch.

There is an authoritative set of Laws of the game, maintained by the World Bowls Federation, which are available in published form via the Bowls England website

<https://www.bowlsengland.com/shop/books/default/laws-of-the-sport>

Much of this will be picked up as you learn the game. You never stop learning!

Lawn Bowls - Etiquette

In addition to the Laws, there is a code of etiquette outlining acceptable behaviour on the green. Generally, these are common sense rules, amounting to respect for other players.

- Turn up on time and be ready to play at the agreed start time
- Dress appropriately, adhering to the club/district/county rules for the type of match or roll-up you are playing in
- Use the steps provided when going on or off the green
- Shake hands with your opponent(s) and introduce yourself at the start of the game. This will probably be initiated by the skip of the day at the start of the match
- Turn off any mobile phone for the duration of the game
- Do not distract any player in the process of delivering a bowl (on your own rink or on another)
- Do not drop your bowls on the green
- When it is your turn to bowl, be ready so that you don't slow down the progress of the game
- Remember that it is a team game and the skip is in charge. Always play to their direction if possible
- When the third person (two in triples) is measuring for shot, the other players should stand well back and refrain from comment
- Stand at least one metre behind the head, or behind the mat when it is not your turn to play
- When standing behind the head, stand still so as not to distract the bowler on the mat
- When walking between mat and head, keep well within your own rink
- If you have to leave the rink for any reason, check this is permissible and never walk behind another rink when someone is about to bowl from the other end
- Bowls should not be kicked in or collected until the result has been decided
- Give due acknowledgement of opponents' skill
- Do not clap a lucky wick or if the opposition inadvertently give you or your team the shot
- Shake hands at the end of the game and always show courtesy and good sportsmanship

Remember

- As smoking or vaping is not permitted on the club grounds at any time, please do not leave the rink during play to do so elsewhere
- Please do not bring alcohol onto the green during play and make sure that soft drinks/water are not in glass containers

APPENDIX B

Using the Green

Any member may use the green outside normal roll-up or match times as long as they make sure that all buildings and gates are secure when they leave and all equipment is properly put away. As a general rule, the green should not be used before 12:30 on Wednesdays or 10:00 at week-ends except by special arrangement with the greenkeeper who will know the grass cutting schedule.

The green should also not be used in unsuitable conditions. Club Officers shall have the power to demand the use of wet mats or suspend/stop play if it is considered the green will be damaged as a result of play or there could be a risk to the health and safety of the players.

Rink Booking

To book a rink in advance, use the rink sheets which are on the wall on the left hand side just inside the club house. There are separate rows for the Mornings, Afternoons (games finishing before 6.00pm) and Evenings. Add your name and the reason for your booking. Fixed date club matches/friendlies have priority, followed in order of priority by Bowls England, Kent competitions, fixed date outside competitions, other outside competition games, club competitions and roll-ups.

Club Equipment

Club Equipment should be returned to its correct place after use. There are two sheds in between the men's changing room and the clubhouse. The shed on the right has a combination padlock and holds red & white bowl and jack indicators, mats, jacks and bowls gatherers. It also has keys for the clubhouse and the smaller shed on the left where the 2 metre sticks and scoreboards can be found. Club bowls (marked with yellow stickers) & jack placers are kept in the office in the club house. The key to the office can be found in the clubhouse, hanging inside the boiler cupboard by the water fountain. Club equipment **must not** be removed from the premises unless this is agreed by a Management Committee member & a written note kept. There is a sheet on the wall by the racks in the office for this purpose.

Security

It is important that all the buildings and gates are properly locked when vacated. The electric fence must also be left complete. Don't leave a padlock open when opening a gate. Fit the padlock through the slide, close it and spin the combination. When leaving, fit the padlock in the correct place ensuring that the numbers are spun so that the code is not apparent.

Checklist when leaving the club and grounds

Clubhouse

- Office lights off, door locked & keys replaced in correct places
- Boiler off & unplugged
- Lights off & windows closed
- Ceiling fans off (fan switch in electrical cabinet)
- Door(s) closed & locked (main door, side door, French doors)

Changing rooms (men's and women's)

- Lights off
- Padlocks engaged & numbers scrambled

Equipment Sheds

- Equipment returned
- Keys returned to correct hooks
- Padlocks engaged & numbers scrambled

Green

- Electric fence cables reattached
- Cat and bird deterrents replaced
- Flag lowered and folded

External Gates (2)

- Padlocks engaged & numbers scrambled

APPENDIX C

TEA ROTA DUTIES

It is suggested that you arrive **at least one hour** before the start of the match

TO BRING

- Milk
- Biscuits – Sweet and Savoury. **This is important in case there are diabetics**
- Raffle Prizes – Please bring 3. Wine/Beer/Cider & chocolates are always popular

Tea, Squash and Coffee are already provided. (Further supplies in the filing cabinet in the office)

BEFORE THE MATCH

1. Make tea/coffee for visitors. There is now no charge for this (**4 tea bags per pot**)
2. Prepare the tables - cork mats for the tea pots, tea spoons, sugar & milk, plates, mugs, table numbers and money jars. Please put the gavel on the Captain's Table (in office).
3. Sort out raffle tickets (1 strip per person). These are in the same cupboard as table numbers. Keep spares in kitchen or sell to visitors. NB There is only one winning number per sheet.
4. Two plates of biscuits per table – **keep savoury and sweet biscuits separate – see note re diabetics.**
5. Provide jugs of cold water and beakers at the head of each rink on hot days.
6. Put a bowl of hot soapy water and a towel outside the door. Use the wooden frame behind the door as a support for the bowl.

AFTER THE MATCH

1. Wash up and tidy kitchen.
 2. Make sure sinks are left clean and wash the kitchen floor.
 3. Wipe the tables and Hoover the clubhouse carpet.
 4. Take dirty towels, tea towels and tablecloths home to be washed. Please return them ASAP.
 5. Empty the rubbish bin and take the black bag over to the dustbins by the main STC clubhouse. Put a new black bag in the bin. These can be found under the sink.
 6. Complete the accounts sheet which can be found on the counter top. Attach receipts as necessary.
- NB** It is not necessary to clear up the water jugs/beakers etc on the rinks. This is the responsibility of the players themselves.

MONEY

The reclaimable budget allowed for each match is £30. As a guide, allow:

- Raffle Prizes (Please supply 3) - £15
- Biscuits, milk etc – £15 or £3 per table

All receipts, the completed form (in the plastic folder under the mug cupboard) and money should be handed to Chris Symes or the Captain of the Day. Money bags can be found in a kitchen drawer.

DO NOT LEAVE ANY MONEY IN THE CLUBHOUSE

(Any problems please speak to the **Captain of the Day** or any member of the Management Committee)

APPENDIX D

Club Internal Competitions

All members are eligible to participate in the various internal club competitions. A complete list of those available and the format of each can be found later in this document.

Entry for the competitions can be done online or by contacting the competition organiser directly either by phone or WhatsApp.

Once the draw is complete it will be put onto the noticeboard and on the website. There will be clear indications of 'play-by' dates. Please note that these dates are fixed and there will be no extensions granted. If you are unable to play by the date given, then you must concede to your opposition.

The finals are played over a whole weekend in September, details in the fixture card, so please make sure that you are free that weekend. Finals weekend is a big occasion for the club, so even if you are not playing in a final, do come along and support the finalists. Trophies for the winners are presented at the club presentation dinner which is usually held in January.

The challenger, the person at the **top** of the tie, is responsible for arranging the date & time of each match. This means talking with your partner(s) is necessary and offering the opposition a choice of 2/3 dates/times. If you are playing a singles match, then you are also responsible for finding a marker. A full set of rules are detailed below.

Kings Bowls Club Internal Competition Rules & Regulations

1. Entries into club competitions are for fully paid up members only.
2. All entries are via the competition sheets on the competition notice board and no entries will be accepted beyond the closing date.
3. All entries require advance payment of £2 per competitor per competition entered.
4. The competitions held are:
 - Men's Singles Championship
 - Ladies' Singles Championship
 - Mixed Pairs
 - Drawn Pairs
 - Memorial Cup Pairs (*18 end competition for any member whose name does not appear on the Honours Board*)
 - Adrian Carter Handicap Competition
 - Woodruff Cup (*for any player yet to win a singles competition*)
 - 100 Up
 - 3 Set
 - 2 Wood (*Rounds up to the Final played on a set day*)
 - Fred Banks Triples (*Drawn competition*)
5. Entries in Team competitions should name all players, except for the Drawn competitions where entries are on an individual basis prior to teams being drawn.
6. If an insufficient number of entrants to make up a team occurs in the Drawn competitions then the last name(s) on the entry sheet will be eliminated after the competition secretary has attempted to find additional competitor(s).

7. Competition Playing Rules
 - Singles will be scored by shots, being the first player to reach 21, 4 bowls each player
 - Pairs will be played over 18 ends. If the scores are equal after 18 ends then a deciding end(s) shall be played, 4 bowls for each player.
 - Triples will be played over 15 ends. If the scores are equal after 18 ends then a deciding end(s) shall be played, 3 bowls for each player
 - 100 up will be decided by the first player to reach 100 points. In a match where players are tied on 95 points each, the points in the final end are allocated on a per bowl basis so as to avoid extra ends.
 - 3 set will be played as best of 3 sets with each set being decided by the first player to reach 7 points.
8. Players should complete their own scorecard for each round and deposit in the score card depository by the competition notice board.
9. It is the responsibility of the winning player/skip to update the competition sheet on the competition notice board with the result of each round.
10. All communications for identifying a reserve being used need to be confirmed by phone. Speak or leave your message on the answer phone to the competition secretary.
11. All rounds will be available to view and progress can be monitored through the Kings Bowls Club competition Website and the competition board in the clubhouse.
12. In the Mixed, Adrian Carter Handicap and Memorial pairs, the players named on the scorecard of the initial game will constitute the official entry and should play together throughout the competition. One additional (and same) player may however be used as a substitute in any subsequent game, providing they have not already played in the same named competition.
13. In the Drawn competitions **NO** substitute can be used in **ANY** round of the competition.
14. In mixed competitions, one of the same male and/or one of the same female may be used as a substitute at any one time, in accordance with **Bowls England** rules and regulations
15. Planning the Competition games.
 - a. In all rounds the competitor/skip at the top of the draw is known as the **Challenger** and responsible for making contact with their **Opponent/Opponent's Skip**.
 - b. **Challenger** - 3 dates are required to be offered, these dates can be offered as soon as the draw is available on the competition board or the Website but then no later than 3 days after the start date of the round. The start date and end date for each round will be on the competition sheet.
 - c. **Opponent/Opponent's Skip** – The opponent/opponent's skip needs to confirm one of these three dates offered from the challenger within 3 days of the offer.
 - d. If the **Opponent/Opponent's Skip** hasn't received contact from the **Challenger** within 3 days after the start date of the round then the **Opponent** will now become the **New Challenger**. The **New Challenger** now needs to make contact and offer 3 dates to the **Old Challenger** and the old challenger needs to confirm one of the 3 dates offered.
 - e. In singles matches the **Challenger/New Challenger** should arrange a marker.
 - f. The **Challenger/New Challenger** should book a rink on the Rink Booking Sheets located just inside the main clubhouse entrance
16. Closing dates for each round will be **strictly adhered** to. Under no circumstances will extensions be given, except in exceptional circumstances and at the authorisation of the competition secretary whose decision is final.
17. Managing the Match Play
 - a. These are internal club competitions so the aim is to ensure that wherever possible all rounds are able to be completed well within the window for each round so a level of flexibility on when matches are played is required
 - b. Failure of any team/player to appear after a maximum waiting period of 30 minutes from the mutually agreed start time of the match will result in that team forfeiting the match/game.

18. Adverse Weather Conditions
 - a. Where the green has to be closed due to weather conditions, and before the match has been completed, the result shall be declared as that standing at the time of closure, providing a minimum of 10 ends are completed or 1 set has been completed in the 3 set competition.
 - b. A match lasting less than 10 ends must be re-scheduled and completed and finished off by the closing date of the round.
 - c. If 18b is not possible due to the game being played on the last date of the round, you will have a maximum of 3 days to re-plan or finish off this game. **Communication Must Be Made to the Competition Secretary** and to the next round's **Challenger or Opponent**, as this will affect the management of the next round
 - d. In the event of any dispute, which does not fall under the laws and rules of Bowls England, the decision of the Kings Bowls Club Competition Secretary shall be final
19. All competitors must make themselves available on Finals Day. Any person or team not able to compete on Finals Day must ensure they inform the coordinator before any semi-final is played.
20. In **ALL** singles competitions there is **NO** opportunity for a replacement player to play a Final. If a competitor is unable to play in any singles final then the competition will be automatically awarded to the other finalist. The losing semi-finalist may be asked to play on Finals Weekend as an exhibition match but is not obliged to do so.
21. If any competitor finds themselves in more than 3 finals, the Coordinator and that competitor will need to decide how best this can be managed so that all finals can still be played over Finals Weekend only.
22. On Finals Weekend Competitors must be present and booked in at least 30 minutes before their allotted time to play and must apply the Bowls Stickers provided.
23. If on Finals Weekend, weather conditions dictate the green being unplayable, the remaining unplayed finals will be re-scheduled ASAP with a new agreed start time.
24. For the purpose of prize awards, the Finalist(s) shall be regarded as the named player(s) who played in the Final and their name(s) will be on the winners' board and associated trophy.
25. In the event the above rules or instructions given by the Competition Secretary are broken or ignored, this may then leave either one or both parties open to disqualification from either this year's competition or entry into any future competitions.
26. It is the responsibility of **ALL** entrants to acquaint themselves with the rules and regulations of all of the competitions,
27. The Competition Secretary's decision is final

APPENDIX E

District, County & National Competitions

Individual Competitions

As your skills increase you may wish to consider entering some of the following competitions in order to challenge yourself further. Talk to a member of the Management Committee if you are interested and they will direct you to the person who organises each competition.

District

Club players can participate in knockout competitions run by the Bexley Borough and Dartford and District Bowling Associations. These include singles, pairs, triples and fours (rinks), for men, ladies and mixed teams where appropriate. Entries for these are usually made by the end of October (Bexley Borough) and by the end of April (Dartford and District). Although the club pays the affiliation fee to each district, players are expected to pay their own entry fee.

The competition schedules can be found on the relevant district websites. Bexley's are played on agreed dates with opponents starting in mid-May with finals in early September. Dartford & District are played on pre-arranged fixed dates fortnightly, starting in June with finals in mid-September.

County

Kent County is divided into 4 Divisions to minimise travelling. For competition purposes both the Men and Women are in Division 1.

Both Kent county men's and ladies bowls associations also run knockout competitions throughout the season. These also include singles, pairs, triples and fours (rinks). Entries are usually sorted by the end of October. Also like the District competitions, although the club pays the affiliation, players are expected to pay their own entry fee. There are no mixed competitions. A player who enters one or more of the County Competitions is expected to purchase a County Yearbook, which details dates and venues for all competitions, along with other useful information about dress code etc.

The competition schedules can also be found on the relevant county websites or in the County Handbooks which are published annually. A copy of these can be found on the club noticeboards. Dates are fixed to a specific day of the week, starting in May, and you can expect to play each week until knocked out. The competitions end with Divisional finals, followed by County semi-finals with finals days at Leamington Spa in August. If you win the Divisional Final you will be awarded a County Badge which will mean that you will be invited to play in County friendly matches the following year. Kings has several 'badged' players, both men and ladies.

National

National competitions are available for any bowler (lady, man or mixed), consisting of singles, pairs, triples, fours and many others. Entries have to be in by the end of February of that season. Matches are played on agreed dates with opponents (not fixed dates) Note that players from different clubs can play as one team. Competitions start about the end of April with finals during August.

Team Competitions

Kings enters teams for various prestigious district and county team competitions. Teams for these are chosen by the men's/women's selection committees which are appointed annually by the Management Committee. Names of the Selectors and the criteria for selection can be found on the club noticeboards. These competitions usually start later in the season around July/August. [Dates and selected teams can be found on the relevant notice boards](#). Dates can also be found online or in the County/Bexley Handbooks. Winning Teams progress to the relevant district/county finals in September.

District

Bexley Borough Double Rinks Knockout competition. This comprises 2 teams of four who play on a Home and Away basis at the same time, ie one team plays at our home ground while the other plays at the opposition's ground.

Dartford & District Knockout competition (Women - The John Forsey Rosebowl (Double triples) Men - The Dodds Cup (Double rinks)). This comprises 2 teams who play on a Home and Away basis.

County

Kent County Knockout competition (Women - Molly Cleggett; Men – Bert Cox Cup). This very prestigious competition comprises 2 teams of four who play on a Home and Away basis.

Other

Belle Trophy (Women) This knock out competition run by Bellingham BC, comprises 4 matches, all played at the same time at the same venue, singles, pairs, triples and rinks.

North West Kent League

The club usually has teams for Men and Women in the North West Kent Leagues, but this depends on numbers. These matches are played on a Thursday evening at 6pm (5.30pm in August/Sept). The format is 2 teams of triples, playing 18 ends and each team plays all the other teams in the League, both Home and Away, over the course of the season. The top team in each division is promoted and the bottom team relegated.

See the noticeboard for the names of the members who are responsible for the running of the leagues.

North West Kent Knockout competition (Women - Gladys Tyler; Men - Fred Tyler). This comprises 2 teams of triples who both play at the same ground (Home or Away) depending on the draw.

NB Substitutes can be used in most competitions but the rules need to be read very carefully. Normally players in the team for the first match are deemed to be "the team".

Team Reserves

When the club enters teams for County, District or other team competitions, a reserve for each team will be selected. This is primarily to avoid having to concede a match if any accident or other incident befalls a member of the chosen team. Avoiding such a situation is important, especially at the latter stages of a competition, so a travelling reserve should be considered a key member of the team.

Reserves should travel to the ground with their designated team, dressed in correct playing attire and with their bowls, as they may be called upon to play. If during the course of the game a member of the playing team cannot continue, (e.g. they fall ill) the reserve can be called upon to step into the team in their place. However a reserve cannot play Skip, so the team may have to be reorganised.

If the reserve is not called upon to play, they can help the team during play with any requests. If the competition is a double rink or triples, with teams playing both home and away (i.e. 1 home and 1 away) they should make sure that they have the mobile phone number of the other reserve, so they can keep their team up to date with the score in the other game. During the course of the game mobiles should be on silent and it may be better to send text messages.

In the case of the women's Belle Trophy, the reserve should keep the overall accumulated score from all four rinks and if possible inform the Captain and Skips how the match is progressing.

Selection Criteria for Team Competitions

All registered Kings Bowls Club members are eligible to play in these competitions and the selection committee will put up on the notice board the nominated team based on the following basis and after discussion with the people they want to play:-

- a) The Kent competitions will use the strongest players
- b) The Bexley and Dartford & District competitions will use experienced players
- c) The North West Kent League is open to everyone and will be used to give less experienced players the chance to gain experience. Stronger players will still play to help the inexperienced players.
- d) For the North West Kent Cups, players are only selected from those who played in the league teams
- e) Given the above criteria, the strongest players available, in the selectors' opinion, for the relevant positions (e.g. skips, leads etc.)

APPENDIX F

Kings Bowls Club Complaints Procedure

If a member has a complaint against another member of the Club they should first try to resolve it by talking to the other person. The Captain of the day, or if unavailable a member of the Management Committee, should be informed of the complaint and they can act as arbiter in the first instance.

If a written complaint is made it should be sent to the Club Secretary who will ask for written witness statements for both sides of the complaint.

A subset of four members of the Management Committee will be convened to hear the evidence and decide on the steps to be taken.

The Chair of that committee will inform the parties of the decision and carry out any penalty decided upon.

APPENDIX G

Membership Subscription Refunds

Any member wishing to have their membership subscription refunded on account of illness, disability or other exceptional circumstance should make written application to the Management Committee giving their reasons. Each case will be considered on an individual basis by the Management Committee, according to the criteria set out below.

- If the member has used the club outdoor facilities or represented the club in outdoor matches at all during the financial year, no part of the subscription will be refunded.
- If the member has not used the club outdoor facilities and not represented the club in outdoor matches during the financial year, the subscription will be refunded, less 20% of the total subscription

Explanatory Notes

1. The financial year runs from 1st October until 30th September.
2. "Using the club outdoor facilities" refers to any use of the outdoor green e.g. Roll-Ups, Club Friendly Matches, Internal Club Competitions etc.
3. "Represented the club in outdoor matches" refers to any outdoor match in which the member represents the club e.g. Club Friendly Matches, District Competitions eg Bexley/Dartford & District/NWK, County Competitions or National Competitions. In this instance it doesn't matter if the matches are Home or Away.
4. Winter Friendly Matches and Short Mat Games are deemed social events, designed to allow full and social club members to get together during the winter months. Participation in such events will have no impact on subscription refunds.

APPENDIX H

KINGS BOWLS CLUB ARTICLES of ASSOCIATION (established 1992)

SEPTEMBER 2023

1. CLUB NAME AND AFFILIATION

1.1. The club shall:

- a. be called Kings Bowls Club (New Eltham), trading as Kings Bowls (and is referred to as the Club in this document).
- b. be affiliated to Bowls England and the Kent County Bowling Association (or to any other local bowls associations at the discretion of the Management Committee).
- c. adopt and conform to the Bowls England Rules and Regulations and the Crystal Laws of the Sport of Bowls.

2. OBJECTS

- 2.1. The objects of the Club shall be to play and enjoy the game of bowls and participate in social activities with other Club members, or members of other bowls clubs.
- 2.2. The Club is committed to encouraging the highest ethical standards. All individuals involved in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

3. MEMBERSHIP AND FEES

3.1. The membership shall consist of the following categories:

- a. Full playing members (aged 18 or over)
- b. Social non-playing members
- c. Honorary members (as determined by the Management Committee upon receipt of a recommendation with justification from a Club member)

3.2. Members in each category shall pay membership fees as fixed at each Annual General Meeting (AGM). The Club may also require members to contribute to the funds of the Club in addition to the membership fees. This may be requested at the AGM or during a General Meeting.

3.3. All members joining the Club shall be deemed to accept the terms of these articles of association (Articles) and the Club handbook (as amended from time to time).

3.4. Only full playing members shall be entitled to vote at any Club meeting and eligible to serve on the Management Committee (following being duly elected to do so).

3.5. Application for membership must be submitted to the Secretary in the form prescribed by the Management Committee from time to time. Applications will then be considered by the Management Committee.

- 3.6. The Secretary may publish the names of prospective members in the clubhouse from time to time. If a member has an objection to a prospective member joining the Club after the Secretary has published the name(s), they shall notify the Secretary in writing within seven (7) days, setting out the reasons for their objection.
- 3.7. Membership shall only be declined or rescinded for good cause and by decision of the Management Committee. Such good cause may include conduct likely to bring the Club into disrepute or safeguarding concerns.
- 3.8. Members who join the Club during the playing season shall be required to pay a pro-rata fee as agreed by the Management Committee.
- 3.9. Membership of the Club shall be open to anyone interested in the sport of bowls regardless of sex, sexual orientation, age, disability, gender, ethnicity, nationality, religion or other beliefs.
- 3.10. Membership fees shall normally be payable in two (2) parts. The first payment shall be due after the AGM and before the end of October in each year. The second payment shall be due at the pre-season meeting usually taking place in March or April of each year.
- 3.11. Failure to make payments by the respective due date may lead to a member being removed from the list of Club members at the Management Committee's discretion.

4. DIRECTORS AND CLUB MANAGEMENT

- 4.1. Any member of the Club who is willing, and not legally prohibited from serving as a director, can serve as a director of the Club.
- 4.2. There shall be a minimum of two (2) directors of the Club at all times. At least one (1) of the directors must normally be serving as an elected member of the Management Committee whilst they serve as a director.
- 4.3. The day-to-day management of the Club shall be conducted by a Management Committee which shall normally consist of the officers of the Club, four (4) elected members and a representative for Club maintenance, all of whom shall normally be elected at the AGM.
- 4.4. The Management Committee shall have full power to deal with all matters relating to the Club not reserved to a General Meeting in accordance with these Articles, including power to make public and enforce such byelaws as the Management Committee feel necessary to govern the activities of the Club and the power to amend the Club handbook.
- 4.5. The officers of the Club shall be the Chairperson, Club Secretary, the Captain, two Vice Captains, the Treasurer and the Fixtures Secretary. Officers shall hold no more than two (2) roles on the Management Committee.
- 4.6. Any two (2) Club members can nominate another member for election to the Management Committee (with the nominated member's consent).
- 4.7. Management Committee membership shall be determined annually. No committee member is entitled to automatically serve for a further term without being duly elected at the appropriate AGM.
- 4.8. If the post of any Management Committee member should fall or remain vacant after the AGM, the Management Committee shall have the power to fill the vacancy as they see fit until the following AGM.

- 4.9. Any director not serving on the Management Committee shall be entitled (but not required) to attend a meeting of the committee and receive information between meetings by request. Their attendance at a committee meeting shall count towards the meeting quorum and the director shall be entitled to vote on any matter being considered by the Management Committee.
- 4.10. The quorum at each Management Committee shall be a minimum of five (5) people, one of which must be the Chairperson or the Secretary.
- 4.11. The directors of the Club shall hold any property belonging to the Club in their name and shall further be entitled to sue and be sued on behalf of the Club in their capacity as a director. They shall all be entitled to personal indemnity out of the funds of the Club where they are acting bona fide in their capacity as directors of the Club subject to paragraph 8.
- 4.12. The directors of the Club shall be entitled to call a meeting of either the Management Committee or between themselves in order to discuss matters of concern in relation to the Club at any time. They shall also have the ability to remove members of the Management Committee if, after a reasonable process has concluded, it is determined that the Committee member has acted in a way that is detrimental to the Club or is not performing their duties satisfactorily.
- 4.13. Any director or Management Committee member may raise concerns about another director with the Management Committee. Concerns may be in relation to (1) the director not performing their duties in the best interests of the Club (2) the director acting in a way that brings the Club into disrepute, (3) the director does something, or allows something to happen, that is detrimental to the Club's objects.
- 4.14. Upon receipt of concerns in relation to a director the Management Committee shall determine whether an investigation is required and how to manage the situation. If after carrying out a reasonable process the Management Committee determines the director should not continue in their capacity, then the director will be required to resign their position with immediate effect.

5. GENERAL MEETINGS

- 5.1. The Club shall hold an AGM in the month of October each year to:
 - a. Approve the minutes of the previous year's AGM.
 - b. Receive reports from the Management Committee.
 - c. Receive the annual accounts.
 - d. Elect the Management Committee.
 - e. Confirm the fees for the following year.
 - f. Consider any changes to the Club's governing documents.
 - g. Deal with any other relevant business at the Management Committee's discretion or by request of a member in accordance with paragraphs 5.4 and 5.5.
- 5.2. The Club Secretary shall provide at least fourteen (14) calendar days' notice of an AGM and share an agenda to all fully paid members.

- 5.3. The Club may hold an Extraordinary General Meeting (EGM) at any time at the discretion of the Management Committee. Alternatively, ten (10) fully paid members may request an EGM is called by writing to the Secretary with the justification and providing at least twenty-eight (28) calendar days' notice. The Secretary shall then be required to give all members fourteen (14) days' notice of the requested EGM.
- 5.4. Any member can request an item is added to the agenda of an AGM or EGM by providing twenty-one (21) days' notice to the Secretary.
- 5.5. Any member can request to present at an AGM or EGM by giving the Secretary seven (7) calendar days' notice.
- 5.6. Any motions passed at an AGM, EGM or General Meeting will require a simple majority of members who are present and entitled to vote except changes to the Club's governing documents will require at least two-thirds of members present and eligible to vote to pass the motion.
- 5.7. The quorum for each AGM, EGM or General Meeting shall be at least thirty (30) members, or fifty percent (50%) of the total membership should it fall below fifty (50) at any time.

6. FINANCE AND ACCOUNTS

- 6.1. The financial year shall run from October to September each year.
- 6.2. The Treasurer shall be responsible for:
 - a. the preparation of annual accounts of the Club.
 - b. ensuring all Club funds are accounted for and expenditure is properly documented.
 - c. producing an annual income and expenditure account (with a balance sheet).
- 6.3. The accounts shall be certified by an appropriate independent person selected at the discretion of the Management Committee.
- 6.4. All payments drawn against the Club's funds shall be authorized by the Treasurer and one other member of the Management Committee or one of the directors.
- 6.5. All directors of the Club shall be jointly and severally responsible for the financial liabilities of the Club, subject to the limits of liability in paragraph 8.

7. SAFEGUARDING

- 7.1. The directors and the Management Committee shall, at all times, be mindful of the need to safeguard vulnerable adults who may visit the Club or may be members of the Club.
- 7.2. In the event that a safeguarding concern is raised with the Management Committee or a director, the Bowls England safeguarding guidance will be followed (available online at <https://www.bowlsengland.com/safeguarding/>)
- 7.3. The Management Committee shall appoint a Committee member or director to the role of Safeguarding Officer on an annual basis who will perform the responsibilities set out here: https://www.bowlsengland.com/wp-content/uploads/2022/05/Safeguarding_Officer_JD_Final_March22.pdf
- 7.4. There shall be no term limits for the role of Safeguarding Officer, providing the individual remains a member of the Management Committee or is a director and subject to annual confirmation by the Management Committee.

8. LIMITATION OF LIABILITY

- 8.1. Members may use the Club premises, and any other facilities of the Club, entirely at their own risk and upon becoming a member accept that the Club will not:
- a) accept any liability for any damage to or loss of property belonging to members.
 - b) accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Management Committee or any directors.
- 8.2. The liability of the directors shall be limited to the amount of money and assets owned by the Club at the point of any claim arising.

9. DISSOLUTION

- 9.1. If at any General Meeting of the Club a resolution is passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting (SGM) to be held within one (1) month of the General Meeting to discuss and vote upon the dissolution resolution.
- 9.2. At such SGM the resolution shall only be passed if at least two-thirds of the members present and eligible to vote approve the resolution to dissolve the Club. If approved, the Management Committee shall then support the directors to wind-down the Club's operations (including commencing the termination of any lease or license with STC Sports Club).
- 9.3. The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve or develop the Club's facilities or to carry out the objects of the Club. No profit or surplus will be distributed other than to another non-profit making body of a similar nature on a winding-up or dissolution of the Club.
- 9.4. If, upon the winding up or dissolution of the Club there remains any property whatsoever, the same shall be transferred to some other organisation(s) having objects similar to the objects of the Club, such organisation(s) shall be determined by the directors of the Club at the time.