

## **List of information**

### **Greens**

The two greens are used by all four clubs on a weekly rotation basis. Portishead Ladies share with the Legion men and Portishead Men with the Legion Ladies. A sign, which is in the porch of the clubhouse (on the left wall when facing the main door), indicates the use of the greens and also the direction in which play should operate – red or blue (these are the colours of the waste bins at the end of each rink). Usually red is on Monday, Tuesday, Wednesday and Thursday and blue on Friday, Saturday and Sunday. For casual roll-ups, play is on the green allocated to the ladies participating. If a player is not a member of one of the clubs, play must be on a public allocated rink – see the booking sheets which are in two folders on the reception desk. Rinks cannot be booked in advance, except for competitions, but it is easy to ring the club and ask if a rink is available, or look at the booking sheet in advance.

### **Notice board**

All important information is on or attached to the board which is in the small lounge – the left hand one (the other is the Legion Ladies). We are affiliated to Somerset Bowls Association and Bowls England. Their year books are to be found hanging below the notice board and anyone can read it. There is also an up-to-date rule book hanging below but should not leave the clubhouse. Rule books can be bought from the Treasurer.

For mixed friendly games or tourist matches - it is the normal practice after the game to buy your opposition a drink. If you cannot stay you should buy the drink and explain to your opposite number that you cannot stay and apologise, you should also let the Captain know.

### **Matches**

Every member is given a fixture list once they have paid their membership. On the fixture list it tells you whether a match is home or away. If the match has NSTL by the side it means it is a triples league match, if it says WTL this is also a triples league match (3 woods). If it says F, it is a friendly and usually four players per team. If it says M, it is a mixed game usually four players per team (2 woods). The two latter are sometimes Triples and if so will have a "T" by the number of rinks (i.e. 4T). Bowls must have PLBC stickers – obtainable from the Treasurer.

Match fees cover transport and tea and biscuits.

All competitive games are played in white trousers or skirts and the blue club shirts and jackets. First rounds of some of the competitions are played in grey trousers but this is indicated on the availability sheet in the blue folder. White tops may be worn for club mornings or President and Captain's day for Associate members.

### **Blue folder**

In this folder which can be found hung on the club notice board, are the availability sheets. Members put their names down for matches, for which they are available and would like to play, and if an away match, whether they are willing to drive in the column on the availability sheet. The selection committee uses these lists to pick the team. Selection is usually done on a Monday after club morning and the team sheet is put on the board the following day. Members are expected to check to see if they have been picked and if so tick their name to confirm to the captain they have seen the list and are still able to play. If for some reason

they are unable to play they should phone the captain ASAP. Under no circumstances should they cross their name off the list. If you have been picked for an away match you should check who is driving (which is shown on team sheet) and should speak to the driver to arrange time and pick up. Selection for mixed matches is posted on the small notice board in reception to the right of the door to the small lounge. Reserves are required to be available up until the game is due to start.

**Tea Rota** for friendlies and tourist games - this list is circulated at the pre-season meeting and all members are expected to do a tea rota. This is only tea and biscuits. There are usually two people and the first named buys the milk (4 pints) and is reimbursed usually out of raffle money by the Captain or Treasurer on production of receipt. Biscuits are kept in locked cupboard in Committee Room (key in cupboard in reception). If you are unable to do your tea duty you must try to swap with someone and amend the list which is kept on the notice board.

**Office rota** - this is also circulated at the pre-season meeting. All four clubs have to do office duty. This is manning the reception desk, answering the phone and hiring rinks to members of the public. Everything is explained in a folder on the desk; or ask any committee member. If you are unable to do your duty, arrange to swap with another member and alter both the rota on our noticeboard and the small one to the right of the cupboard in reception.

**Special Days rota** – members should contact the Catering Officer regarding the particular day they are allocated.

**Competitions** – see separate sheet.

### **Association**

The four bowling clubs at Portishead – Portishead Men, Portishead Ladies, Royal British Legion Men and Royal British Legion Ladies (the “Poppies”) – come under the umbrella of The Association of Portishead Bowling Clubs, to which all playing members and associate members automatically belong. The committee of the Association is responsible for the day to day running and maintenance of the buildings and greens. The Rules of the Association are on the noticeboard in reception (to the left as you enter the front door) and the AGM is held in February.

## Committee

**President**- the President is the figurehead of the Club. She represents the club at various events through the season. She chairs the committee meetings and is available to help anyone who asks.

**Captain** - She is on the selection committee and captains all WDTL matches and friendlies including some mixed matches. She is responsible for the team sheets and has to check everyone has ticked their names off the day before a match. On match day, if a home match, buy the milk, put flag up and put water on for tea. She sits down with opposition captain to fill out scorecards and allocate rinks. She welcomes the opposite team at home games prior to start of match.

She also has to keep records which show who wins etc. and who plays.

**Vice-Captain** - she captains the NSTL matches and covers matches the captain is unable to take. She is also on the selection committee. When captaining games she does what the captain does as above.

**Secretary** - she takes minutes at committee meetings, keeps records of members, and keeps application forms for new members. She deals with all correspondence and emails from SBA and deals with all correspondence with other clubs etc.

**Assistant Secretary** - she sends out pre-season letters, compiles rotas for office, tea and special day duties and liaises closely with new members.

**Treasurer** - deals with everything financial.

**Fixture Secretary** – arranges the seasons' matches with other clubs, liaises with Portishead Men's fixture secretary regarding mixed games. She attends a pre-season meeting with the three other fixture secretaries to make sure the greens are allocated for the matches etc.

**Competition secretary** – after the pre-season meeting, she compiles a list of competitions and those taking part in each competition. With another member of the Committee she carries out the draw and writes up competition sheets, which should be available by the beginning of May. She keeps the score cards and marks up the results.

She liaises with Assistant Secretary and Catering Officer to arrange catering for the competitions played on set days.

The Mixed Pairs Competition is organised with the Men's Competition Secretary.

Finals Day is run jointly with the Men's Competition Secretary.

**Catering officer** - if any occasion requires catering i.e. Triples Day or touring side she organises the team allocated. She has to decide what food is required and then do shopping.

**General member** - keeps in touch with members when ill and sends flowers or a gift plus a card. She also helps new members should they need assistance.

## Club Competitions

The following competitions are played:

Club Championship (4 woods)	Played to 21 shots
Pairs Championship (4 woods)	21 ends
Points (4 woods)	Preliminary rounds 81 points Semi-final and final 101 points
Fixed Jack (4 woods)	Played to 101 points
Veterans Pairs (2 woods)	10 ends. Final 21 ends
2 Wood Championship	21 ends
Novices – Joan Neville Salver (4 woods)	21 shots
Mixed Pairs Competition	3 timed rounds of 1 hour with final played to 21 ends

Restrictions on competition entry are applicable in 2 cases:

1. Joan Neville Salver is only open to members who have never won any competitions at the club.
2. Veterans Pairs – only members aged 65 and over may participate.

**Members may take part in one or all of the competitions for which they are eligible but they must be available to play on finals day.**

In the Points and Fixed Jack competitions players have 4 woods each. Nearest to the jack scores 4 points, next 3 points, next 2 points, then 1 point. Points must add up to 10.

In the pairs competitions, partners are chosen by a draw. In all competitions, opposition is chosen by a draw. The draw is carried out by the Competitions Secretary and one other member of the Committee.

The preliminary rounds of the Veterans Pairs, 2 Wood Championship and Mixed Pairs Competition are played on a set day.

All other competitions have to be arranged between competitors and played by the date shown on the competition sheets.

All Finals are played on the joint Finals Day with Portishead Mens Bowling Club.