



Member's Handbook

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1. HISTORY OF THE CLUB

Following the first organizational meeting in May 1991 the Parksville Lawn Bowling Club registered under the Society Act. After much fundraising, development of the green commenced in 1993 with the first full year of bowling in 1995. The clubhouse was completed in 2003.

THE CREST

Our crest, originally designed by George Richardson, and updated in 2005, combines the Brant goose, to signify Parksville, bowls to represent our green and the waves of our location.



2. GOVERNANCE

Board of Directors

The Board of Directors consists of the Executive Officers and Directors as well as the Past President.

Executive Officers

- President
- Vice President
- Treasurer
- Secretary

Executive Officers are elected for a one-year term but can be re-elected at the Annual General Meeting.

Directors

- A minimum of four (4) Directors is elected to serve a 2-year term.
- Directors are eligible for re-election for one (1) additional term of two (2) years. Thereafter, they will not be eligible for re-election for one (1) year.
- A Director can stand for re-election to an Executive position.

Election of Board Members

- A Nominating Committee that is headed by the Past President nominates candidates for election.
- Members at the Annual General Meeting may also nominate candidates when elections take place.

Auditors

An auditor, who cannot be a member of the Board or an employee of the club, will be elected.

3. MEMBERSHIP MEETINGS

- Membership meetings are required under the Society Act, through which our Bylaws are sanctioned.
- The AGM (Annual General Meeting) is held after the season, usually in November. Fourteen (14) days advance written notice is required (either by email or regular mail). The agenda for this meeting includes presentation of financial statements and proposed budgets, committee reports, establishing annual dues for the next year, and elections. It is also an opportunity to raise suggestions and/or concerns about club affairs.
- The SAGM (Semi-Annual General Meeting), usually held in early April, is when committees present plans and schedules for the coming season. These are presented for membership approval and input.
- The Bylaws also provide for "Extraordinary General Meetings" which must be called at the demand of 10% of members eligible to vote. Only one (1) identified item of business can be dealt with at an Extraordinary General Meeting.
- Board meetings are held monthly. A copy of the Minutes is posted on the website in the Members Area. It is from these meetings that most, if not all, club policy originates.

4. VOLUNTEERS

- As a Club operated primarily by volunteers for the benefit of its members, all members of the Parkville Lawn Bowling Club have an individual and collective responsibility to contribute in a positive way to the operation of their Club.
- Our Club relies on members to volunteer for various tasks during the season to ensure we maintain a viable organization. The more support we receive from our members, the less stressful and demanding is the time and commitment made by others. All volunteers will receive direction and instructions from the director in charge.

Volunteer Opportunities

A member of the Board heads the major areas requiring volunteers. These areas include:

Building Maintenance: Upkeep and repairs required for maintaining the clubhouse.

Fundraising: The Club is a non-profit organization but money other than membership dues is required to support operations. Ideas and assistance in raising funds is appreciated.

Games: The games chairperson is responsible for the organization and execution of all the different types of bowling activities held at our club.

Grounds Maintenance: The grounds surrounding the green take a lot of care to maintain. A Director heads a committee made up of many volunteers to help out with this maintenance.

Membership: This Director looks after all the paperwork involved with membership in the Club, collecting membership fees (with the help of the Treasurer), and promoting the club to encourage new members to join and maintain existing members.

Social: The Social Director is responsible for coordinating / stocking the kitchen and all of the many functions that are not only during the playing season but also during the year.

In addition to the preceding areas, a Coordinator is required for the following Committees:

Coaching: The Head Coach is responsible for the annual coaching program. This includes ensuring there are enough qualified coaches available for novice training and to coach experienced bowlers who wish to improve their skills. The Head Coach also organizes special coaching clinics. Coaches must hold a current certified Lawn Bowls Coach Certificate.

Umpires: Umpires are our experts on the rules, and as such, they ensure that the club follows the laws of the sport. During a tournament, their word is law in measuring, adherence to the laws of the game / the club and / or settling any differences. They also spend a lot of time keeping club members updated on the rules – old and new and training markers for singles competition. Individual rulebooks are available to members to purchase.

Draws: The Draw Master is responsible for ensuring someone is available at the club to do the draws and handle any complaints regarding these games. He / she works in conjunction with the Games Committee and the Head Coach.

Greenskeeping: The Greenskeeper is responsible for the care and maintenance of our green. Without the green our club would not exist so his / her word is law regarding care of the green. He / she has a committee who helps him / her with these duties. The Greenskeeper reports to the Board through the Grounds Maintenance director.

Publicity: The Publicity Officer coordinates publicity for various events undertaken by the club and any tournament results considered newsworthy.

Webmaster: The Webmaster maintains and updates the content on the Club's website on a regular basis.

Library: The Library coordinator maintains the Club's library of books

Everyone has different skills, knowledge and experiences that they have acquired throughout their life. Our Club welcomes these special skills. Please support the Directors and Coordinators in any or all of these areas. Ideas for other ways you can support the Club? Please bring them forward.



5. COMMUNICATIONS

The primary source of communications in the club as well as to the general public is our website - www.parksvillelawnbowlingclub.com Here you will find our calendar, news about what is currently happening in the club, photos and much more.

Email messages are sent out for time sensitive information and information that would not normally be posted on the website.

We have an Outreach person who communicates with members on behalf of the Club when there is something of interest happening to a member, serious illness or bereavement. When appropriate, members are notified by email. The Outreach person's contact information is available in the Members' Directory.

There is also a Publicity person who arranges for club updates and information of interest to the public to be placed in local media.

6. GAMES

The bowling season runs from May to September, six or seven days a week, with a variety of bowling activities that are suitable for everyone. Each Bowler decides the activities in which they want to participate, how often and when.

Schedule

A complete schedule (calendar) showing every day for the five months of the bowling season is available in the clubhouse and on our website to all bowlers at the beginning of the season. The schedule outlines all draws; leagues; tournaments (club or open); coaching days; special days; holiday fun days; and when the greens are closed.

Upcoming events are posted on the Games Board in the sunroom four (4) to six (6) weeks prior to the scheduled day. Be sure to sign up for any you are interested in. If you find you are unable to attend an event after you have signed up, please do not forget to remove your name. The method of sign up will be on the information poster.

All games are 14 ends unless otherwise posted. The games committee is responsible for setting up all games.

Draws

Draws, with varying start times, are outlined on the Club Calendar. Regardless of the draw time, players should be at the green *at least 30 minutes prior* to the draw time to help set up the equipment on the rinks. Casual dress with proper shoes will be worn.

A Draw Master will be present at all draws. It is their responsibility to arrange the tags on the board, ensure playable teams are formed, and ensure that the Greenskeeper's instructions are followed.

Leagues

A variety of leagues at various times are available to join.

All leagues are open to all players and everyone is encouraged to join in. Information sheets regarding the leagues will be posted on the board a couple of weeks prior to the start of the leagues.

Special Days

The Games Committee sets up these special events or fun days. Watch the board in the sunroom for information.

7. CLUB TOURNAMENTS

Club Tournaments are restricted to PLBC members. An entry fee helps to pay for trophy engraving and keepers. In addition, a small monetary prize may be given.

A Club tournament usually consists of four (4) games over two (2) days. Although sign up is generally individual and a draw is made to determine teams, some tournaments are to be signed up for as a team. This will be indicated on the posted information sheet.

Whites, club or team colours are worn by competitors in both Club and Open Competitions. Check the dress code for each tournament.

These are fun events and all members are encouraged to take part. The Laws of Sport will be followed at club games.

8. INTERCLUB AND OPEN TOURNAMENTS

Open Tournaments

Open tournaments are hosted by the clubs within our district and are listed in the Tournament Schedule booklet. Bowling members of all the clubs within our district may enter any or all of the Open Tournaments. Any restrictions to entry will be listed in the Tournament Schedule booklet, which also lists the name and contact information for the games chairs of the clubs in our district. Anyone can form and enter a team. After you have formed your team, contact the games chairperson of the club where the tournament is being held. There is usually an entry deadline a couple of weeks before the tournament date but it is advisable to enter these tournaments on April 15 or soon after as they can fill up quickly. Tournaments hosted by the Parkville lawn bowling club include the Tenderfoot Tournament, Mixed Pairs, Men's and Ladies' Triples and the George Gibson Mixed Triples.

These tournaments can be four (4) or five (5) games over two (2) to three (3) days and there is an entry fee.

Interclub Challenges and Leagues

These are 'friendly' competitions between Parkville and other clubs. Information on these exchanges will be posted on the Games bulletin board with all the relevant information.

9. OPEN AND CLOSED DAYS

Open Days

Any time there is nothing scheduled, members are encouraged to use the greens for practice or to set up a game with your friends. Keys are available for a fee from the Membership Director which will allow you to get into the clubhouse and the equipment shed.

An alarm system is in place so make sure you learn how it works and how to disarm it.

Always check the Greenskeeper's message board, located at the entrance to the building, for any directions on which greens you can use, whether you need to use the green mats and other instructions. These instructions must be adhered to at all times.

Closed Days

These days are green maintenance days. Generally volunteers perform necessary maintenance of the green on Monday. There are other mornings that the green is worked on but does not usually require the closing of the green.

Changes to the schedule will be announced at the draws, posted on the games board, by way of the messages on the website and also on the Greenskeeper's board.

10. COACHING

Our club has a number of qualified coaches who are available to help members during the course of the season through one on one coaching or during structured weekly practices usually held on Friday mornings as per the club's calendar.

As part of the coaching program, club coaches work with novices. In this regard, they request that skips and other bowlers refrain from well-meant, but often contradictory advice to new bowlers. If a novice is having trouble, please suggest they contact a coach.

Seminars and clinics may be held throughout the season. They can cover a variety of remedial and advanced bowling techniques. All members are welcome to attend.

If you are experiencing trouble with your game that you just can't seem to conquer or would like to raise the level of your game, just ask. It's difficult to improve your play unless you do it in practice first. Our coaches are here to help all members with their game. A list of coaches is posted on our website and there you are able to contact the Player Development team if you have any questions or concerns or in need of help with your bowling.

11. WINTER ACTIVITIES

During the bowling off-season, members enjoy a variety of social activities including crib, darts, mah-jong, short mat and bridge. Check the calendar on the website for days and times.

12. CONSTITUTION, BYLAWS, POLICIES, GUIDELINES AND RULES

Membership in the Parksville Lawn Bowling Club, as well as participation in its activities, brings with it many benefits and privileges. At the same time, Parksville Lawn Bowling Club Members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with PLBC's Constitution, By-laws, Policies, Rules and Code of Conduct.

Two noteworthy policies when using the clubhouse and playing outside include:

Dogs:

Dogs are welcome in the upper field at PLBC as long as they are kept on a leash at all times and under supervision. At no time will they be allowed in the Clubhouse, on the patio, on the Green or in the area immediately surrounding the green.

Smoking:

Smoking of tobacco products, cannabis or electronic cigarettes on the grounds of the Parksville Lawn Bowling Club is prohibited.

While the Club has no wish to become overly rule-bound, all Club members have certain responsibilities to the Club, and to all other members, for the manner in which they conduct themselves and how this reflects upon the club as a whole.

Club members are responsible for reviewing, understanding and complying with the key policies that we conform to in our day-to-day operations of the club. Please take the time to review the Parksville Lawn Bowling Club '*Constitution, Bylaws, Policies, Guidelines and Rules*' document available on our website in the Members Section.

13. LAWN BOWLING ETIQUETTE

Like all sports, Lawn Bowling has a set of concrete rules, but it also has a softer set of guidelines. These unspoken rules of etiquette make the game flow pleasantly for all involved. Etiquette is another way to say good sportsmanship.

Here's a guide to some of the finer points of lawn bowls etiquette to help you make sure you stay in both your teammates' and opponents' good books.

1. Dress correctly for all games.
2. Compliment your opponent on a good shot.
3. Admit a fluke with grace.
4. Stand still when a player is on the mat.
5. Do not talk or make noise behind the mat when a player is about to deliver a bowl.

6. Remain behind the mat or behind the head when it is not your turn to play. Always remember that as soon as your bowl has come to rest, possession of the rink passes to your opponent.
7. Keep to your own rink. Do not become a wanderer and distract other bowlers. Walk down the center of the rink when you are changing ends.
8. On sunny days be aware of your shadow. Do not let it mask the jack or fall in front of the mat when a player is about to bowl.
9. Try to avoid obscuring boundary pegs, rink plates or rink markers.
10. Never criticize your opponent, the greens or your own team members.
11. Pay attention to the game. Nothing can be more frustrating to your teammates than to have them feel that you are not giving your full attention and best efforts to the game by your lack of concentration.
12. Always appear to be enjoying the game.
13. Stand well back from the head when drive shots are being played and warn others on adjacent rinks of the fact.
14. Greet your teammates and opponents at the start of the game and congratulate or compliment them at the end of play. Shaking hands before and after is part of the fine tradition of the game.
15. Learn the Laws of the Sport and abide by them.
16. Be a gracious winner and a good loser.

WELCOME ALL AND GOOD BOWLING



