

Crablands Short Mat

SECTION INFORMATION, RULES & GUIDANCE

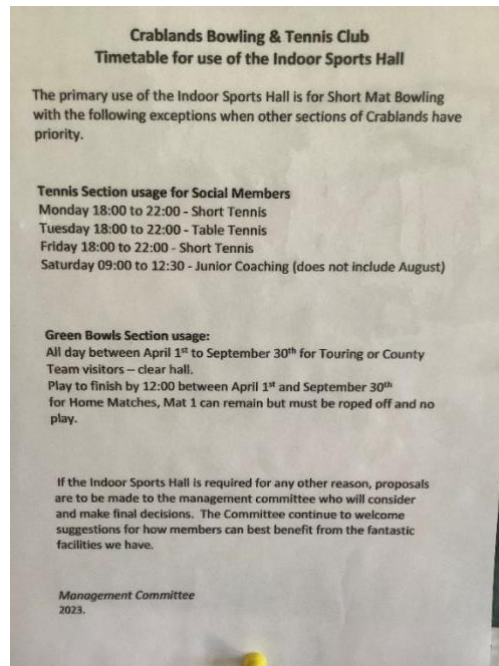


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1. Hall Usage

a. Managements Hall Timetable



b. Membership

Short Mat has two 'seasons' – winter & summer

Winter season starts on 1st September & finishes the day before Green Bowls Opening Day

Summer season starts the day after Green Bowls Opening Day and finishes on 31st August.

Members may join for either season or on an annual basis.

c. Section Committee

Your Committee is made up of the following Officers:

- Chairman
- Secretary
- Competition Secretary
- Internal Leagues Secretary
- Fixtures Secretary
- Catering Officer
- Captains for Avocets, Bitterns & Cormorants
- WSCSMBA Representative
- Other elected member(s)

See the Fixture card or General Noticeboard for the current holders of these positions.

d. Booking games & roll-ups

The Hall is open for bowling from 9.00 Sunday to Friday, 12.30 Saturday.

A Diary for the purpose of booking a time for games & roll-ups is located in the near left corner of the Hall.

- i. External matches (*against other Clubs*) have priority & will be entered into the Hall Diary by the Competitions Secretary.
- ii. Internal matches (*games within the Club*) will be on a first come, first served basis so please be aware of other bookings already in the diary, including roll-ups. If there is no mat available at the time you require, book another time or day or speak with one of the other bookings to see if they can alter their time.
- iii. Roll-ups on Tuesday & Thursday mornings & the Prize roll-up on Sunday mornings have priority over internal matches. Please arrive 20 minutes before the start of the session & register your arrival.
- iv. To make your booking, other than the 'official' roll-ups mentioned in iii above, write your name & time required in the Hall Diary + the competition being played. Tick your name(s) on arrival for your game.
- v. For the 'official' roll ups, mentioned in iii above, put your name by the roll-up you wish to attend. On the day, tick your name on arrival.
- vi. Internal matches may be booked up to 4 weeks in advance & roll-ups may be booked 2 weeks in advance.

Please respect the fact that all SM members of the Club have equal rights as to the use of the hall.

e. Care & security of the Club & other players

- i. When the hall is left empty please ensure all doors & windows are locked shut, all fan coil units & lights are turned off.
- ii. Drinks are allowed in the Hall but MUST be in a sealed container.
- iii. Sanitisers are provided in the Hall, please inform the SM Secretary if they need to be refilled.
- iv. Open windows during play to ensure adequate ventilation, remembering to close them afterwards.
- v. If you feel unwell please do not visit the Club.
- vi. FORCING SHOTS – a player who intends to play a forcing or firing shot MUST give a VERBAL WARNING to the player in charge of the head or marker in a singles match. Please then allow time for those at the head & on adjoining mats to be made aware of the situation BEFORE DELIVERING YOUR BOWL.

All subscriptions are ploughed back into the Club to ensure that the facilities are maintained to a high standard – **PLEASE LOOK AFTER THEM.**

2. WSCSMBA Code of Conduct

As a member of the Club you are expected to abide by the following code of practice.

- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Use correct language at all times and not tolerate bad behaviour from others.
- Bullying of any sort will not be tolerated.

All members should:

- Take reasonable measures to protect their own safety and the safety of others at all times, when bowling or when equipment is being moved.
- Wear suitable recognised bowls footwear on the mats, as per ESMBA rules.
- Try to keep up to date with ESMBA rules, understand and adhere to them.
- Be a positive role model and treat other players and officials with same level of respect you would expect to be shown to you.
- Recognise the valuable contribution made by Club Committee Members who are volunteers. They give their time and resources to provide bowling for you.
- Encourage everyone to enjoy short mat bowls and understand that people have different motivation for taking part.

3. Safeguarding

Crablands is fully committed to safeguarding and promoting the well-being of all its members and in order to ensure a positive and enjoyable experience for all. The Club believes that it is important that members and others associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and share any concerns or complaints they may have about any aspect of the Club with any of the Club's Officers.

a. Crablands point of contact

If you have any concerns for yourself or any other member of Crablands Short Mat Bowling Club with regard to Safeguarding please feel free to speak to your nominated Safeguarding Officer, whose details are on the General Noticeboard, or any other member of the Committee.

Definitions *(the definitions below do not preclude any other worry you may have with regard to Safeguarding).*

- **An Adult at Risk** is defined in The Care Act 2014 as an individual aged 18 years and over who has needs for care and support (whether or not the local authority is meeting any of those needs), AND is experiencing, or at risk of, abuse or neglect, AND, as a result of those care and support needs is unable to protect themselves from either their risk of, or the experience of abuse or neglect.
- **Safeguarding adults** is defined in Care and Support Statutory Guidance as protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that the adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their person circumstances.

The definitions of abuse are many and varied – if you think it is abuse it probably is!

If you wish to see a full copy of the Safeguarding Adults in Bowls Policy please ask.

4. Internal competitions (*matches & games within Crablands*)

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a. General Rules

- i. **ESMBA Rules apply to all games**, other than adjustments shown below for specific competitions.
- ii. **Dress** - 'Uniform' is only required for the FINALS.
- iii. **Arranging dates** – it is the responsibility of BOTH players to contact one another to offer dates for a game within the time allotted for the round. If playing against weekend only players these must be weekend dates. Once a date & time have been agreed, enter it into the Hall Diary.
- iv. **Non-agreement of dates** – if agreement cannot be reached between the members involved, this must be passed to the Chairman who will convene a meeting with the SM Secretary & Competition Secretary, and they will endeavour to resolve the matter amicably with the parties involved.
- v. **On the day** –All 4 rink numbers to be put in the draw, the Challenger (*first name mentioned*) will draw for rinks.
- vi. **Sickness** – An extension of three days will be granted for sickness but this will only be allowed ONCE during any competition, even if it is a pairs competition, OR a substitute can be found to play once in the competition. If this substitute plays twice in the competition they then replace the original team member.
- vii. **Substitutes** – A substitute may be used if needed on medical grounds when the problem will be lasting for more than 3 weeks or requires a hospital admission – this substitute must not have already played in the relevant competition.
- viii. **Substitute in Finals** – A substitute will be allowed to play in a pairs final, subject to above grounds, and the winning pairs names will go on the honours board even if one is a substitute in that final.

b. Internal Competitions

Other than an Open Singles competition in the Summer, competitions run through the winter season with all finals being played on specific dates in March/April.

All competitors should aim for a fair & just game, should this not be the case, any appeals must be made to the Competition Secretary **within 7 days of the game being played. This will then be taken to a sub committee of the Chairman, Secretary & Competition Secretary.**

All Singles competitions are 4 bowls, 21 shots, challenger (first name mentioned) to arrange a marker.

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i. White Horse Cup

An open singles i.e any gender

ii. William Brady Cup

Men's singles

iii. Denise Brady Cup

Ladies' singles

iv. Manhood Challenge Cup

Singles competition open to any member who has not previously won a Crablands Short Mat competition.

v. Jean Saunders Trophy

Drawn Australian Pairs i.e. any gender

4 bowls / 14 ends / no changing positions during a game /
Visiting the head only on last bowl for each player

vi. Chairman's Cup

Open Mixed Pairs i.e. choose own partner

Knockout competition played over specific Sundays in January / there may be 2 games on the same day / 3 bowls, 16 ends or 2 hrs whichever is the sooner

vii. Doris Nicholls Shield

Open Pairs (any gender, choose your own partner)

2 bowls / 21 ends divided into 3 sets of 7 ends / best of 3 sets / at the start of sets 2 & 3, the team winning the final end of the previous set shall start the next set / if each team wins one set & draws the other, a further END will be played to decide the winning team.

viii. Wally Bowl

Tournament Drawn Pairs (any gender)

Tournament style competition played with 2 bowls over 2 specific Sundays in November / several shortened games throughout each day playing to the semi-finals stage over the 2 days. Semi-finals to be played on a separate date.

ix. JLS T' Cup (Ladies) / Derrick Holmwood Memorial Trophy (Men)

Ladies & Men's Drawn Pairs

2 Bowls, 100 up / Each end the nearest 4 bowls score 4,3,2,1 points respectively / First team to reach 100 at the completion of an end wins / in the event that 2 bowls are tied in any end, the end will be replayed.

- x. **Scorecards** - place completed scorecards in the appropriate box on the wall above the table.
- xi. Each competition entered will earn 5 points towards the Member of the Season Award.
- xii. **Member of the Season Award**

A special award given to the Member who has contributed most to Section activities over the season. Points are awarded for playing internal & external league games, attending the Prize Roll-up, entering the internal competitions & cleaning the hall.

c. Internal Leagues

Internal Leagues are played Monday & Friday, 2.00 start & Wednesday 6.30 start, during the Winter Season.

The Internal Leagues Secretary will arrange the format of competition & teams depending on the numbers wishing to play in each League. Once teams are organised, a copy of playing order will be available for each team member & will also be placed on the Master Internal Leagues' Noticeboard

Any problems please phone the Internal Leagues Secretary

- i. **Dress code** – normal day wear
- ii. **ESMBA Rules apply to all games, except the following:**
 - a. No visiting the Head
 - b. No Trial ends
 - c. Jack off the mat, 2 shots to opposition
- iii. **Can't play on your given date** - phone other members of your team to see if you can swap. If they are unable to do so, phone a 'floater' (*see Master sheet on noticeboard*) to see if they can step in.
- iv. **Can't get a team together** – If team members & floaters not available please phone the Internal League Secretary **AND** the opposition to inform them you cannot play. Your game may be rearranged otherwise the game will be awarded to the opposition.
- v. **Team failing to turn up without notice** – the opposition will be awarded the game & the offending team will have **4 game points deducted**.
- vi. **Player failing to turn up** – in Australian Pairs, the game will be forfeited. In Triples, team with 2 players will play 3 bowls each but **25% of their total score will be deducted at the end of the game.**
- vii. **Scorecards** - place completed scorecards in the appropriate box on the wall above the table.
- viii. Each attendance will earn 1 point towards the Member of the Season Award.

d. Prize Roll-up

Prize Roll-up takes place on Sunday mornings 10.00-12.00 (any exception will be noted in the diary). *No prior booking necessary.*

- i. Arrive no later than 9.40 to register.
- ii. £1 per session – all monies to be divided between the prizes at the end of the season.
- iii. Format of each session will be determined by the numbers attending.
- iv. After each attendance your team score will count to you as an individual.
- v. Your top **7*** scores will count as your individual total at the end of the season e.g. your team scores 21, 3, 10, 14, 25, 8, 20, 11, 17, 16 on the days that you play, scores 3, 10 & 8 will be dropped as your lowest scores leaving a total 124 as your score. **if less than 10 weeks are available for the Sessions, the number of scores to count may be altered.*
- vi. Monetary prizes at the end of the season to those with the highest scores.
- vii. Each attendance will earn 2 points towards the Member of the Season Award.

5. External League (*playing matches against other Clubs*)

Crablands have teams entered in the West Sussex County Short Mat Bowls Association league, each team with its own Captain.

We also enter one team in the Knock-out Cup, the selection for which will be made by the Chairman, Secretary & Competition Secretary and can be made up of any member of the section.

Each game played will earn 2 points towards the Member of the Season Award.

a. How to put your name forward for selection

- i. Each team has its own noticeboard & will display a notice for selection for an upcoming game. Place your name on the notice if you wish to be considered. *N.B. the Knockout Cup notice will be on the General Board.*
- ii. The Team Captain will then select the team & display a further notice on the board – please initial by your name to confirm you can play.
- iii. You may play for any team on the ‘friendly’ mat but may only play for ONE team on the ‘League’ mats.

b. Useful ESMBA Rules

The following is an abbreviated form of the Rule, for a full explanation please refer to the Short Mat Bowls, The Laws of the Game. A copy of this book is on the noticeboard above the table.

i. Bowl driven over the fender (Rule B5)

If a bowl be delivered with such force as to pass or to cause another bowl to pass over the back or sides of the fender, the opposing Skip shall have the following options:

- claiming 3 shots & counting the end as played
- counting the end as played & claiming the shots lying
- completing the end
- playing the end anew as in a dead end

ii. Jack driven over the fender (Rule C5)

If the jack is driven over the back or sides of the fender by a player, the opposing Skip shall have the following options:

- Claiming 3 shots & counting the end as played
- Playing the end anew as in a dead end

iii. Jack off the Mat (Rule C7)

In a game of 10 ends or more, each team will be allowed to knock the jack off the side of the mat a maximum of 3 times without penalty.

iv. Discussion at the Head (Rule E5)

..... Other team members may assist with deciding how to make the next play and for this purpose may be allowed on to the mat to examine the head.

v. Changing Order of Play (Rule F3)

Players may change their order of play at the completion of any end with the approval of their Skip & the knowledge of the opposing Skip before the next end commences.

vi. Injury, illness or just cause (Rule C8 & C10)

If during a team game a player is forced to leave the game through illness or any other just cause, their place may be taken by a substitute if both captains agree.

Should the opposing team captain not agree to the playing of a substitute or there not being a substitute available, the game will continue with the missing player being classed as the Second.

When playing with a missing player a definite order of play will be maintained – LEAD, LEAD, SECOND, LEAD, LEAD, SECOND. *(see diagram on next page)*

ESMBA RULE FOR PLAYING WITH ONE PLAYER MISSING

Rule book page 26 item (10)

There will be no penalty or extra bowls played by the side with a player missing, but in Triples or Fours games the missing player will be considered as the Second and a definite order of play will be maintained. It shall be LEAD, LEAD, SECOND, LEAD, LEAD, SECOND



IF TEAM B WIN THE END THEY CAN POSITION THE JACK BUT THE SEQUENCE OF PLAY ABOVE CONTINUES THROUGHOUT THE GAME

vii Absentee Players (Rule F9)

A player absent at the time laid down has 10 minutes 'grace'. If still missing at the completion of the trial ends the game will commence with the missing player being considered as Second. Order of play as shown above.

If the missing player turns up after the trial ends & the delivery mat has been placed, they will not be allowed to play.

6. Summer Bowls

One mat may be left down in position 1 **UNLESS**

- There is an instruction in the diary to take them up **OR**
- There is no other bookings between play & instructions in the diary to take them up.

7. Miscellaneous



a. Mats & equipment

- i. The mats & all ancillary equipment need to be laid out & cleared away as noted in the short mat diary. All able players have a responsibility to assist.
- ii. There is a correct way to lay out & put away the mats – if you are unsure how to do this, please speak with a Committee Member. *The mats are the section's biggest expense, please look after them.*

b. Dress Code

- i. Uniform is grey below the waist & Club shirt above (*these are available for purchase from the Section Secretary*)
- ii. Uniform must be worn for matches against other Clubs & any Internal Competition Final.
- iii. At all other times normal day wear may be worn.
- iv. All 4 bowls should have Crablands Bowls Stickers displayed & these are available from the Section Secretary.

c. Etiquette

- i. Stand behind the fender when others are bowling.
- ii. Be ready to play promptly.
- iii. Wish each other a good game after the trial ends.
- iv. Shake hands or acknowledge at the end of the game.
- v. Thank any markers or umpires.
- vi. When an Umpire is used, all players should stand behind the fender.

d. Housekeeping

- i. **FOOD SAFETY**
 - To be able to offer refreshments at Crablands we are required, by law, to adhere to the Conditions of the Level 2 Safety Certificate that Crablands currently holds.
 - In the kitchen area there are two important documents: a **Food Safety document** and a **Managing Food Safely for Voluntary Lunch Clubs leaflet**.
 - These documents detail how we must proceed when we prepare food for our members and our visiting guests.
 - **All Volunteers, Short Mat, Green Bowls and Tennis members who prepare food must read these documents and sign and date the Food Safety Management System Volunteers Training Record acknowledging that they are prepared to abide by these regulations. This only needs to be done once per year.**
 - This only applies to prepared food stuffs, NOT tea and biscuits.
 - For each event where prepared food is being served it is also necessary for the SUPERVISOR's form to be completed but it is not necessary for this to be done by the Catering Manager on the same day.
 - Allergens: - Any club member who has known food allergies and intolerances should make the Catering Manager aware of this.
 - The Catering Manager should be informed if any visitor has known food allergies and intolerances so we are aware and prepared for this.

If you have any queries please contact the Catering Manager for clarification.