

GREAT TORRINGTON BOWLING CLUB

ESTABLISHED 1645



**MEMBERS HANDBOOK
THIRD ISSUE – MARCH 2023**

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GREAT TORRINGTON BOWLING

Section1: Introduction

The club name is Great Torrington Bowling Club and shall be referred to hereafter as GTBC in this handbook. The club extends a welcome to all new and existing members with this new edition of their handbook.

The Club is a member of Devon Bowls which has 8 sections, and we are in Section 1 and affiliated to Bowls England, Devon County Short Mat Bowling Association and affiliated to England Short Mat Bowls Association (ESMBA) who are the governing bodies of the sport. We are also members of the North Devon North Cornwall Short Mat Bowling Federation.

History

Great Torrington Bowling Club was founded in 1645 during the English Civil War and is believed to be the fourth oldest club in England. The green is sited on Castle Hill in the old castle grounds and the castellated wall surrounding was constructed by Lord Rolle in about 1846 for the town. The club changing room used to be in the gazebo in the corner of the ground. Then a wooden club house was erected by the members, later to be replaced in 1988 with a permanent brick-built building. There was an extension built by a club member who was a local builder to accommodate a bar and is aptly named Crocker Bar after him. During the winter season of 2004/05 two further extensions were built on to the existing building to accommodate proper changing rooms and toilets for both the ladies and gents. The original ladies' toilet was converted for disabled use and the gents was turned into a store room. During the winter some of the members wished to play Short Mat so in 1986 formed a club called Great Torrington Short Mat Bowling Club but although most of the members were members of the main club the two clubs were run separately until September 2013 when they amalgamated and are now run as one club under one committee.

Section1 continued

Flat Green Section

Played on the outdoor Bowling Green between April and September.

There will be NO smoking in the clubhouse, on the green or the surrounding area bounded within the fence including in front of the clubhouse. Smoking will be allowed in the designated smoking area outside the fenced area.

Short Mat Section

Played on purpose made mats in the Clubhouse between October and March.

Smoking will NOT be allowed in the clubhouse but must outside and away from the door area.

Membership

To become a member an application form shall be submitted by the applicant for approval by the GTBC committee.

Application can be for Full (outdoor & short mat), Outdoor only, Short Mat only or Social Member, by the applicant.

Membership Fees

Each section has separate fees and are payable as follows:

FULL membership which includes short mat.

OUTDOORS which is outdoors only.

SHORT MAT which is short mat only.

SOCIAL ONLY.

The Committee will review the fees annually.

Section1 continued

Section1 continued

At the pre-season meeting for Flat Green, a Fixture List Booklet is issued to each member which details all Matches, Club Competitions, County Competitions, and dress code required.

Each Flat Green season a list of fixtures and competitions to be played by the various teams are posted to the Club Notice Boards:
Ladies on the notice board in the ladies changing room.
Men's on the notice board in the Men's changing room.
Mixed on the main notice board in the clubhouse.

At the pre-season meeting for Short Mat, the SHORT MAT ONLY members will pay the seasons fee and a Fixture List Booklet will be issued to each member for the Short Mat Section which details all Matches and Club Competitions.

Each Short Mat season a list of fixtures to be played by the various teams is posted to the Club Notice Board.

If any member is uncertain of any conditions of membership, a member of the club committee can be consulted for clarification.

Access

Access to the Clubhouse is gained by key to the main entrance. The key can be found in the key safe boxes adjacent to the entrance. Access to the Gazebo is gained by key to the door. The key can be found in the key safe boxes adjacent to the door. Key safe boxes have a code number which must be entered to obtain the key the number shall be only available to club members and are listed in the fixture book but must not be divulged to non-members. A combination padlock will be on the rink equipment shed,

All gates to the clubhouse and green area have a combination padlock and the number shall be only available to club members and are listed in the fixture book but must not be divulged to non-members.

Members shall be expected to conduct themselves in a friendly and pleasant manner to fellow members and visitors.

If for any reason a club member shall feel aggrieved regarding issues arising from the rules of club management they shall be entitled to raise the matter with a committee member, resolution of such issues shall if necessary be decided by a full committee meeting. Committee decisions shall be final.

Section2: Description of Club Premises

Location: The Green, Castle Street, Torrington, EX38 8EZ. The walled area is rented from the Torridge District Council on a renewable lease by GTBC. GTBC is registered with the appropriate bowling associations.

Purpose: To provide throughout the year a venue for the playing of Flat Green and Short Mat bowls. Rules of play shall be in accordance with the appropriate association.

Facilities: Club Pavilion: this comprises of a main hall, kitchen, bar, male and female changing rooms and toilets also disabled toilet facilities. Storage areas at various locations in the building.

Bowling Green and surrounds
Maintained by a designated Green Keeper and assistants.

Machinery Storage Shed
Storage for green maintenance equipment.

The Wooden Shed

Storage of all rink/match items

The Gazebo

Storage of non-match items other than above

There is NO club car park, so the town's parking areas have to be used. Parking Fees are required from 9am until 6pm every day but South Street car park is free from 12noon on Saturdays until 9am on Mondays.

Section3: Constitution and Rules

The constitution sets out a set of rules the governs the running of the club.

It contains the following information:

Affiliations

Objectives

Constitution

Administration

Annual General Meeting

Opening and Closing Day

Etiquette and Dress Regulations

Club Discipline

New Members

Junior Members

Club Competitions

Alcoholic Licensing

Dissolution

A copy of the Constitution can be found on the club website and a hardcopy is kept in the pavilion. Further copies can be requested from the Secretary.

Section4: Club Management Organisation

The club is managed in accordance with the Club Constitution and a Committee structure as detailed below.

The Committee comprises of elected officers who shall be fully subscribed members of the club and have voting rights on club matters relating to the management of the club.

Committee Organisation

President

Vice President

Chair

Vice Chair

Secretary

Treasurer

Club Captain

Ladies Captain

Fixtures Secretary

Competition Secretary

Green Keeper

Short Mat Representative

Welfare Officer

Social Representative

Bar Manager

Club members may be co-opted for specific duties at the discretion of the management committee.

Section5: Committee Member Designated Duties and Responsibilities.

The purpose of this section is to detail the varied duties of full Committee Members and delegated persons. All are Honorary positions.

President:

To represent the Club as required at official functions and hosting visiting clubs.

Vice President:

To stand-in for the President and share the representation of the Club as required at official functions and hosting visiting clubs.

Chair:

To Chair Committee and Annual General Meetings in addition being responsible for the direction and co-ordination of the club's activities.

Vice Chair:

Responsible for the direction and co-ordination of the club's activities if the Chair is seriously ill or unavailable

Secretary:

Keep minutes of all meetings of the club

Produce these minutes at all meetings

Maintain a list of all members and the contact details

Any other duties as assigned by the Committee.

Section5 continued

Treasurer

Responsible for all matters concerning Club financial matters.

Compiling and maintaining up to date listings of names and contact details of the membership.

Submit an account of the financial state to the committee at meetings

Submit Independently Verified Accounts to the AGM.

Ensuring proper and adequate insurance is in place at all times to cover Club liabilities and activities.

Any other duties as required by the Committee.

Club Captain:

Responsible for team selection of friendly matches which includes posting notices to the notice board for members to record availability to play in any given match.

Rearranging fixtures in conjunction with the Match Secretary as necessary.

Posting notices of team selection for matches on Club Notice Boards

Share officiating at matches with the Vice-Captain

The vice-captain is elected at the AGM but is not a committee member.

Section5 continued

Ladies Captain:

To manage and arrange any business exclusive to the Ladies Section.

Compile and prepare the Ladies Section fixtures each year, liaise with the Fixtures Secretary to produce the annual fixtures booklet and inform the website manager of these fixtures

To represent the Club at Devon Bowls Ladies Section1 meetings and at AGM's of various leagues entered by the Club

Fixtures Secretary:

Responsible for arranging friendly fixtures for the outdoor season.

Liaising with Ladies Captain to produce club fixture booklet and distribution of same. Inform the website manager of the fixtures

Rearrangement of fixtures as necessary in conjunction with ladies and men's captains.

To provide a diary to be available at in the Club Main Hall to enable members to book rinks for club competition purposes if the club is not using an on-line booking system.

Any other duties as required by the committee.

Section5 continued

Club Competitions Secretary:

Shall be responsible for ensuring competition details are available to club members.

Compiling entries conducting draws where necessary and posting the results for each competition and relevant play by dates to the club notice boards.

Collating match results and updating competition sheets.

Participating members are required to record results of matches and provide a score card duly signed for the

Competition Secretary to enable production of a winners list for the Club Secretary for cup/trophy engraving and credit board postings

Green Keeper:

Responsible in conjunction with assistants for all matters concerning the maintenance of the bowling green and surrounds.

To liaise with the Club or Team Captains and advise as necessary on the suitability of the green for match purposes during inclement weather conditions.

Ensure adequate cover is available to maintain the green suitable for play when personally not available.

Ensure green maintenance equipment is fit for purpose.

Short Mat Representative:

Manage and arrange a full season of matches and participation in various competitions within the club or outside venues. See **Section7** for more detail.

Section5 continued

Website Editor

This position is appointed by the Committee, and they report to Committee but are not required to be a committee member.

Responsible for the keeping the information on the website up to date

Receive results from all league and other competition from the Team Captains and enter them on the website. Friendly matches excluded.

Receive the final results from the Competition Secretary and enter them in the website

Insert all fixtures on the web calendar and on the website
Fixtures page

Obtain the names of players playing in matches from the Team Captains and insert them on web calendar

Maintain the on-line booking system for both Lawn and Short Mat bowls.

Fire Safety Officer

Responsible for check all safety equipment and exit doors indicators on a monthly basis

Maintaining the safety equipment except the fire extinguishers

Check and maintain safety notices

Section6: Flat Green Section.

Access to the green Monday to Friday is from 12noon onwards and at weekends all day, except when special permission is obtained from the Greenkeeper.

Before booking a rink or turning up for a roll up, check the fixtures card and web calendar for fixtures. The order of preference on booking is National/County/Section, Club Competitions, Casual play.

Flat Green Dress Code:

Flat Soled shoes are mandatory and must conform to Bowls England standards.

Club Afternoon Friendlies:

Whites: Club Shirts and white trousers, knee-length shorts, or skirt unless otherwise stated on team sheet.

Club Evening Friendlies:

Greys: Club Shirts and grey trousers, knee-length shorts, or skirt.

Men's Section One matches (morning and evening)

Greys: Club Shirts and grey trousers or knee-length shorts

Ladies Section One North Devon Triples League matches

Greys: Club Shirts and grey trousers, knee-length shorts, or skirt.

Ladies Section One 86 Shield matches

Whites: Club Shirts and white trousers, knee-length shorts, or skirt

Roll-ups Casual wear (no beach type shorts or jeans or sleeveless tops) can be worn

Section 6 continued

Section One Competitions: The club participates in the following:

County Trophy:

Four rinks of men played on a Tuesday evening as a league

North Devon Triples League:

Three triples of men played on a Friday evening.

Two triples of Ladies played on a Friday afternoon

Over 60s League:

Two rinks of men played in August on a Tuesday and Thursday morning with the overall shots counting.

Eighty-six shield:

Two triples of Ladies played on random days

Foxlands:

Two rinks of men played as a single match, one at home and one away and aggregate score deciding the winner. This is a knockout competition played every second Wednesday.

Top Club:

11 Men played as a single match as follows: 2-wood singles, singles, pairs, triples and fours and is a knockout scored on disciplines. This is a knockout competition played every second Wednesday.

86 Top Club:

Seven ladies played as a single match as follows: 2-wood singles, singles, pairs and triples and is a knockout based on disciplines played at random.

Section6 continued

Club Competitions

Men:

Hodge – 2-wood singles (play by date)

Long – singles (club championship) (play by date)

Quick – pairs (play by date)

Waldron – over65 singles (play by date)

Wilson – handicap singles (play by date)

Ladies:

Darch – over60 singles (play by date)

Edyvean – handicap singles (play by date)

Kent – singles (club championship) (play by date)

Gould – pairs (play by date)

Walsh – 2-wood singles (play by date)

Mixed:

Mixed Pairs – play by date

Boyd (Sunday Cup)

singles, best of 3sets of seven shots (this is a knockout competition played on a set date)

Buckie

singles for members who have not won a singles competition (this is a knockout competition played on a set date)

Section6 continued

Crusader

drawn pairs (this is played as a Round-robin on a set date)

Singh

drawn triples (this is played as a Round-robin of 8 ends or 1 hour on a set date)

Slice of Life

drawn triples (this is played as a Round-robin with rotating positions on a set date)

Crocker Fours

drawn rinks (this is played as a Round-robin on a set date)

Evening Pairs

nominated pairs played as a league on set date.

Section7: Short Mat Section

At the End-of-Season meeting a Short Mat Captain, Short Mat Fixture Secretary and a Short Mat Competitions Secretary are elected for the following season.

Short Mat Team members MUST be registered with the appropriate ESMBA through Devon County Short Mat Bowling Association before the 1st of October of that year to be able to play any County Competition.

A member can be registered at any time during the season to be able to in the NDNC SMB Federation leagues and competitions.

Short Mat Captain

Responsible for selecting the club teams for competitions

Responsible along with two other selectors in selecting players for the different league teams.

NOTE: A player can only play for another team in a higher placed division three times but if they play a fourth they become a member of that team.

Team Captain

Each team shall have a Captain who is responsible for selecting a team from the nominated members available and informing selected members of the venue and time of the match.

Inform the Club web editor and the NDNC SMB Federation/Merton League Competition Secretaries of all results for inclusion to their websites

The Club and the NDNC SMB Federation web sites are available to check for up to date information regarding fixtures and league positions

Section7 continued

Home matches

Ensure that refreshments are available and provided.

Sign and communicate necessary forms of the match result as above.

Away matches

Organise transport arrangements

Sign necessary forms of the match result

Short Mat Fixture Secretary

Responsible for arranging a full programme of fixtures for the season League matches of North Devon and North Cornwall Short Mat Bowling Federation and the Merton Charity Short Mat League..

Preparation of a fixture list which is available to members and posted to the Club notice board.

North Devon/North Cornwall Short Mat Bowls Federation

Leagues

evening triples and afternoon triples in various divisions

Alan Wright Knockout

10 players playing singles, pairs, triples and fours, home and away.

Tony Stephens

2 rinks knockout, one match each round either home or away (A substitute can only play for one team)

Mary Kent Memorial Triples

A knockout competition for individual teams

Section7 continued

Merton Charity League – Run separately for the NDNCSMBF

One rink in various divisions plus knockout cups

Club Competitions:

Don Oliver – 4 wood singles

Lionel Goaman – drawn 3-wood pairs

Mary Kent – nominated 3-wood pairs

Brenda Hammett – drawn triples.

These competitions are played over nominated weekends, in groups, with the group winners playing on a finals day in March

Short Mat dress code:

Greys: Club Shirts worn with grey trousers or skirt (NO SHORTS) , Flat Soled shoes are mandatory and must conform to ESMBA standards.

Dress code for informal activities, for example practice roll ups shall be casual dress

Shorts or sleeveless tops cannot be worn for any short mat play.

NOTE: bowling shoes should not be worn to a venue but only put on when in the venue.

Section8: Catering, Bar & Social

The club shall provide refreshments for all home matches.

Friendly Flat Green matches normally include a tea & biscuits, or a full tea provided by the club with a nominal fee to all home club players.

For Friendly Flat Green matches there will be tea rota posted on the notice board

For other matches each Team Captain shall organise or delegate to a team member the provision of refreshments for home matches. These are supplied from club stock which are replenished by the club's designated representative.

Bar Manager

Responsible for maintaining the cleanliness of the bar area

Responsible for maintaining the bar stock levels and ordering replacement stock

Responsible for removing all waste materials from the bar and recycling the bottles, cans and cardboard.

Responsible for staffing the bar

The club bar will be open for all Flat Green home matches and members are expected to purchase a drink for their opponent in all Section One and friendly matches.

The bar will be open from 11am Saturday and 12noon Sunday for all all-day club competitions

The bar will be open for all club functions

The bar will close one hour after the end of a match or competition or at the discretion of the Bar Manager

NOTE: The bar will NOT be open for the Short Mat matches.

Section8: Catering, Bar & Social

Social Activities:

The social committee will be responsible for all social activities such as entertainment evening, Bar-b-ques on certain match days and planning and organising club tours.

Lottery Bonus Ball

The club runs a Lottery bonus ball fund raiser and members are invited to participate.

The member is allocated a drawn number which is re-drawn every six months (April and October).

The cost is £26 per six months (first week in January and July) in advance by Cash, Cheque or BACS.

The owner of the winning number weekly wins £30 and the club makes £29 for the funds. When there is a vacant number then a new member will be invited to take up that number.

Section9: Website

The club has its own website called

<https://greatestbowlingclub.co.uk> and is run and edited by designated club members. At the top of the opening page there are 6(six) headings: **HOME, DOCUMENTS, RINK BOOKING, CLUB PAGES, SLIDESHOWS, and VISITORS.**

The **HOME** page contains the following:

Information Tickler, Online Calendar, Who Can Play (video), How to Play (video), Committee Contact Details. Also, the following articles: Welcome, Founded, Outdoor Bowls, Indoor Bowls, County Honours, Links to other websites, and Our Sponsors

The **Online Calendar** displays all the events of the club especially all our matches. If you click on the event, there is a drop-down page with additional information about the event.

The **TICKLER** alerts you to any of the latest information.

The **DOCUMENTS** page contain the following:

Constitution, Handbook, Copy of the 1835 Lease, Club Honours, Club History.

The **RINK BOOKING** page is controlled access via a password so only current members can book a rink. Lawn Bowls is for the outdoor Lawn Bowls and Short Mat Bowls is for the Short Mat bookings. Currently this is NOT IN USE but has been kept ready for a time when we have to use it again. i.e., Covid related.

The **CLUB PAGES** contain the following:

Fixtures: with these sub-headings;

Lawn Bowls Fixtures (All)

Lawn Bowls Teams (All)

Section9 continued

Short Mat Bowls Fixtures (All)

Short Mat Bowls Teams (All)

Results: with these sub-headings;

Ladies Lawn Bowls Results

Men's Lawn Bowls Results

Mixed Lawn Bowls Results

Short Mat Results

Afternoon Results

Evening Results

Knockout Results

Club Competition Results:

Current and previous year's winners & runners-up

Lottery:

Current Lottery Bonus Ball Numbers and Winner

News:

Any important News as it happens

Committee:

Committee Contact Details

The **SLIDESHOW** pages contain PowerPoint presentations of photos taken at various events and put under the following sub-headings:

Section9 continued

Presentations:

Lawn Bowls Presentations

Short Mat Presentations

Miscellaneous Presentations

Club Tours;

Photos taken on our club tours

Charity Challenge:

Photos taken on our yearly charity challenge day

Invitation Matches:

Photos taken on our 2 invitation competition days. The Ladies Pairs and Mixed Triples competitions.

Historical Photos:

All photos appertaining to the club from the past.

375 Bowls England Visit:

All the photos taken on the Bowls England President's visit on the 10th of August 2021 to celebrate the club's 375th Anniversary.

The **VISITORS** pages contain the following:

Short Mat

Etiquette

Site Map

Privacy Policy

Contact

Section10: Clubhouse and Ancillary Storage Maintenance

Interior cleaning of the Clubhouse this shall be conducted on a regular basis during the year by persons/teams named on the rota posted on the notice boards.

At the end of the Flat Green Season the tables and chairs in the clubhouse not required shall be stored away

The partitions making one wall of the ladies changing room removed and stored

The clubhouse floor and walls cleaned before the Short Mats are placed into position.

The reverse shall apply at the end of the Short Mat Season.

It shall be the responsibility of the committee to ensure that the clubhouse and sheds are maintained in satisfactory condition, employing specialist contactors if necessary.

It is the responsibility of the committee to provide fit for purpose equipment and cleaning aids to action the above.

Heating and lighting

It is the responsibility of the committee to ensure that the wall heaters are checked and that defective lighting units are replaced.

NOTE: The grass and gardens surrounding the green are maintained by the Green Keeper and assistants.