

**EGERTON PARK
Indoor Bowls Club Limited**



**CLUB
HANDBOOK**

**Note: This handbook can only be obtained by
new Members so please keep it safe**

For more information
on the Club visit our Website at

www.epibc.co.uk

Telephone: 01424 733354

Copyright – Egerton Park Indoor Bowls Club Ltd
First Edition September 2015

Q and A FOR NEW MEMBERS

Q: WHERE DO I OBTAIN

The Door Entry Code – a Locker?

A: Duty Manager on Joining

Q: My Club Mail?

A: in the Club entrance in letter racks

****** HOW DO I FIND OUT ABOUT ******

Q: Coaching?

A: Page 21 – Duty Manager on Joining

Q: Dress Code?

A: Inside Back Cover – online – the Club

Q: Bowling Options?

A: Duty Manager - Pages 19-20 – online

Q: Club Rules - Etiquette?

A: Pages 7-16 Pages 23-27

Q: Men's and Ladies' Section Rules?

Duty Manager on Joining - online - the Club

For more information on the Club ask our
Duty Managers or visit our Website at

www.epibc.co.uk

CLUB DRESS CODE

LADIES

FOOTWEAR - LADIES - ALL EVENTS

Brown - White - Grey smooth soled bowls shoes must be worn.

Stockings - Tights optional.

(NORMAL PLAY)

Below the waist - Grey Regulation skirt - Culottes - Tailored trousers.

Above the waist - A predominately **White** approved sports shirt or the approved Club shirt. - **White - Cream** Collared blouse

White - Cream or **Club coloured** waistcoat - Cardigan - Pullover.

(MATCHES)

Below the waist - Grey Regulation skirt - Tailored trousers - Culottes.

White for County League fixtures or when advised.

Above the waist - The approved Club shirt

White - Cream or **Club Coloured** - Waistcoat - Cardigan - Pullover.

MEN

FOOTWEAR – MEN – ALL EVENTS

Brown - White - Grey smooth soled bowls shoes must be worn.

(NORMAL PLAY)

Below the Waist - Grey Tailored trousers.

Above the Waist - White collared shirt - A predominately **White** approved sports shirt or the approved Club shirt.

White - slip-over or long sleeved jumper or cardigan.

(MATCHES)

Below the Waist - Grey - Tailored trousers.

White - All County League games or when advised.

Above the Waist - The approved Club shirt - **White** Collared shirt with Club tie. Blazer or Club fleece.

For more detailed information on
EGERTON PARK I.B.C.
visit our website @

www.epibc.co.uk

including

Officers of the Company and Club
Membership Forms
Seasons Fixtures
Club Diary
Ladies' – Men's – Youth Sections
Social Events
Lounge Hire
and much more

**Most Club information is still to be obtained
on the Club's notice boards for the near future.**

**For those without access to a home computer you may view
the website on a laptop provided in the Club's viewing area.**

**The Centre Management is also available if you require help
on any issue including the use of the website.**

EGERTON PARK

Indoor Bowls Club Ltd

Registered Office

Egerton Road
Bexhill-on-Sea
East Sussex TN39 3HL

Incorporating

Egerton Park Indoor Bowls Club

Affiliated to the

Sussex County Indoor Bowls Association
English Indoor Bowling Association Ltd
Sussex County Women's Indoor Bowls Association
English Women's Indoor Bowls Association
London and Southern Counties Bowls Association
British Wheelchair Bowls Association

**The Limited Company accepts no liability for any loss
or damage to any personal possessions left on the
premises.**

**Smoking is strictly prohibited inside the centre.
This includes E-cigarettes.**

EGERTON PARK
INDOOR BOWLS CLUB LIMITED

CLUB RULES

The Company

was incorporated under the
Companies Act 1948

The Governing instruments are its
Memorandum and Articles of Association.

The Articles of Association were amended by an
Extraordinary **Meeting held on 26 September, 2014**

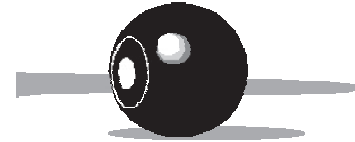
The objects of the Company are to provide facilities
for the pursuit of the game of bowls and
otherwise as specified in the Memorandum.

A copy of both the Memorandum and
Articles of Association is available for inspection
by the Members upon application to
the Company Secretary.

Members of Egerton Park Indoor Bowls

The Club

are required to be Members of the Company.



HEALTH and SAFETY

NOTICE

FIRING

at the **Head** with a **Heavy Wood** is an
integral part of the game of bowls.

BUT REMEMBER

you must **INFORM** your rink
or **any other rink** adjacent before doing
so in order to **WARN** fellow players to
the possible risk of injury which
may occur due to your action.

Egerton Park Indoor Bowls Club Ltd

Emergency Procedure

In the event of an emergency procedure being implemented either by the sounding of an alarm or by a member of staff, Members are asked to follow the instructions conveyed to them by the said staff carefully.

During such an instance Members may be asked to evacuate the building and should do so in an orderly and calm manner using either the main door or the emergency exit

On No Account

should a Member endeavour to retrieve personal belongings from the changing rooms or from elsewhere in the building, as this can lead to the loss of valuable time that may be needed for the full and safe evacuation of the building.

All Members

should familiarise themselves with the Club's emergency procedures displayed on the emergency exit doors and on the general notice board.

Playing Members are automatically Members of either the Men's or Ladies' Sections as appropriate and have entitlement to the Club's social activities.

Non-playing Members have entitlement to the Club's social activities only.

An elected Council conducts the business of the Company with a minimum Membership of **Three** and a maximum of **Ten**.

Not more than one Council Member may be a Non-playing Member.

At the AGM **One Third** of the Council Members or the number nearest to one third shall retire from the office and shall be eligible for re-election.

The Council Members retiring shall be those longest in office since their last election.

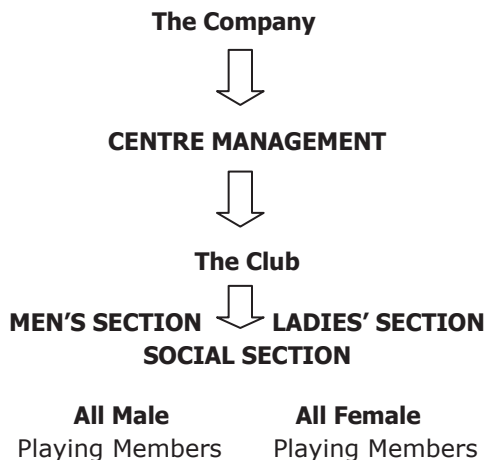
The Council shall have the power to fill any vacancy, which may occur during the year.

Any Member so appointed shall be eligible for re-election at the next AGM.

The following rules are approved by the Council under the powers conferred upon it in accordance with the Articles of Association and by the Members in General Meeting.

All New Bowlers to the Club
are Full Members of
Egerton Park Indoor Bowls Club Ltd
and are entitled to full use of the
Limited Companies Facilities
The Club is set up in the following way

**THE BOARD of DIRECTORS
or COUNCIL**



THE **YOUTH SECTION** IS FOR ANY
PLAYER UNDER **18 YEARS OF AGE** AND IS THE SOLE
RESPONSIBILITY OF THE BOARD OF DIRECTORS.

5. Dress

See - Men's and Ladies' Section Rules.

**See Club notice boards for more details or
visit our Website @ www.epibc.co.uk**

6. Banned Substances

Under no circumstances are the
following allowed to be used in this Centre.

Grippe or any such like product including

Glycerine or Rosewater

Any Non Carpet Friendly Puffers
for marking woods.

Any Other Product not covered by the above
that could damage the greens surface or
underlay if taken onto the rinks.

**The use of such products will initiate
disciplinary proceedings.**

7. Mobile Phones

The making and taking of calls
on the green using a mobile phone
is Strictly Prohibited.

3. End of Session Rule

A Bell will ring **10 minutes** before the end of each session.

An end cannot be played unless the Jack has been delivered correctly.

A No End will not be replayed.

Full Details of what is meant by the Jack being Delivered Correctly can be found on the Club's notice boards.

4. The End of your Game

Once your game is finished please leave the rinks and rink end as soon as possible causing as little disruption to players still playing as you can.

Players playing on rinks **1 2 3**

are asked to leave the rink via the slope behind

Rink 1

Players playing on rinks **4 5 6**

are asked to leave the rink via the steps behind

Rink 4

MEMBERSHIP OF THE CLUB

a) General Membership

of the Club shall be open to anyone interested in the game of bowls without discrimination on the grounds of ethnicity, nationality, sexual orientation religious or other beliefs, sex, age or disability subject however to **Rule 2.**

b) Playing Membership

is open to anyone aged **18 years** and over who pays the appropriate joining fee at the time of the written confirmation that their application has been officially accepted.

c) Junior Playing Membership

shall be open to anyone under the age of **18 years** who pays the appropriate joining fee at the time of the written confirmation that their application has been officially accepted.

d) Non - Playing Membership

is open to anyone aged **18 years** and over who pays the appropriate joining fee at the time of the written confirmation that their application has been officially accepted.

e) **Honorary Life Membership**

may be conferred by the Board of Directors to any Club Member in recognition of outstanding and significant personal contribution to the Company or Club. The decision to confer Life Membership shall be confirmed by the Members at the following A.G.M. to the appointment. A Life Member shall have free Membership for their lifetime but shall otherwise have the same rights as ordinary Members, the appointment shall be recorded on the Life Members Honours Board

f) **The Council**

will consider all applications for Membership.

No person shall have the privileges of Membership until they have paid the joining fee and subscriptions and receive their membership card.

The Membership Secretary will then advise the appropriate Section Secretary and the Centre Manager in order that they may contact every Member to involve them in Club activities.

All applications for Membership must be proposed and seconded by Members of the Club and complete an application form giving such particulars as the Council may require.

The completed application form shall be displayed on the notice board for at least **Seven days** and objections to persons being nominated must be delivered in writing to the Secretary in this time.

All bags except bowls holders and string bags must be left in the changing rooms.

All shoes and clothing must be changed in the changing room and not in any other area in the Centre.

Bowls should not be left in any other place except the specially made holders in the viewing area.

2. Play on the Rinks

When playing on the rinks in any game you must be aware of the players on the rinks either side of you.

Do be aware of the bowlers on the surrounding rinks when they are on the mat ready to bowl.

Do not walk over onto the other rinks when walking up to the head or delivering your bowls.

Do not let bowls from your rink stay in position if they are out of the confines of your rink.

Do not let the bowls scatter on to other rinks when your rink has fired at the Jack, if at all possible.

Do not when finishing your game at the far end roll your bowls or the Jack down the rink.

Please carry them

MEMBERS GUIDE TO ETIQUETTE

This guide is intended to assist Members to act in a reasonable manner on the Club's premises and to help each individual Member to avoid causing interference or offence to any other persons playing their game of bowls.

The breaking of Club rules and Etiquettes are to be monitored and controlled by the Club Management and not individual Members, reports of such infringements should therefore be reported to the Management and not dealt with by individual Members.

1. Changing to play bowls

When using the lockers on the rink side. All Members are asked to take care not to interfere with the game on **Rink 1**.

This can be achieved by waiting for the bowlers to finish the end they are on and then proceeding to your locker, obtaining your shoes and woods, and then going to the changing room to put your shoes on.

Shoes should not be changed at rink side.

Consideration must be given to players on the rinks at all times, walking down the side of the rink or across the back of the rink when someone is on the mat bowling can be off putting.

Please wait until the bowl has been bowled.

Membership subscriptions shall be determined by the Council and shall be payable to

EGERTON PARK INDOOR BOWLS CLUB LTD by the 1st October each year.

Members whose subscriptions are outstanding on the **15th October of each year** may not play and will forfeit the right to privileges of the Club until all arrears are paid.

Members whose subscription has lapsed for **12 Months** and who wish to rejoin the Club will be treated as new Members unless the Council decide otherwise.

All persons being held Members of the Clubs affiliated to the

English Bowling Association English Indoor Bowling Association English Women's Bowling Association English Women's Indoor Bowling Association

and their guests visiting the Club premises shall be permitted to enjoy the privileges of Membership of the Club for the day of their visit.

2. RESTRICTION OF MEMBERSHIP

The Council shall decide the total number of Members.

3. VOTING RIGHTS

All Members over the age of **18 years** shall be entitled to vote at a General Meeting of the Company.

4. OPENING TIMES OF THE PREMISES

The Club premises shall normally be open at the times directed by the Council who shall have the power to extend the hours on special occasions or for the finishing of competitions and matches.

At least **Seven Days** notice shall be given of any closure except in cases of emergency.

5. THE BAR

The hours during which the bar is open will be in accordance with the licensing laws.

In addition to the Members, sale of intoxicating liquor for the consumption on the premises are permitted for:

- a) Members of other bowling Clubs playing or competing on the Club rinks, their guests and officials.
- b) Persons attending functions on the premises with the approval of the Council.

Members shall be responsible for the conduct and behaviour of their guests.

Any Member obtaining intoxicating liquor for consumption on the premises by persons under the age of **18 years** will face the possibility of expulsion from the Club.

THE CENTRE MANAGEMENT

Are responsible for all aspects of the management of the Bowls Centre outside the responsibilities of the Club sections.

The Centre Management liaise with the sections regarding bowling matters and has duties which include

Rink and Centre Management,
Health and Safety and the infringement of the Club rules.

The main role of the Management is the smooth running of the Club in all matters and the building of strong links with the sections to produce playing and social conditions for all of the Members to enjoy.

The Management have direct responsibilities to the Board of Directors - (Council) of the Limited Company only.

ETIQUETTE

Egerton Park I.B.C. requires a standard of etiquette both on and off the green to protect the interest of all Members who use the facilities.

A general run down of the requirements follow on the next pages.

• SOCIAL

The entire Membership is entitled to use the Club's social facilities including hiring of the Lounge.

Social events are held in the Club lounge, usually once a month on Saturday evenings. Tickets are on sale from the bar and office. The entertainment is varied, from dancing to cabaret, to quiz nights.

See Social notice boards for details or visit our Website @ www.epibc.co.uk

The Lounge is available for private functions under a hire agreement signed in advance.

The cost of hire is upon application.

The lounge hire is for a maximum of

100 People.

All invited guests who are not Members must be vouched for personally by the hirer and a list of all visitors names and addresses must be completed.

6. PERSONAL GUESTS OF MEMBERS

A Member may introduce not more than

Three guests on any one day.

No Member shall introduce any one guest into the Club more than

Six times in any one calendar year.

Guests may not purchase intoxicating liquor unless accompanied by an introducing Member and have appropriately signed the visitor's book.

Guests may not remain on the premises unless accompanied by their host.

7. SIGNING IN OF GUESTS

The names and addresses of guests introduced under provisions of

Paragraph 6

together with the signature of the Member introducing them shall be entered in a visitor's book deposited at the reception desk.

Under no circumstances shall intoxicating liquor be provided to the guest until there has been compliance with this rule.

8. CHILDREN AND ANIMALS

Children

under **14 Years** of age

must be accompanied by an adult at all times.

No Person

under the age of **18 Years**

is permitted to operate the gaming machine or purchase intoxicating liquor.

With the exception of guide dogs animals are not allowed on the premises.

9. PERSONAL PROPERTY

The Club does not accept liability for any loss or damage to personal property of persons using the Club premises.

It is the responsibility of every Member to ensure that bowling bags and clothing do not interfere with the comfort of free movement of players and spectators.

No bowls bags or personal equipment shall be left in the foyer.

• COACHING

Is available from our qualified coaches and there is a list on the notice board for those requiring coaching.

The course consists of **3 x 2 hour** sessions and are mostly held on Tuesday mornings
9.00 am – 11.00 am

(Please contact the Centre Managers for more details)

• BAR AND RESTAURANT

During the winter season the CLUB BAR and RESTAURANT are open **7** days a week.

5 Days a week in Summer

The BAR Opens -

12.00 noon - 2.00 pm

4.45 pm - 10.30 pm

The RESTAURANT -

9.00 am - 4.45 pm

Meals are available **12 noon - 2.00 pm**

● **EVENING LEAGUES**

5.00 pm until 7.00 pm or 7.30 pm
7.30 pm until 9.30 pm or 10.00 pm

Leagues for bowlers who like a competitive edge the evening leagues are just for you. Leagues run from the start of the season and conclude in April, they include Fours and Triples.

● **CLUB COMPETITIONS**

Competitions take place during various days of the week but the Men's are held mostly on Wednesday evenings at **7.00 pm.** and the Ladies' and Mixed Competitions on Sunday mornings at **10.00 am.**

Forms are available for all Club competitions on the main notice boards.

● **COUNTY AND NATIONAL COMPETITIONS**

These are a step up from Club competitions and require entry within the previous season. A system for booking rinks for these is in place.

(Please contact the Centre Managers for more details)
or visit our Website @ www.epibc.co.uk

10. DRESS

All players must wear the appropriate clothing as defined by the Men's and Ladies' Sections.

See Club notice boards for more details
or visit our Website @ www.epibc.co.uk

11. BEHAVIOUR ON THE GREEN

Running, smoking, eating and drinking on the green is strictly prohibited.

No substance which may cause damage to the green must be used on the bowls or on the hands.

Bowls not in use on the green must be placed in the racks available off the green.

Bags, clothing, bowls shoes or any other item must not be placed on top of the lockers.

Members with lockers on the side of the green must have regard to the play-taking place on **Rink 1.**

12. END OF SESSION

A bell will ring **10 minutes** before the end of each session.

An **End** cannot be played unless the Jack has been delivered correctly.

A **No End** will not be replayed.

13. GREEN FEES

Green fees for Members and visitors shall be such as the Council may determine from time to time.
All fees shall be paid before play commences.

14. CASUAL PLAY

The premises shall be open and available for the playing of bowls on week-days by any person who is not a Member of the Club on payment of the casual green fees, provided there is rink availability and they conform to the Club rules, including dress.

15. FINANCIAL RESPONSIBILITY

All monies from the bar, green fees and fund raising activities other than those organised by the Men's and Ladies' Sections must be submitted to the Treasurer.

Final approval of any decisions regarding finance the building and facilities is the direct responsibility of the Council. Donations and loans are the responsibility of the Council. Only the Chairman, Secretary and Treasurer and their properly appointed deputies will know the names of the donors and lenders, to preserve confidentiality.

16. DAMAGE

Any person deliberately, wilfully or negligently damaging the furniture or other property of the Club shall make good the same to the satisfaction of the Council.

• CASUAL PLAY

Covers any rink not being used for a match, competition or booked rink and is available to Members and visitors.

Casual rinks must be used to their full capacity when possible - **(up to 8 players)**.

No person can refuse another entrant to that rink unless the capacity **(8)** has been reached.

A booklet with casual availability is next to the trophy cabinet at all times and a casual position can be booked in advance via the office.

Mixed drives will also be available when rink space permits.

• BOOKED RINKS

Are organised rinks played on the same day at the same time every week of the season.

They normally include **12** players who rotate so that Members do not play every week.

They are arranged by the Centre Management with Organisers and notices are placed on the notice boards outside the Managers Office regarding any vacancies in such rinks.

**(Please contact the Centre Managers for more details)
or visit our Website @ www.epibc.co.uk**



Bowling Options

Social Activities

Centre Management

Etiquette

The following items are intended as a

Guide for New Members

regarding the running of the Centre on the Bowling and Social side.

There is also a short outline of the minimum requirement of etiquette required within the Club's jurisdiction.

17. COMPLAINTS

Suggestions or complaints shall be made in writing to the Secretary.

18. GENERAL

- a) Members should carry their Membership cards when visiting the Club premises.
- b) Members should not enter the kitchen or the inside of the bar unless in an official capacity.
- c) Members shall not interfere with any of the controls of the electrical or mechanical services, these may be operated only by the authority of the Council, the Centre Manager or authorised staff.
- d) All litter must be deposited in the receptacles provided and not thrown on the floor, in the ditches, surrounds of the Green or in the toilets.
- e) Members shall not be permitted to consume their own food or drink on Club premises.

19. DISCIPLINARY POWERS

Any Member alleged to have committed a breach of these rules, or to have acted in any way detrimental to the interests of the Club within or outside the Club premises may be required to appear before a Disciplinary Committee. The date of which must be decided within **14 Days** of the alleged offence.

20. AMENDMENTS TO RULES

Amendments to these rules may be made by the Council at any time subject to ratification of the Membership at any General Meeting.

Proposals for amendment by the Members must be submitted in writing to the Secretary for consideration by the Council giving at least **Two Months Notice**.

21. GENERAL MEETINGS

- a) The Annual General Meeting of the Company - Club shall be held within **Six Months** after the end of the financial year, for the purpose of transacting any relevant business and for the election of any nominated Council Members.

At least **Three Months** notice of the meeting shall be given by a notice displayed on the Club notice board.

- b) Notice convening the Annual General Meeting shall be given to all Members and shall be accompanied by the Agenda, Annual Report, Statement of Accounts and Balance Sheet.

Resolutions for consideration at the Annual General Meeting must be sent in writing to the Secretary not later than **Two Months** prior to the date of the meeting.

- c) All Members entitled to attend and vote at and are entitled to summon an extraordinary meeting, or require one to be summoned at any time on

21 Days Notice

if a specified number of them join to do so.

And the number required must be no fewer than

Fifty

Such a meeting must be held within

Two Months

of the notice being served.

22. FINANCIAL YEAR

The financial year of the Company shall be from

1st May to 30th April

23. SUB-COMMITTEES

Under the powers conferred on the Council it may appoint Sections or Sub-Committees of the Council as it thinks fit to assist it in carrying out its responsibilities

The names of the Members appointed shall be displayed on the notice board.

24. SECTION RESPONSIBILITIES

The organising of the bowling activities shall be the responsibility of the Men's and Ladies' Sections Committees and be governed by their rules. Alterations to those rules shall be subject to ratification by the Council in respect of their statutory obligations.