


# *Welcome to new members*

As at January 2024

# Introduction

Brimfield and Little Hereford Bowling Club welcomes **NEW BOWLERS** of all ages and abilities and supports the Bowls Development Alliance **'Women Can'** initiative.

We are currently working towards the **'Bowls Disability Mark'.**
Our facilities include disabled access, disabled toilet and parking plus access to equipment that can be made available to suit individual needs. One of our members, Bill Wheatley, is an Umpire and BDA level 2 coach, qualified to assess coaches taking their level 1 and level 2 courses, and would be happy to coach new members.

Please see our **New Members** sections for further information.

Our guide for **New Bowlers** can be found on the website.

If you need any information about the Club, please contact:

**Peter Bloomer, Chairman, on 07788 104756**
**or Susan Northwood, our Club & Membership Secretary,**
**on 07739 231936 or email susan.m.northwood@gmail.com**

Brimfield & Little Hereford Bowling Club welcomes **TOURING TEAMS** from other counties. If you would like further information about a fixture contact:

**Bob Hughes, our Fixtures Secretary, on 01584 550093**
**or email hughes_robert12@sky.com**

**SEE CLUB DIARY FOR DATES**
**OF OPEN DAYS & PLAY BOWLS DAYS**

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*Ready for the start!*

# Welcome to bowls at Brimfield

## FREQUENTLY ASKED QUESTIONS AND ANSWERS…



**Q. How do I join Brimfield & Little Hereford Bowling Club?**

- Call in at the club on the next **Open Day**

  or **Play Bowls Day** or contact:

  **Susan Northwood,**

  our Club & Membership Secretary,

  on **07739 231936**

  or email: **susan.m.northwood@gmail.com**

  or any one of our Club Coaches:

  **Bill Wheatley, Susan NorthWood, Val Wilkinson and John Stirling**

  or

- Complete an **Application Form** *(See Membership page on the website)*

**Q. If I join, will I be expected to play in matches and competitions?**

The only thing we expect you to do is enjoy yourself.

There are matches and competitions all summer, but you only join in when you feel you are ready, there is no pressure to do so.

Taster session/Development sessions are organised as required.

Most Monday and Thursday afternoons (weather permitting) between April and September we have a roll up, called 'Strollers'. These are open to members and non-members to have a friendly game.

As a member you can come and have a roll up at any time the rinks are available. We have some players who play just once or twice a week, others play every day; it's entirely up to you.

**Q. What is a Strollers Session?**

'Strollers' is what we call our informal afternoon roll-ups. Every Club has a different name for it. They are ideal sessions for new bowlers or those wanting a social afternoon. Strollers is played during the summer at 2pm every Monday and Thursday afternoons..

Before the start of each session everyone selects a disc to decide which Rink you will be playing on. There will be a mix of new and experienced

bowlers present. You will play approx. 8 ends, roughly an hour, followed by a break for a cup of tea before continuing for another session, 8 ends.

The afternoon sessions normally finish around 4.30pm. It is all very friendly and casual but a great way to learn the basics of bowling.

During the winter we play at 2pm - 4pm on Thursday afternoon at the Indoor Club, Bridge Street, Leominster.

**Q. How much is the annual membership?**

People new to bowling get a 50% discount on their Membership in the first year. There after we currently charge:

| | |
|---|---|
| **ANNUAL MEMBERSHIP FEE:** | **1st March – 28th February** |
| Includes £10.00 subscription to the Sports Club plus Bowls England affiliation fees: | |
| **FULL MEMBER** | **£75** |
| **JUNIOR MEMBER (18 – 24)** | **£35** |
| **YOUTH MEMBER** | **£10** |
| **SOCIAL MEMBER (non-playing)** | **£15** (includes £10.00 subscription to the Sports Club) |
| **NEW MEMBERS:** | |
| **NEW MEMBER (no previous experience)** | 3 Sessions free then 50% of annual fee* for 1st season |
| **NEW MEMBER (previous experience)** | **£75*** |

*If you are joining mid-way through a season there may be an entitlement to a reduction in the current year's subscription, subject to Committee approval. The Membership will still include a subscription to the Sports Club.
Your remittance can be cash, cheque or by direct payment to:
**BRIMFIELD & LITTLE HEREFORD BOWLING CLUB**
**SORT CODE 20-53-22 ACCOUNT No. 70187089**

**Q. What about instruction or coaching, is that costly?**

We do not charge for any instruction or coaching that takes place on our bowling green.

**Q. Are there any other costs to bowling?**

Bowls is not an expensive sport, but as with any new venture there will be items you need to buy, that is why we only charge half the annual membership fee for the first year.

- The Green is our most expensive resource and we aim to keep it maintained to the highest standards.
  This is why, when you join the Club, you are expected to buy a pair of proper bowling shoes. These vary in price, but you can expect to pay £30 – £100 for a new pair. Bowling shoes ensures your shoes that are

worn on the green have not picked up any disease that could spread to the Green.

- At some point you will want a set of your own bowls, these start at about £200 but you can pay £400 for some of the top coloured ones. We give advice on this so please don't buy until you have tried some and see what suits you as there are many types, as shown on our Bowl bias page.




  Second-hand bowls are very often available, and a good set would be between £40 – £80.

  All the time you only play 'Strollers' on a Monday or Thursday afternoon or come down for a roll-up or taster session when the green is free you do not need to wear a uniform, just comfortable clothes.
  We collect £1.00 from everyone at 'Strollers' to help pay towards the tea and biscuits that are served half way.
- When you start playing in club competitions, and many of our competitions are designed to provide bowling opportunities for new bowlers, you will need some bowls clothing, navy below the waist and club shirt above plus a set of waterproofs is advisable.
- Coloured Club shirts and green Club fleeces are available to order from the Club Secretary when you want to represent the Club in Friendly Matches or Competitions against other Clubs. The Club Captain or any of our more experienced members will happily advise on any of these aspects.
- We pay £2.00 entry fee per person for each Club Competition. This can be paid on the day or by completing an entry form at the start of the season. The entry fee goes towards the trophies and engraving.

  A word of warning - most of our Club Competitions are all day events and everyone brings their own lunch to those.
- Lastly, the great bowling tradition … Teas!

  Refreshments are provided after every match and we do expect players to sit down for refreshments with your opponent after the game. When you play in a Club Friendly Match you would be expected to pay approximately £1.50 rink fee & bring a contribution towards the food.

### Q. How do I play in a Friendly Match?

We have a building beside the Green called 'The Snug'.
There are several noticeboards in there where you can put your name down for:

- Friendly Match against another club;
- Club Competition;
- Ladies or Men's County competitions
- Mixed Tarmac League or Men's League Matches
- Offering help around the Club like cleaning, catering or mowing.

We are all volunteers and there is always something that needs doing. If you have any specific skills please let a committee members know.

We welcome anyone who would like to play in matches and meet bowlers from other clubs. The Snug also gives information on teams selected, any competition draws and other information available to members re rules and regulation.

Most friendly matches last about 3 hours followed by a meal, a critical element of bowls etiquette. Non-members are always welcome to join us for tea for a small contribution.

**Q. How do I access the Sports & Social Club?**

The Bowling Club is a sub section of Brimfield & Little Hereford Sports & Social Club.

As a member of the bowling section you are automatically a member of the parent club.

Other sub-sections include skittles in the winter, archery and football.

The Clubhouse is available for hire to members.

The facilities include a fully functioning kitchen, bar, four large changing rooms and disabled toilets, access and parking. There is plenty of parking available at the Club and disabled parking is available.

The Clubhouse is not open at all times but is always available when we have matches to access the changing rooms etc.

We store most of our Club bowls equipment in the purpose built Shed near the shelter.

Speak to a member to get the key location. Please don't take the key home!

**Q. How do I get further coaching?**

Our Club coaches and experienced players are very amenable to providing coaching either as a set session or a one-to-one. The Club Captain will always know who to ask for you.

If you would specifically like a Mentor speak to the Club Captain to arrange one for you. We have a number of very experienced bowlers who

regularly play competitively at the National Championships and they are always ready to assist and promote bowls.

**Q. What happens during the winter months?**

We have an Indoor Strollers session on Thursday afternoons during the winter months at Leominster Indoor Bowling Club.

Many of our members represent us on a Monday Evening in the Indoor/Outdoor League or play during the week in day and evening leagues and friendly matches for Leominster IBC.

At Brimfield & Little Hereford Sports and Social Club we hold social events including our Annual Presentation Evening, our regular January Sunday Carvery plus a range of different events such as Race Nights, Car Treasure Hunts, Quiz and Skittles Nights. Some of our members play in a Skittles League at the Club.

During the winter months, and of great value to us, we are thankful to some of our members who work tirelessly to kindly maintain the Green and surrounding areas on Monday Mornings. There is always plenty to do and the Green Team are always looking for volunteers.

No one needs to be alone in the 'closed' season.

If you have any ideas for social events, please be vocal and share your thoughts!

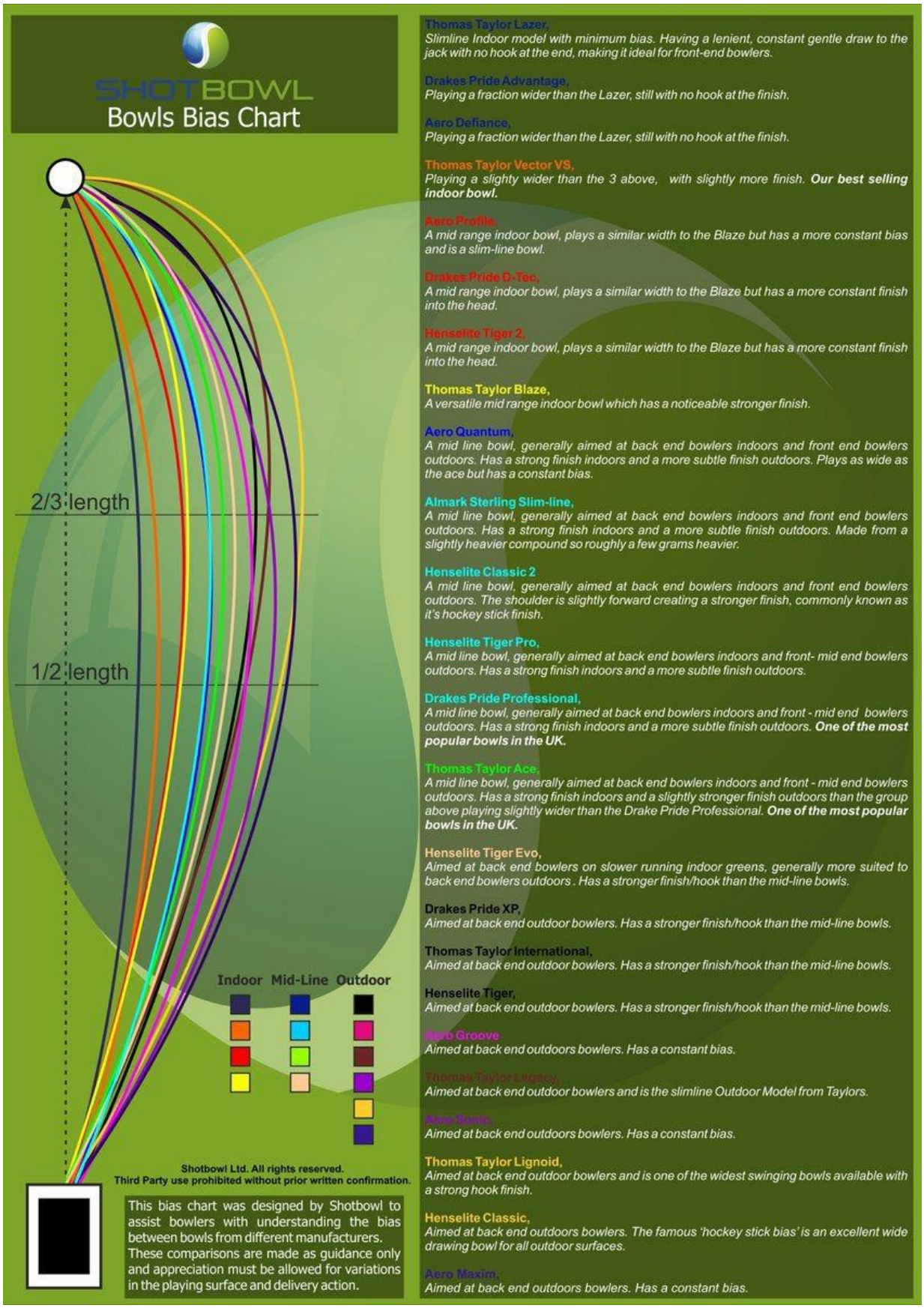
**So, go on ... why not give it a try!**

**We are a happy bunch of people**
**of all ages and abilities who love to be outdoors**
**in the summer on the bowling green,**
**having fun and socialising.**

**We encourage anyone who would like to be active**
**to exercise the mind and body in good company.**

Call in at the club on the next **Open Day** or **Play Bowls Day** or contact:
**Susan Northwood**, 7 Lewis Drive, Ludlow, Shropshire, SY8 1FL
our Club & Membership Secretary, on 07739 231936
or email: susan.m.northwood@gmail.com

# Bowls Bias Chart



# Bowls Etiquette

### Bowling green etiquette i.e. good manners

In order to make the game of bowls as enjoyable as possible bowling green etiquette should be demonstrated by members old and new. Much of this is common sense but here are some of the main rules …

- Show respect for your opponents by not arriving late, ensuring that you have sufficient time to change before the game. If you are the host, you should be at the Green at least half hour before the start of a match.
- Dress appropriately and ensure that you know the dress code for each game or match in which you are participating.
- Introduce yourself and shake hands with your opponent(s) both before play commences and after the game is complete.

### 1) During the game: 'Possession of the rink'

- Do not move around the head when your opponent is about to deliver their bowl. Stand well back from the head, keep quiet and do not do anything that would distract your opponent. Wait until the bowl has been delivered before moving. This includes the opposite Number Three. It is not your head.
- Bear in mind that some players like to see the rink boundary markers or centre mark when delivering their wood so make sure you are not obscuring them.
- If you are at the same end as the player delivering their bowl you must be behind the back of the mat, thus staying out of the player's line of vision. Don't be a distraction.
- You must stay behind the mat until your opponent's bowl has come to rest or they start to walk up the green. The person delivering the wood has ownership of the green until their wood comes to rest. Observe the rules.
- After you have delivered your wood and before it comes to rest, you have two options. If you want to track your bowls progress you must be behind the head as it comes to rest, i.e. beat your bowl to the head. If you don't track your wood, you must be behind the mat before your wood stops. Unless you are the Skip you must deliver two woods before you can track a wood up the green i.e. Front-end bowlers in Pairs, Triples and Rinks team or during a Singles match.
- When your opponent has 'possession of the rink' and is on the mat waiting to bowl they should not have to wait for you to stroll up the rink or get behind the mat. If your opponent remains to discuss the head and then wanders down, you can ask them to stop when you are in possession of the rink.

- When you are in possession of the rink you can ask them to step back from the head.
- It is not acceptable behaviour to wave your opponent's bowl away from the head.
- Don't criticise a fellow bowler. Encourage and respect good shots and accept that flukes and lucky wicks are part of the game. Sometimes they go for you and sometimes against.

2) **Responsibilities of the team:**

- **SKIPS DUTIES –** The skip will have sole charge of the team and all players in the team should follow the skip's instructions. The skip is responsible for ensuring the scorecard is completed.
- **THE THIRD** –The third measures any and all disputed shots, agrees the number of shots with the opposite three and tells the skip the number of shots scored.
- **THE TWO** – The two often gets given the job of filling in the scorecard for the skip. The 'home' two keeps the scoreboard up to date and helps the collect the woods after an end. The two takes on the responsibilities of the three in triples but must remember they are not the three in rinks and therefore should not interfere in the head unless asked to do so by the three.
- **THE LEAD** – The lead is responsible for ensuring the mat is placed at a legal length and delivers the jack correctly before the first bowl is delivered. It is not the lead's job to decide when to change the position of the mat, which is the decision of the skip. The opposite number one should take responsibility for moving the woods behind the mat before the start of a new end.

3) **On the bank – Other bowlers and spectators:**

- Please respect all games in progress. Don't chatter loudly on the bank when others are bowling, it's unthoughtful and distracting.
- Respect a good shot, by either side.
- Don't interrupt a bowler playing in a competition. It can affect their concentration and loose them the game.
- Do not coach from the bank. It is not allowed, unacceptable and disrespectful to opponents.

Finally, please enjoy your bowling. It is sociable and rewarding and can be the best game for individuals, couples and families alike.

Just remember … All bowlers should respect others and know the Rules as laid down by the Laws of the Sport of Bowls. There is a copy in the Snug if you don't!

## Code of conduct

The aim of this Code of Conduct is to provide an enjoyable, comfortable, safe and rewarding environment for all people associated with the club. It applies equally to members and their guests, including players from other clubs visiting the club for social or other competitions.

It is expected that members and visitors of the club will at all times:

- *Be friendly, courteous and respectful towards other members, visitors and staff;*
- *Respect teammates, opponents, officials and the rules of the game;*
- *Refrain from behaviour that would bring the game or the club into disrepute;*
- *Refrain from behaviour that could offend or embarrass others;*
- *Behave in non-violent and non-abusive ways;*
- *Respect the positions of office bearers, committee members and volunteers of the club;*
- *Treat the property and facilities of the club with respect;*
- *Contribute positively to the sporting and social activities of the club.*

Conduct is a matter of concern to all members – poor conduct has a negative impact, and can be harmful and destructive to the club. It is the responsibility of all members to ensure that their behaviour is appropriate at all times.
If a member is offensive or abusive, responding in the same manner will also be considered a breach of the Code of Conduct. The only reasonable and acceptable response is to not engage in a negative behaviour. It is acceptable to report the concern/matter to the Committee to be investigated under breaches of the Code of Conduct.

Any member representing the club must not engage in conduct which is violent, aggressive, inappropriate or prejudicial to the interests of the club.
A member representing the club, for the purposes of this rule, is defined as anyone who:

- *Is wearing club uniform or any items of uniform that identifies them as a member of the Club;*
- *Represents the club in any bowls event;*
- *Participates in any bowls event at our club or at another club, or attends such event(s) as a spectator.*

Bowlers will show respect to their team mates, and opponents, and play the game of bowls to the highest degree of sportsmanship and honesty.

Any member who has indicated his availability to represent the club in any organized competitions must play in the position(s) and team(s) they are selected in by the club's selectors.

Members, visitors and guests of the club have a right to:

- *be respected and treated as individuals at all times;*
- *be communicated with in a respectful and caring manner;*
- *receive support for their individual needs (within reason);*
- *participate in our sport without fear or harassment;*
- *challenge discrimination in whatever form it takes;*
- *enjoy an environment free of discrimination on the grounds of age, disability, gender, race, religion, belief , sexual orientation, pregnancy or maternity;*
- *enjoy an environment free of sexual harassment, sexual abuse or any behaviour that could be construed as abuse;*
- *be treated in accordance with Bowls England's Codes, Rules and Regulations;*
- *make a complaint, to be heard, and to have their complaint acted upon by following Regulation 9 within the Club environments;*
- *have their privacy and confidentiality protected.*

Members may submit their views or concerns to the Bowling Club Executive Committee in person or in writing.
The Committee will investigate and deal with concerns in a timely manner. They will advise all concerned parties of their decision, which will close the matter.

**It is the responsibility of ALL members to ensure that visitors to the Club are aware of these rules**

- *Spectators on the surrounds of the green will conduct themselves in a manner that ensures that bowlers are not distracted.*
- *Members, visitors and guests will ensure that the comfort of other patrons is not unreasonably disturbed.*
- *Members, visitors and guests will respect other patrons and will conduct themselves in a manner that will not cause offense.*
- *There is strictly **NO smoking or vaping** on the Green OR around the Green i.e. past the Gate to the Green.*
- *Members, visitors and guests will consume alcohol responsibly and will accept any staff or licensee decision to discontinue the serving of alcohol without complaint.*
- *There is strictly **NO drinking on the Green** at any time.*

### Definitions of Misconduct

For the purposes of this Code of Conduct, the definition of 'misconduct' shall include, but shall not be restricted to:

- *Physical abuse - Deliberately hurting, harassing or injuring someone, and/or physically abusing the environment or equipment, including any violent, indecent, disorderly, threatening, intimidating or offensive behaviour at any time or place*
- *Verbal abuse - Words or behaviours used to manipulate, intimidate, harass or control someone*
- *Written abuse - To intimidate, harass or bully in written format, for example on social media*
- *Offensive language – The use of any profane, indecent, or improper language*
- *Drunkenness – The consumption and enjoyment of alcohol will be subject to our responsible drinking policy. Bar staff will refuse service if an attendee appears to be inebriated. Any offensive or unruly behaviour will result in individuals/whole group being asked to leave the venue.*

- *Breaches of Bowls England Regulations/Policies including but not limited to Anti-Doping; Disciplinary; Equality, Diversity and Inclusion (EDI); Safeguarding Policy and Slow Play*
- *Breach of the current Laws of the Sport of Bowls e.g. Unfair play; deliberately losing or attempting to lose any match; Cheating; Harassment; Sexual, religious, disability or racial harassment*
- *Criminal offences - Theft; fraud, deceit, deception or dishonesty*
- *Smoking and Vaping in areas other than permitted*
- *Littering*

Breaches of this Code of Conduct are to be reported to any member of the Bowls Committee. Any breach of the Code of Conduct will be resolved calmly, with honesty, dignity, and as far as possible confidentiality will be maintained.

Should anyone be deemed to have breached the Code of Conduct, following receipt of a formal complaint, sanctions may apply immediately.

**Potential sanctions include**:

- Verbal warning;
- Written warning;
- Removal from venue (for one or more days);
- Exclusion from current event;
- Temporary suspension of membership pending formal disciplinary process in accordance with Bowls England Regulation 9

Where and when required, the Chair of the Bowls Executive Committee or a Disciplinary Committee appointed by the Chair of the Bowls Executive Committee, has the right to make decisions, and enforce fair and appropriate sanctions, to resolve a breach of the Code of Conduct (as per Bowls England Regulation 9).

Any reported breach of the Code of Conduct will be investigated, discussed and dealt with by the Bowls Committee or by a Disciplinary Committee appointed by the Bowls Committee, by imposing either a reprimand, suspension, or revoking of club membership. In the case of non-club members, the Bowls Committee may consider a ban from the club for a set period of time or for life.

*'Respect the ethos of fairness in bowls ...*

**the concepts of friendship, respect for others**

**and always participating with the right spirit.'**

Holsworthy BC

# Bowls Disability Statement

Brimfield and Little Hereford Bowling Club believes bowls is for everyone regardless of their ability and this is enshrined in our constitution which states that the objectives of the Bowling Club shall be to provide adequate facilities and to promote and foster the game of bowls as played under the rules of Bowls England, for anyone interested in the sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Disability need not be a drawback to participating in the sport as many disabled bowlers are able to compete equally with or against non-disabled bowlers.

Under the Laws of the Game it is permissible for bowlers with disabilities to use special equipment to enable them to compete.

At BLH we encourage disabled bowlers to compete alongside their non-disabled counterparts but could arrange specific sessions for any disabled members should it be required.

We have a qualified coach and members of the Club that have been trained in working with the disabled that can assist disabled people to participate in a game that is probably the most accessible game to people of all ages and abilities.

Our excellent facilities are disabled friendly as we have disabled parking spaces available, access both into the club and onto to the playing surface. We have a disabled toilet.

Access to specially adapted wheelchairs, which have wide wheels to make them suitable to run on the playing surface without causing it damage, can be investigated if required.

The Club is in the process of applying for the **Bowls Disability Mark** which recognises that it has passed a comprehensive series of qualifying requirements in order to offer a first-class experience to bowlers with a disability.

Whether you are an existing bowler with a disability and need a bit of extra assistance or you are not yet a bowler but have a disability and would like to try it, why not contact us?
We would love to hear from you.

If you need any information about the Club, please contact:

**Susan Northwood,** our Club & Membership Secretary, on **07739 231936**
or email: **susan.m.northwood@gmail.com**
or **Bill Wheatley, Club Coach, on 01584 819 870**

The Committee have undertaken a review of our Bowls Disability Statement, based on BDA documentation, and this was been ratified at the AGM in October 2019.

disabilitybowls ENGLAND

There are several national bowls organisations for disabled people that you may be able to join including some who hold national competitions:

| | |
|---|---|
| Disability Bowls England: | **www.disabilitybowlsengland.org.uk** |
| Visually Impaired Bowls England: | **www.vibowlsengland.org.uk** |
| British Wheelchair Bowls Association: | **www.bwba.org.uk** |
| English Amputee & Les Autres Bowls Association: | **www.ealaba.org.uk** |

# Safeguarding

The Committee have undertaken a review of our Safeguarding Policy's, based on BDA documentation, and this has been ratified at the AGM in October 2016.

For general information on Safeguarding in Bowls go to:
**http://www.safeguardingbowls.org/**

If you have any concerns or need support, please contact the Club's Welfare Officer: Mrs Val Wilkinson

The role of the Bowls Club Welfare Officer is to:

- Assist the club in developing or adopting the National Governing Body Safeguarding and Child Protection Policy and Procedures.
- Assist the club to identify areas for development to ensure a safe and welcoming environment for young players and adults at risk.
- Be the first point of contact for staff, members, volunteers, children and parents for any issue concerning the safeguarding of children and adults at risk, poor practice, and potential or alleged abuse.
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant members, volunteers and staff have the opportunity to access appropriate safeguarding training, with the support of the club/National Governing Body.
- Ensure that appropriate procedures for recruitment of staff and volunteers are in place locally and managed nationally including DBS disclosures.
- Maintain contact details for Child Social Care (CSC) (previously Social Services), Adult Social Care (ASC) the Police and NGB Designed Safeguarding Officer.
- Ensure that Codes of Conduct are in place for staff, volunteers, coaches, and children and that there are guidelines for parents and members, and they are communicated to the relevant parties.
- Advise on child protection issues or be in attendance as necessary on Club or County Management Committees.
- Maintain confidentiality.

# Safeguarding Policy Section 1:

## Safeguarding and Child Protection Policy

**Brimfield and Little Hereford Bowling Club** has considered its responsibilities to the young people participating in bowls at our premises and within our club very carefully and has produced the following Safeguarding and Child Protection Policy and underpinning procedures in order to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

The Club affiliates to the Bowls England National Governing Body and the Club recognises the policies of their Governing Body, as set in out in the "Safeguarding Bowls Guidelines".

**1. Policy Statement**

The Club acknowledge its duty of care to safeguard the welfare of all young people (defined as those under 18) involved in bowls within the club. All young people have a right to protection, and have their particular needs taken into account.

The Club will therefore endeavour to ensure the safety and protection of all young people involved with the club through the Child Protection guidelines adopted by the Management Committee of the club. It is the responsibility of all adults within the club to assist the Management Committee in this endeavour.

**2. Policy Aims**

- To provide young people with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of the sport of bowls.
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club.
- To provide support to club members and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

**3. Principles**

- The welfare of young people is paramount.
- All young people, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in bowls have a responsibility to report concerns to their Club Welfare Officer.
- Adults – club members, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of young people by the club and the National Governing Body.

Individuals will receive support through education and training, coordinated by the club/national governing body to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.

- The Club will work in partnership with young people and parents to review and implement child protection and safeguarding procedures.
- The Club's policy and procedures are based on the above principles and UK and International legislation and Government guidance and take the following into consideration:
- The Children Act 1989 and 2004.
- Working Together to Safeguard Children 2015.
- The UN Convention on the Rights of the Child.
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

**4. Responsibilities and Communication**

- The Club's Child Protection Policy will be available to all members, parents, staff, volunteers and participants.
- The Policy will be reviewed every three years by the Management Committee and amended as appropriate. Guidance from Bowls National Governing Bodies will be sought as part of the review process.
- The Management Committee has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the national governing body as appropriate.
- The Club Welfare Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Designated Safeguarding Officer and informing the appropriate club staff where relevant.
- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to keep themselves safe.

**5. Monitoring and review**

- This policy will be reviewed one year after being introduced and then every three years or in response to significant new legislation. The policy will be monitored in partnership with the national governing body and Bowling Development Alliance procedures.

# Safeguarding Policy Section 2:

## Safeguarding Adults at Risk Policy

**Brimfield and Little Hereford Bowling Club** affiliates to the Bowls England National Governing Body and the Club recognises the policies of their Governing Body, as set in out in the "Safeguarding Bowls Guidelines".

**Policy Aims**

- The purpose of this policy is to outline the duty and responsibility of staff/volunteers working on behalf of the Club in relation to Safeguarding Adults at risk.
- All adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

**Objectives**

- Everyone who participates in bowls is entitled to do so in a safe and enjoyable environment.
- The Club is committed to helping everyone in bowls accept their responsibility to safeguard adults at risk, from harm and abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- Staff and volunteers working with adults at risk in bowls have a responsibility to report concerns to the Club Welfare Officer.

**Definition of an Adult at Risk?'**

- An Adult (a person aged 18 or over) who 'is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. *(Definition from the Department of Health 2002)*
- This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. It may also include victims of domestic abuse, hate crime and anti- social behavior. The persons' need for additional support to protect themselves may be increased when complicated by additional factors, such as, physical frailty or chronic illness, sensory impairment, challenging behavior, drug or alcohol problems, social or emotional problems, poverty or homelessness.

**Types of Abuse**

The Department of Health in its 'No Secrets' 2000 report suggests the following as the main types of abuse:

- **Physical abuse** – including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse** – including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse** – including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission** – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse** – including race, sex, culture, religion, politics, that is based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment, hate crime.
- **Institutional abuse** – Institutional abuse although not a separate category of abuse in itself, requires specific mention simply to highlight that adults

placed in any kind of care home or day care establishment are potentially vulnerable to abuse and exploitation. This can be especially so when care standards and practices fall below an acceptable level as detailed in the contract specification.

- **Multiple forms of abuse** – Multiple forms of abuse may occur in an ongoing relationship or an abusive service setting to one person, or to more than one person at a time, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of abuse may be perpetrated as the result of deliberate intent and targeting of adults at risk, negligence or ignorance.

**Responsibilities and Communication**

- The Club's Safeguarding Policy will be available to all members, parents, staff, volunteers and participants. It is important that adults at risk are protected from abuse. All complaints, allegations or suspicions must be taken seriously with the Club Welfare Officer passing information to the appropriate National Governing Body Designated Safeguarding Officer and informing the appropriate club staff where relevant.
- The Club has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the national governing body as appropriate.

**The Role of Key Individual Agencies**

- **Adult Social Services –** The Department of Health's recent 'No secrets' guidance document requires that authorities develop a local framework within which all responsible agencies work together to ensure a coherent policy for the protection of vulnerable adults at risk of abuse.
  All local authorities have a Safeguarding Adults Board, which oversees multi-agency work aimed at protecting and safeguarding vulnerable adults. It is normal practice for the board to comprise of people from partner organisations who have the ability to influence decision making and resource allocation within their organisation.
- **The Police –** The Police play a vital role in Safeguarding Adults with cases involving alleged criminal acts. It becomes the responsibility of the police to investigate allegations of crime by preserving and gathering evidence. Where a crime is identified, the police will be the lead agency and they will direct investigations in line with legal and other procedural protocols.

**Legal Framework**

- The Government guidance 'No Secrets', published in 2000, sets out a code of practice for the protection of adults at risk:
  www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care
  The Care Act (2014), which came into force from April 2015, sets out for the first time a legal framework for safeguarding adults. Each Local Authority must have a Safeguarding Adults Board (SAB) that includes the local authority, NHS and police. SABs must meet regularly, develop shared safeguarding plans and publish an annual review of progress. SABs will carry out Safeguarding Adults Reviews in some circumstances relating to

safeguarding failures. The Act also introduces a responsibility for Local Authorities to make enquiries and take any necessary action if an adult with care and support needs could be at risk, even if that adult isn't receiving local authority care and support.

- Human Rights Act 1998, the Mental Capacity Act 2005 and Public Interest Disclosure Act 1998
- Data Protection Act 1998, Freedom of Information Act 2000, Safeguarding Vulnerable Groups Act 2006, Deprivation of Liberty Safeguards, Code of Practice2008
- The Mental Capacity Act 2005, covering England and Wales, provides a statutory framework for people who lack capacity to make decisions for themselves, or who have capacity and want to make preparations for a time when they may lack capacity in the future. It sets out who can take decisions, in which situations, and how they must go about this.

**Monitoring and Review**

- This policy will be reviewed one year after being introduced and then every three years or in response to significant new legislation by the Management Committee and amended as appropriate. Guidance from Bowls National Governing Bodies will be sought as part of the review process.
- The policy will be monitored in partnership with the National Governing Body and Bowls Development Alliance procedures.

# Health & Safety Policy

## HEALTH & SAFETY POLICY STATEMENT:

Brimfield and Little Hereford Bowling Club is strongly committed to encouraging our members to take part, however the health, well-being and safety of everyone is always our paramount concern.
The Health and Safety of all members and guests who use the Club facilities is a major concern of the Club. The Management Committee recognises that achieving and maintaining high standards of safety requires that the Club's Management Committee, members, visitors and contractors are aware of and discharge their respective responsibilities.
The Health & Safety at Work Act 1974 requires all members, including contractors working on the Club premises, to conduct themselves in such a manner as to ensure that they pose no risk to their own or any other person's health & safety.

## HEALTH & SAFETY - GENERAL POLICY:

To support our Health & Safety policy statement we are, as far as is reasonably practicable, committed to the following duties:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- To ensure that hazards are identified, and regular assessments of risks are undertaken.
- To provide information, instruction and training as is necessary to ensure personnel are assured of a safe and healthy working environment.
- Promoting the awareness of health and safety and encouraging health and safety best practice throughout the club.
- To ensure we are taking the appropriate protective and preventative measures.
- To ensure that we have access to competent advice and can secure compliance with our statutory duties.

In order that we can achieve our objectives, and ensure our personnel recognise their duties under health and safety legislation whilst at work; we must ensure that they inform them of their duty to take reasonable care of themselves and others that may be affected by their activities.

# CONSTITUTION

## 1. NAME

The organisation shall be called the Brimfield and Little Hereford Bowling Club

## 2. PURPOSE

The Club will be a not for profit voluntary organisation run by a Committee, as described in 4 below, for the benefit of the sport of flat green bowls in the community. Any money obtained by the Club shall be used only for the Club. Any bank accounts opened for the Club shall be in the name of the Club. Any cheques issued shall be signed by the Treasurer and one other nominated official. The Club shall be affiliated to Bowls England and Bowls Herefordshire and shall adopt and conform to current Bowls England Rules and Regulations and the current Laws of the Sport of Bowls.

## 3. OBJECTIVES

The objectives of the Bowling Club are to provide adequate facilities for, and to promote participation in the amateur sport of outdoor flat green bowls, as played under the rules of Bowls England, for anyone interested in the sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

## 4. COMMITTEE

4a) The business of the Bowling Club shall be carried out by the Executive Committee which consists of: Chair, Vice-chair, Secretary, Treasurer, Club Captain, Vice-Captain, Ladies Captain/Ladies County Representative, Men's County Representative, Fixtures Secretary, Welfare Officer plus the non-elected Groundsman.

4b) The Executive Committee shall have sole responsibility for making and determining the Rules of the Club. The Executive Committee shall manage the affairs of the Club according to the Rules and shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club. The Executive Committee shall have powers to apply and act upon and enforce the Rules of the Club and shall have jurisdiction over all matters affecting the Club including any not provided for by the Rules.

4c) Meetings of the Executive Committee shall be held once every month. The attendance of six Executive Officers shall comprise a quorum. In the event of a tied vote the Chairman shall have the casing vote.

4d) The Executive Committee may co-opt up to six additional members to work with the Executive at its discretion.

## 5. MEMBERSHIP

5a) Membership of the Bowling Club shall be open to application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Anyone interested in the sport of outdoor flat green bowls, on applying for membership, shall be proposed and seconded by a member and shall submit a Membership Application Form along with the relevant subscription fee.

5b) In all cases the decision of the Executive Committee on applications for membership and decisions on whether or not they should be accepted shall be the sole responsibility of the Executive Committee. In the event that any new membership application is refused the Executive Committee shall not be under any obligation to assign any reason for refusal.

5c) There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder:

- FULL MEMBERSHIP – being a person who, at the date of election to member, shall have attained the age of twenty five years shall have one vote;
- JUNIOR MEMBER - being a person who, at the date of election to member, is under the age of twenty five years but attained the age of eighteen shall have one vote;
- HONORARY LIFE MEMBER - being a person who has been nominated as a life member of the Bowling Club, whether as a bowler or non-bowler, shall have one vote.
- SOCIAL MEMBER - being a person who is a non-bowling member at the date of election to member, shall have one vote;

There shall be the following category of membership with no power to vote at all relevant meetings of the Club as indicated hereunder:

- YOUTH MEMBER - being a person who, at the date of election to member, is under the age of eighteen shall have no vote.

5d) The subscriptions of individual members due by the end of February of each year shall be recommended by the Executive Committee for approval at an Annual General Meeting (AGM) (See 7 below)

## 6. SUSPENSION AND DISCIPLINARY

6a) All Members of the bowling club, and their guests, including players from other clubs visiting or competing at the Club, are expected to comply with the current Members Code of Conduct to ensure an enjoyable, comfortable and safe environment for all present. It is the responsibility of all Members to ensure that visitors to the Club are aware of the rules of the Club. Should anyone be deemed to have breached the Code of Conduct, following receipt of a formal complaint, sanctions may apply immediately.

6b) Where and when required, the Executive Committee, or a Disciplinary Committee appointed by the Executive Committee, has the right to make decisions and enforce appropriate measures as per detailed in the Bowls England Regulation 9.

6c) A police matter will be dealt with immediately and not be the outcome of any disciplinary process.

## 7. ANNUAL GENERAL MEETING

7a) An Annual General Meetings shall be held annually in the month of October for the following purposes:

1. Election of Club President
2. Election of Officers and committee members – see in 4 above.
3. Presentation of Accounts
4. The Accounts of the Club shall be audited annually, and copies of the Balance Sheet made available to all Members.

5. Approval of the Annual Subscription.

7b) Retiring Officers and Executive Committee shall remain in office until the close of the meeting. Any person may attend the AGM but only Members may vote, propose and be elected to the Committee. Other matters may be discussed but not voted upon unless due notice of not less than 28 days has been given in writing to the Secretary.

## 8. EXTRAORDINARY GENERAL MEETING

8) Extraordinary General Meetings may be convened at the discretion of the Executive Committee or on the requisition of not less than one fifth of the total membership of the Club, such requisition to state the business proposed to be transacted.

8b) Any requisition by members of the Club for an Extraordinary General Meeting shall be addressed to the Secretary of the Club and an Extraordinary General Meeting shall be called no more than 28 days nor less than 14 days after such requisition has been made.

## 9. CONDUCT OF MEETINGS

The Executive Committee shall be responsible for making rules for the conduct of its own business and that of the General Meeting.

## 10. ALTERATIONS

No alterations shall be made to the Constitution except upon resolution of the Club at a General Meeting. Notice of any proposed alterations must reach the Secretary not less than 14 days prior to the date of the General Meeting.

## 11. DISSOLUTION

11a) If at any general meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Club Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution. The Club shall be dissolved on the passing of a resolution to that effect at a General Meeting of the Club after due notice by at least two thirds of those present and voting. Such a meeting shall appoint a Committee to wind up the affairs of the Club and shall give general directions as to the disposal of assets.

11b) If upon the dissolution of the Club, after the satisfaction of all its debts and liabilities, any property whatsoever shall not be paid to or distributed amongst the members; but the net assets remaining shall be given to one or more of the following, having objectives similar to the objects of this Club:

a) To another Club with similar sports purposes which is a charity and /or
b) To another Club with similar sports purposes which is a registered CASC and/or
c) To Bowls England for use by them in related community sports, and which shall prohibit the distribution of its income and property amongst its members.

31 OCTOBER 2024

# Your Committee in 2027

**EXECUTIVE OFFICERS** (11 posts):

| | |
|---|---|
| Chairman: | Peter Bloomer |
| Vice Chairman: | Val Wilkinson |
| Club Secretary: | Susan Northwood |
| Treasurer: | Lynne Thorn |
| Club Captain: | Brian Zelin |
| Vice-Captain: | Brian Draper |
| Men's County Representative: | John Stirling |
| Ladies Captain & County Representative: | Sue Kemp |
| Fixtures Secretary: | Bob Hughes |
| Membership Secretary: | Susan Northwood |
| Welfare Officer: | Val Wilkinson |

**COMMITTEE MEMBERS** (maximum of 6)

| | |
|---|---|
| Marketing and Press Secretary | Dave Evans |
| Sports Club Representative | Susan Northwood & Dereck Pickering |
| Club Coach | Bill Wheatley |
| Club Competitions Secretary | Vacant |
| Plus Groundsman (non-elected): | Richard Powell |

# Club Competition Rules

## GENERAL COMPETITION RULES (as of October 2024 AGM)

1. All finals to be played in 'Whites' on the designated Finals Day. Please ensure you are available before entering.

2. All competitions will be played through to Semi-Final stage on their designated day/s. Where a high number of entries leads to the requirement for a preliminary round, the ¼ final and semi-final may be played on a 2nd day of the competition.

3. All competitions played to Bowls England Rules

4. Substitution: In Pairs and Triples competitions, the players taking part in the first games shall constitute 'The Team'. A substitute may be used in Pairs and Triples, provided they have not already played in that competition. Substitutes are not allowed to Skip. Substitutes are not allowed for Singles competitions.

5. National and County competitions will take precedence over club competitions. In the event of 'Singles' players representing their Country, County or BLH Bowling Club on the same day as the Final of a Singles competition, the match may be played prior to the Finals date with agreement of the Competition Secretary.

6. Where applicable, games must be played by the agreed 'play-by' dates.

7. For Singles matches it is the responsibilities of the 'Challenger' (the first named) to contact their opponent 10 days before the 'play by' date specified and agree a time and date within the specified 'play-by date' and arrange a marker. The rink to be drawn.

8. Any problems to be referred to the Competition Secretary, who will be a member of the Committee.

9. Entry Fees shall be set by the Committee and will be shown on the entry sheets.

## COMPETITION RULES

### Straight Draw – Knockout Competitions

| | |
|---|---|
| ARTHUR EDWARDS CLUB SINGLES | 4 Wood Singles (Straight Draw – Knockout Competition)<br><br>21 shots up. Competition played up to and including the Semi-Finals. Finals to be played on Finals day |
| LADIES AND GENTS SINGLES | 4 Wood Singles (Straight Draw – Knockout Competition) - This competition decides the Ladies and Gentleman's Club Champion, to represent the Club at the County Champion of Champions. 21 shots up. The first named player is responsible for arranging the match. Competition played on 'play-by' dates up to and including the Semi-Finals. Finals to be played on Finals day |

| | |
|---|---|
| MILLENNIUM PLATE | 4 Wood Singles (Straight Draw – Knockout Competition) |
| NOVICE SINGLES | Novice event - Members who have won a singles competition or play for the County are not eligible. 21 shots up. Competition played up to and including the Semi-Finals. Finals to be played on Finals day |
| TWO WOOD SINGLES | 2 Wood Singles Knockout Competition. 21 ends. Competition played up to, but including the Semi-Finals will be on fixed dates<br><br>Finals to be played on Finals day |
| MIXED PAIRS | 4 Wood Mixed Pairs Knockout Competition. 18 ends. Players to enter as a pair. Competition played up to, but excluding the Semi-Finals will be by 'play by'.<br><br>Semi-final will be on a fixed date. Finals to be played on Finals day |

## Drawn Competitions:

| | |
|---|---|
| ALBERT DUVAL CUP | 2 Wood Drawn Pairs Knockout Competition. 15 ends. Competition played up to and including the Semi-Finals. Finals to be played on Finals day |
| THE BARNETT BOWL | 4 Wood Mixed Pairs Drawn Knockout Competition (Man with a lady or junior as far as entries allow) 11 ends. No visiting the head. Competition played up to and including the Semi-Finals. Finals to be played on Finals day |
| JOHN COLLETT TRIPLES | 3 Wood Drawn Triples Knockout Competition. 18 ends. Competition played up to and including the Semi-Finals. Finals to be played on Finals day |
| CECIL O'BOYLE SHIELD | 3 Wood 'Seeded' Drawn Triples Knockout Competition League Competition.<br><br>Experienced skips to be identified by the Club Captain for each team, in advance of the draw for the rest of the team. Played in 2 sections, with each team playing a maximum of 3 games in any one day. Each game to be played to 8 ends. Refreshment time between games.<br>Winner of each section to play off on Finals day. |