

STANLEY PARK



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Policy Manual

for

Stanley Park Lawn Bowling Club (Calgary)

June 1, 2016

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Section 1: Executive Summary

The intent of this Policy Manual is to clarify “rules” of the club, for reference and practical purposes, so as to ensure consistent operation of activities for the members. It is a “living” document subject to change as time and needs require. It is recommended this Policy Manual be reviewed by the Board every 2 years. Addenda (designated by #) will be found at the end of each section.

Policy Manual Ownership

Overall Owner – President

Section Owners

Section	Title	Owner
1	EXECUTIVE SUMMARY	President
2	ADMINISTRATION – Addenda #11, #12	President
3	FACILITIES – Addenda #1, #2, #3	Facilities Director
4	GAMES – Addenda #4, #5, #6, #7, #8, #8a,	Games Director
5	SOCIAL	Social Director
6	BURNT END BAR	Social Director
7	GREEN	Games Director
8	CORPORATE EVENTS – Addenda #9, #10	Director
9	COACHING	Head Coach
10	EQUIPMENT	Director
11	WEBSITE	Director

ADMINISTRATION

It is the policy of SPLBC, led by the **Board of Directors**, to:

- Schedule the opening spring meeting of the club during the first 2 weeks of May
- Structure committees such that the chairperson reports directly to a Board member or, in fact, a Board member.
- Appoint phoning committee for members lacking email
- Accept memberships by Registration Form, including emergency contact information
- Issue a numbered Draw Tag for each member, to be placed on the Draw Board for use by the Drawmaster for Play selection
- Issue a Club Name Tag for each member; free of charge for new members; replacement name tags are to be purchased
- Compile and issue by email or print, up to date Club membership lists, for use by members only for communication purposes.
- Purchase Director Liability Insurance for the current Board members
- Purchase Liability Insurance for the Club, to be compliant with the City of Calgary leasing agreement
- Appoint a Head Coach
- Retain membership in the LBAA
- Publish a SPLBC brochure
- Publish business cards listing the SPLBC daily bowling schedule
- Ensure member participation in Casinos run by Alberta Gaming, for fund raising for SPLBC
- Purchase, and have accessible for sale, current Laws of Lawn Bowling books published by BCB
- Remember members deceased in the current year at the Spring and Annual meetings
- Maintain a locker for the purpose of transferring information etc. between Board members
- Host Provincial Tournaments^{*#11}, and Host National Tournaments^{*#12}
- Provide financial assistance to assist full members who travel outside the City of Calgary to compete in Provincial Tournaments or as “B” teams in National Competitions.^{*#13}

Note: The Duties of **Secretary** and **Treasurer** are not defined herein. They are maintained separately and kept with the records of each Office.

FACILITIES

It is the policy of SPLBC, led by the **Facilities Director**, to:

- Maintain a Standard Operating Procedure Manual (SOP)* and keep it available on site for reference (* SOP manual in Social Center)
- Maintain the buildings and patio and contents therein by means of member participation in cleaning^(#1), tidying and repair
- Open and close the facilities as per the spring and winter check lists (#3) (#2)
- Issue gate keys to members for personal use; retain building keys in common area for use of members
- Review timing of required action re facility as recommended by the Morrison Hirschfield Life Cycle Plan* (Plan on file)

GAMES

It is the policy of SPLBC, to designate the **Games Director**, as the **Club Drawmaster**

It is the responsibility of the **Club Drawmaster** or designate, to:

- Appoint, train and oversee a **Daily Draw person** ^(#8) for each regular draw
- Appoint, train (in conjunction with Social Director), and oversee a **Daily Opener** ^(#8a) for each regular draw
- Create seasonal schedules for members for distribution at the spring meeting
- Post schedules at the Club
- Notify members of dress code via posters for the event
- Set times for Daily Draws in spring, summer and fall, together with cut off time and procedure for late arrivals
- Post practice times
- Establish formula for prize monies
- Issue to new members, policies regarding **Guidelines for Positions of Play** ^(#4); **Rules of Play** ^(#5); **League Play** ^(#6); and **Club Competitions** ^(#7)

SOCIAL

It is the policy of SPLBC, led by the **Social Director** or designate, to:

- Purchase refreshments for Daily Draws
- Assist in training the **Daily Opener** re kitchen duties
- Purchase supplies for Bathrooms, Kitchen and Cleaning
- Co-ordinate/arrange refreshments for club jitneys, Quadis, etc
- Work in conjunction with the committee operating the Burnt End Bar
- Design, co-ordinate/arrange and provide refreshments for Provincial and National competitions

BURNT END BAR

It is the policy of SPLBC, in conjunction with **Administration** and the **Social Committee**, to:

- Designate a **Cellar Master** whose responsibilities include:
 - the purchasing and inventorying of the products for sale
 - scheduling of workers for events where bar is offered
 - recording of sales and collection of monies as per instructions from the Treasurer
- Operate the Burnt End Bar for club members and their guests on a daily or as needed basis
- Operate in accordance with all ALCB rules
- Charge fees to cover costs for drinks and accompanying food

GREEN

It is the policy of SPLBC, led by the **Greens' Director** or designate, to:

- Define the backboard permanent markings
- Define the Direction of Play at each draw
- Determine at each event if ground sheets for Play are to be used
- Define the width of the rinks for Play, dependant on each event
- Maintain the grounds (excluding the green) by member participation in horticultural planting, weeding etc

CORPORATE EVENTS

It is the policy of SPLBC, led by the **Corporate Director** or designate, to:

- Offer the facilities at SPLBC for rent to corporate or other interested groups
- Offer the use of the BBQ in conjunction with the rental
- Offer bar service in conjunction with the rental
- Establish a schedule of fees for above items (#9)
- Establish a format and game plan (#10) for hosting **all** such groups
- Obtain sufficient volunteers to man the event
- Notify all club members of the event by posting

COACHING

It is the policy of SPLBC, led by the **Head Coach** or designate, to:

- Offer coaching to both new and existing members
- Establish and maintain beginner sessions which upon completion will allow bowlers to participate in daily draws
- Establish and maintain coaching for more advanced bowlers
- Participate in clinics for coaches provided by LBAA or other entities

EQUIPMENT

It is the policy of SPLBC to:

- Maintain lawn bowls, jacks, mats and rakes for the use of all members
- Recommend the “ownership” of bowls to members
- Release club bowls on a “First come, First serve basis”
- Inventory and record all equipment

WEBSITE

It is the policy of SPLBC to:

- Appoint a Web Master
- Maintain a website (www.calgarybowls.com)
- Publish photos, schedules, rental availability, membership info etc. all subject to approval by the Board of Directors

Section 2: Policies for Administration

It is the policy of SPLBC, led by the **Board of Directors**, to:

- Schedule the opening spring meeting of the club during the first 2 weeks of May
- Structure committees such that the chairperson reports directly to a Board member or, in fact, a Board member.
- Appoint phoning committee for members lacking email
- Accept memberships by Registration Form, including emergency contact information
- Issue a numbered Draw Tag for each member, to be placed on the Draw Board for use by the Drawmaster for Play selection
- Issue a Club Name Tag for each member; free of charge for new members; replacement name tags are to be purchased
- Compile and issue by email or print, up to date Club membership lists, for use by members only for communication purposes.
- Purchase Director Liability Insurance for the current Board members
- Purchase Liability Insurance for the Club, to be compliant with the City of Calgary leasing agreement
- Appoint a Head Coach
- Retain membership in the LBAA
- Publish a SPLBC brochure
- Publish business cards listing the SPLBC daily bowling schedule
- Ensure member participation in Casinos run by Alberta Gaming, for fund raising for SPLBC
- Purchase, and have accessible for sale, current Laws of Lawn Bowling books published by BCB
- Remember members deceased in the current year at the Spring and Annual meetings
- Maintain a locker for the purpose of transferring information etc. between Board members
- Host Provincial Tournaments ^{*#11}, and Host National Tournaments ^{*#12}
- Provide financial assistance to assist full members who travel outside the City of Calgary to compete in Provincial Tournaments or as “B” teams in National Competitions. ^{*#13}

Note: The Duties of **Secretary** and **Treasurer** are not defined herein. They are maintained separately and kept with the records of each Office.

Addendum #11: Host Provincial Tournaments

The **President** or Designate responsible for Hosting shall:

- Confirm the dates with the LBAA for the specific tournament, as being acceptable to SPLBC
- Assemble a committee comprised of representatives from Administration, Social, Games, Green, Facilities and Equipment sections of SPLBC
- Build a **format** for the event:
- Identify physical requirements for each area of the facility
 - Establish the SMOKING policy for the event
 - Build and publish Meal packages and their related fees
 - Notify LBAA of above meal plans, for furtherance to competitors
 - Under the direction of the Provincial Drawmaster, set up Green, marking, and direction of play/changes
 - Return equipment to storage at completion of play
 - Obtain and schedule volunteers for all areas of the event **Note:** LBAA will provide Drawmaster and Umpires **only**
- Invoice LBAA for green usage at completion of Tournament
- Request each committee, section after the conclusion of the event, to post a report re their involvement, in their respective files, for future reference

Addendum #12: Host National Tournaments

- As soon as SPLBC has appropriate greens for hosting such events, a **format** will be established for same. Presently only the Canadian Mixed Pairs could be hosted at Stanley Park, (1 green only required) and would follow the same format as Addendum #11

Addendum #13: Travelling Grants

It is SPLBC policy to financially assist full members who travel outside the City of Calgary to compete in Provincial Tournaments or as 'B' teams in National Competitions. The assistance will take the following form.

1. A grant of \$100 per tournament will be given to members who travel outside Calgary to play in Provincial Playdowns or Sanctioned Tournaments. The members receiving the grant must be prepared to submit an expense form including attached receipts for accommodation and or travel if required by the Treasurer.
2. A grant of \$500 will be given to members who compete as invited 'B' team members in National Championships out of Province. When the difference between the 'A' team and 'B' team LBAA funding is less than \$500 then the grant will be reduced accordingly.

A grant of \$300 will be given to members who compete as invited 'B' team members in National Championships held at Commonwealth LBC in Edmonton. When the difference between 'A' team and 'B' team LBAA funding is less than \$300 then the grant will be reduced accordingly. The members must be prepared to submit an expense form including attached receipts for accommodation and or travel if required by the Treasurer.

3. Grants will not be given under the following circumstances:
 - a. When the National Championships are held in Calgary.
 - b. When the LBAA provides the same funding to the "B" team as the "A" team.

Section 3: Policies for the Facilities

It is the policy of SPLBC, led by the **Facilities Director**, to:

- Maintain a Standard Operating Procedure Manual (SOP)* and keep it available on site for reference (* SOP manual in Social Center)
- Maintain the buildings and patio and contents therein by means of member participation in cleaning ^(#1), tidying and repair
- Open and close the facilities as per the spring and winter check lists ^(#2) ^(#3)
- Issue gate keys to members for personal use; retain building keys in common area for member use
- Review timing of required action re facility as recommended by the Morrison Hirschfield Life Cycle Plan* (Plan on file)

Addendum #1: Facility Maintenance

- Maintain the buildings and patio and contents therein by means of member participation in cleaning* ^{#1}, tidying and repair

Weekly:

- Kitchen - clean counters with Javex spray; clean sinks and floors; empty garbage; wash coffee pots and containers in dishwasher; tidy
- Washrooms - clean toilets, sinks and floors; replenish supplies; empty garbage
- Patio - sweep floor; clean chairs and tables; empty garbage
- Locker Room and Social Center - vacuum, dust and tidy; empty garbage; wipe Burnt End Bar and microwave

Monthly:

- Kitchen - check and clean Fridge and Freezer; replenish supplies
- Locker Room - wipe down lockers and chairs

Addendum #2: Check list for Spring Opening

Locker Room

- Set up bulletin boards
- Check Leathers and mark those missing
- Replace phone and writing utensils from kitchen
- Set up photocopier
- Tidy Drawmaster table
- Close all lockers
- Clean all windows
- Set up garbage
- Open window blinds
- Check heaters
- Check lights and covers
- Vacuum

Patio

- Wipe and arrange tables
- Wipe and arrange chairs
- Check lights
- Set up garbage cans
- Power wash and sweep patio
- Assemble water fountain
- Place easel in social center or on patio
- Place brooms on hangers
- Install flag poles & flags
- Install white board
- Clean eaves troughs
- Check BBQ
- Turn on gas to BBQ and heaters

Social Center

- Check First Aid station - discard open items
- Clean Burnt End Bar
- Sort and tidy pantry cupboards
- Clean & plug in bar cooler
- Set up garbage(s)
- Wash (if required) table cloths and return to bin
- Wipe trolley and bins
- Vacuum
- Check windows
- Check heaters
- Check lights & covers
- Open blinds

Bowling Equipment Shed

- Plug in garage door power supply

Kitchen

- Sort & wipe out all cupboards
- Uncover dishes in cupboards with paper towel
- Wash coffee pots & drink pitchers
- Plug in freezer/ turn on
- Plug in fridge/ turn on
- Check microwave
- Check stove
- Fill hand soap container in kitchen sink
- Check dishwasher filter in unit
- Clean sinks with Vim
- Javex and water spray all counters
- Sweep and wash floor
- Vacuum
- Check lights and fans

Bathrooms

- Fill soap containers
- Wipe mirrors
- Clean toilets, sinks & urinal
- Check paper supplies
- Set up garbage(s) and sanitary bins
- Wash floors
- Check lights and fans

Green

- Install rink numbers & markers
- Install building sign
- Install umbrellas
- Wipe & place chairs around green
- Install green mats & cover on rack

Maintenance – Kitchen, Utility Room & Basement

- Undo kitchen hood fan
- Install insulation w/solid cover
- Reinstall fresh air inlet grill cover
- Close trap door & utility door
- Turn on breaker to exhaust fans
- Test sump pump (fill with water 'til operating)
- Remove tape from all switches
- Connect water fountain supply line
- Have fire extinguishers inspected

Addendum #3: Checklist for Winter Closing

Locker Room

- Clear old items from Bulletin boards
- Check Leathers and mark those missing
- Move phone and writing utensils to kitchen
- Box photocopier
- Tidy Drawmaster table
- Close all lockers
- Close all windows and blinds
- Empty garbage
- Remove items from top of filing cabinets
- Turn off thermostat
- Turn off lights
- Vacuum

Patio

- Clean eaves troughs
- Wipe and fold tables & store in social center
- Wipe and stack chairs & store in social center
- Clean BBQ & secure cover
- Unplug patio heaters
- Turn off gas to BBQ & patio heaters
- Turn off lights
- Empty garbage cans
- Sweep patio
- Install protective cover on water fountain
- Remove flags & flag poles & store in bowling equip bldg
- Remove white board & store in locker room

Social Center

- Check First Aid station - discard open items
- Clean Burnt End Bar, discard empty items
- Clean bar cooler and unplug
- Sort and tidy pantry cupboards
- Empty garbage(s)
- Wash (if required) table cloths and return to bin
- Fold tables and stack in social center
- Wipe trolley and bins
- Store any loose items in pantry cupboard
- Vacuum
- Close windows and blinds
- Turn off thermostat
- Turn off lights

Bowling Equipment Shed

- Unplug garage door power supply
- Turn off lights

Kitchen

- Sort & wipe out all cupboards
- Cover dishes in cupboards with paper towel
- Wash coffee pots/pitchers, store in cupboards
- Defrost, clean and unplug freezer
- Clean microwave and stove
- Empty, clean & unplug fridge
- Empty hand soap container in kitchen sink
- Clean dishwasher filter in unit
- Clean sinks with Vim
- Javex and water spray all counters
- Sweep and wash floor
- Turn off lights and fans
- Set thermostat to 10 deg. C (min)

Bathrooms

- Empty soap containers
- Wipe mirrors
- Clean toilets, sinks & urinal
- Empty garbage(s) and sanitary bins
- Wash floors
- Turn off lights and fans
- Set thermostats to 10 deg. C (min)

Green

- Remove rink numbers & markers. Place in blue bins, 1 bin per side. Separate layers with foam core sheets. Store bins in equipment shed by personnel door.
- Remove sign from building & store in social center
- Remove umbrellas and store in equipment shed on south wall, fully assembled.
- Wipe & stack chairs & store in social center
- Roll green mats & anchor cover and store in equipment shed. Do not store mat rolls on end.

Maintenance - Kitchen

- Seal kitchen hood fan w/insulation outside
- Turn off Breaker to Hood Fan and dishwasher
- Set thermostat to 10 deg. C (min)

Maintenance - Utility Room & Basement

- Seal kitchen hood fan w/insulation outside
- Remove fresh air inlet grill cover and replace with insulation w/solid cover
- Set thermostat in basement to 10 deg C (min)
- Leave trap door & utility door open
- Turn off breaker to exhaust fans
- Test sump pump (fill with water 'til operating)
- Drain water fountain supply line into sump
- Tape all fan switches closed

DO NOT TURN OFF ANY BREAKERS

Section 4: Policies for Games

It is the policy of SPLBC, to designate the **Games Director**, as the **Club Drawmaster**.

It is the responsibility of the **Club Drawmaster** or designate, to:

- Appoint, train and oversee a **Daily Draw person** ^(#8) for each regular draw
- Appoint, train, and oversee (in conjunction with Social Director) a **Daily Opener** ^(#8a) for each regular draw
- Create seasonal schedules for members for distribution at the spring meeting
- Post schedules at the Club
- Notify members of dress code via posters for the event
- Set times for Daily Draws in spring, summer and fall, together with cut off time and procedure for late arrivals
- Post practice times
- Establish formula for prize monies
- Issue to new members, policies regarding **Guidelines for Positions of Play** ^(#4); **Rules of Play** ^(#5); **League Play** ^(#6); and **Club Competitions** ^(#7)

Addendum #4: Guidelines for Positions of Play

As a LEAD you should know:

- How to place the mat
- How to bring the mat up to where the skip wants it
- How to throw the jack to where the skip wants it
- How to centre the jack
- How to throw the proper bias
- How to indicate if a jack or bowl is in play or dead
- How to walk down middle of the rink
- How to rake, when you can move with the rake and where to position yourself to start raking
- What a toucher is so you don't accidentally move it if it's in the ditch
- How to take possession of the mat
- How to leave the mat
- How to stay on the mat and not to give up possession until your bowl has come to a stop
- Never to turn your back on your bowl, watch the path as you may need to correct the line on your next bowl.
- That if you aren't raking, you are positioning the mat and getting ready to throw the jack
- How to keep score in case you are called on to play second in a fours game
- To always be ready when it's your turn

As a THIRD or VICE SKIP you should:

- Be able to deliver any shot the skip asks for
- Be the morale booster on the team by trying to keep the players focused on the game even if the score is lopsided
- Identify the bowls your team is throwing. It is essential to know this before the game starts
- Know the rules of a toucher as you will be the one chalking any touchers the skip throws.
- Wait on the mat for instructions from your skip. If the head changes, so will your next shot.
- Always let the skip know if the head has changed. If the skip asks where the jack is, you can point to it using your finger not your towel, hat, etc.

- Know that when your team's bowl comes to rest, you are no longer allowed to give any information about the head. The opposing team is now in possession of the mat.
- After the last bowl has been delivered, make certain that all the bowls have been delivered. A good indication is when the skip picks up the mat. You can then remove the bowls which count from the head and place them on your towel or in a group away from the jack. Never give a point away. If there is the slightest chance you aren't suremeasure. It's faster to measure than to stand and debate with the other third.

Addendum #4: Guidelines for Positions of Play (cont'd)

- Know that if you are measuring for first point it doesn't matter which third measures, and that person will measure for all the bowls. If the first shot has already been determined and the measure is for 2nd or 3rd points the measuring is done by the third that doesn't hold shot. If you don't agree with the way the measurement is done, you can call for a re-measure and do it yourself. If you are not comfortable with the measure call the skip down. If the skips don't agree, then an umpire is called, or in the case of regular draws at the club an unbiased third party from another rink
- Know that no bowls are to be removed from the head until the thirds agree on the score.
- Signal your skip as to the results of the end. Your skip should acknowledge that he/she sees your call, but don't hold up the game if they aren't paying attention.
- Ask, if the skip hasn't made it clear at the beginning of the game, immediately after the conclusion of the end if he/she wants to give/keep the mat.
- Regardless of who wins the end, help kick in the bowls for raking.
- If you are holding the score card make sure the score is properly recorded.
- Strategy in the game is usually the skip's department. However, if you see trouble happening if the jack is moved let the skip be aware. Call him/her down for a look if it's too complicated for you to explain.
- If a skip calls a particular shot and you don't understand it, remember it and ask after the game why it was called. Strategy is learned from watching, listening and asking.

As a SKIP you should:

- Ensure your team shakes hands with the opposition and wish them a good game.
- Flip a coin or roll a bowl to determine who gets the mat or last bowl.
- Be cognizant of your teams' bowls.
- If your preference is to keep the mat or give it away, let your third know at the beginning of the game. If you change your mind let your third know as you are passing on the rink that there may be a change when the end you are playing is over

- Indicate where you want the mat if it's more than regulation.
- Be ready to receive the jack at the length you want.
- Try to be encouraging after a shot is played.
- Show or tell the player the length of the bowl either short or long from the jack.
- Before the bowl is delivered, let the player know if you or your opposition is holding and how many.
- Tell the player on the mat what shot and hand you would like played.
- Know the rules for touchers and how to chalk them.
- Walk down to the head if the third is trying to tell you something and you can't hear or can't understand what they are saying.

Addendum #4: Guidelines for Positions of Play (cont'd)

- If you are last on the mat, pick it up so the thirds know the end is finished.
- Acknowledge that you have seen the third indicate the score.
- Know the rules, know the game and try to make it enjoyable for all. You are the one on the team that everyone else is looking to for direction. As you pass your team on the rink try to be encouraging and pleasant. Try to remember that your actions and body language can discourage people quickly so try to stay positive.
- Shake hands and thank the opposition for the game.

Addendum #5: Rules of Play

JITNEYS

- Club shirts / Whites are optional.
- The host/hostess of the jitney, in consultation with the Games chairman, may cancel due to weather conditions. The phone committee will e-mail/phone to notify the members of the cancellation and to tell them if the Jitney will or will not be re-scheduled at a later date. In most cases all Jitneys will be played, or at least members can, if weather permits bowl, and/or if not, at least stay for lunch.
- The treasurer or her/his representative will be in attendance to collect the entry fee (\$6, subject to change) and prepare the envelopes for the winners.
- Jitneys are three 8-end games. The winner is declared by win/loss, then aggregate, then total measurement of each player throwing one bowl.
- Winners play Winners, Losers play Losers: or Brown teams go down; black go up.
- Games start at 9:30. Tags must be down on the Drawmaster Board no later than 9:15. Positions on teams are based on the rating tags and, if needed, members will play up or down regardless of their rating.
- No burnt ends. The end is considered dead. If the same team burns an end again, it forfeits one point to the opposition.
- There will be two games before lunch and one game after lunch. (Due to weather, the host/hostess may change that if lunch is ready).
- Lunch will last for 45 minutes from the time the last team comes off the green. However, this could be changed due to weather or if everyone has finished eating. The Drawmaster will give a 10-minute notice to the start of the next game.
- Change in direction of play will happen after lunch.
- The maximum number able to be accommodated on one green is 64.
- **SHARING** is permitted at Jitneys. A list will be posted with the notice of the Jitney for people who want to share to put their names on. It will be the member's responsibility to pair up with another member and to inform the Drawmaster who that will be, on or before the event. It will not be the Drawmaster's job to find someone to share with you.
- Three methods of sharing are:
 - 1) One person plays two games and the other person plays one. This is decided by players before the Jitney starts and **MUST** be adhered to.
 - 2) One person plays at the home end and the other person plays from the away end. The same set of bowls must be used.
 - 3) One person plays two ends, and then the other person plays two ends. Different bowls may be used if necessary, but they must have stickers on them so the skip can recognize them as his/her team (stickers available in the file drawer beside the Drawmaster's table). Changing of bowls after ends by players must not hold up game.

Addendum #5: Rules of Play (cont'd)

CLUB QUADI

- Cancellation due to extreme weather will be in conjunction with the Quadi Chairman, Games Chairman and the host/hostess of the Quadi. The phone committee will then be notified and members called ASAP.
- Games will be based on the number of people who sign up.
- **SHARING** will be allowed as per Jitney methods.
- **Games will be:**
 - Singles – Twelve (12) ends
 - Doubles – Ten (10) ends
 - Triples – Eight (8) ends
 - Fours – Eight (8) ends
- Dress Code will be announced on Quadi sign up sheet
- The Quadi chairman or his representative will be responsible for recording the win/loss statistics and for notifying a member of the games committee as to the winner, second and third place finishers.
- The sign-up sheet will be posted until 4 days before the competition. The sheets will be numbered and if there is an odd number the last names to sign up will be spares.
- The Quadi Chairman and his/her assistant and/or one member of the Games Committee will draw and post teams before or on the day of the event.

Addendum #6: Tuesday Morning League

- You **MUST** be a member of Stanley Park to participate in this league.
- This is a Men's and Ladies "team" league, in that it is the only league at Stanley Park where a player stays on the same team for the entire schedule of the league.
- There is **no** sharing.
- Play begins on the green at 10 o'clock on Tuesday mornings.
- Women play 14 ends; Men play 14 ends
- Both **Ladies** and **Men** have unlimited burnt ends.
- Winner is declared based on "Total Points." Points will be two (2) for a win and one (1) for a tie.

Ladies: If there is a tie, there will be a mini game of six ends held at the end of the last game of the schedule. If more than two teams are tied, there may have to be another day set aside to decide the winner. All tie-breaking games will be six ends.

Men: If there is a tie, men will play a full 14 ends to decide a winner. A mini tie-breaker of six ends will be used to decide the finalists if there are more than two teams tied.

A full game to be played at the discretion of the Men's coordinator in conjunction with the two finalist teams.

SPARES

Ladies' Spares: Players are responsible for finding their own spare and informing their skip who it will be. In the case of a game cancellation, the spare will be notified by the team skip. Spares will play in the missing position except for skip. If the skip is missing, the third will move to skip and the spare will play third or lead at the discretion of the acting skip.

Men's Spares: Players are responsible for finding their own spare and informing their skip who it will be. In the case of a game cancellation, the spare will be notified by the team skip. A spare can play any position but it is suggested that a spare play at the position level he is replacing, example a third replaces a third. However, the team can decide the position the spare will play.

Format Change: In the unfortunate event that a spare cannot be found or a team member suddenly becomes sick/hurt and the team must bowl with two people, the following play will be followed:

- On the **three-member** team the **lead** and **third** will throw **two** bowls each. The **skip** will throw **three**. On the **two-member team** the **lead** will throw **four** bowls and the **skip** will throw **three**.
- It is suggested because it is a short season of bowling that if you are planning to be away for more than two weeks during the summer, you should put your name on the spare list.
- Cancelled draws will be played at the end of the round robin to facilitate those players that have booked spares for certain weeks.
- Score cards must be turned in to the League Coordinator at the end of the game

Addendum #7: Club Competitions

Notices for Club competitions will be posted at the beginning of the season and taken down at NOON 4 days before the competition. The sign-up sheets will be numbered. If there are more names than needed or there is an odd number of names, the last names will be put on a waiting list.

There will be **No Sharing** in club Competitions.

All competitions may be cancelled by the Games Chairman/committee due to weather conditions, and re-scheduled.

At least two Games Committee members will draw the teams. The teams will then be posted on the board.

There must be a minimum of four teams to play a competition.

Whites /Club shirts are to be worn for Doubles and Triples and Fours; optional for Singles

SINGLES: Play will be a round robin of 14 ends. Unlimited burnt ends

DOUBLES: Play will be a round robin of twelve (12) end games, Win 2 pts, Tie 1 pt and Loss 0 pts and the points will decide a winner. If there is a tie in points then there will be a six-end game play off. If there is a clear winner, second place will be determined by wins then aggregate. This is for picture only. Unlimited burnt ends.

TRIPLES: Play will consist of a mixed team playing three (3) ten (10) end games. Points will decide the winner. Win 2 pts, Tie 1 pt and Loss 0 pt. If there is a tie after the three games, there will be a four-end play-off. Each team is allowed one burnt end with that end declared a dead end. If the same team burns a second time, the team will forfeit a point to the opposition. If there is a clear winner, second place will be determined by wins then aggregate. This is for picture only.

FOURS: Play will consist of a mixed team playing three (3) ten (12) end games. Points will decide the winner. Win 2 pts, Tie 1 pt and Loss 0 pt. If there is a tie after the three games, there will be a four-end play-off. Each team is allowed one burnt end with that end declared a dead end. If the same team burns a second time, the team will forfeit a point to the opposition. If there is a clear winner, second place will be determined by wins then aggregate. This is for picture only.

Note: In **Singles** and **Doubles** competitions, if too many players/teams sign up, play will be divided into divisions with the winner of each playing the final game. A six end game will break a tie in each division if necessary.

Addendum #8: The Role of the Daily Draw Person

1. Arrive thirty (30) to forty (40) minutes before the draw. Open all club facilities – kitchen, social center, washrooms etc
2. Check that all scoreboards are provided with fresh cards
3. Ask members present to help set up the rinks with green mats, jacks, rakes and rubber mats.
4. **The draw time for the afternoon is 1.30; the evening is 7.15. The draw is closed 15 minutes before the draw time.** Before you make up the draw, ask if all tags are down. Members may telephone their names in. However, any members arriving **later than draw time** whose tags are not down, will not to be included in the draw. Suggest they watch and stay for coffee.
5. The Tags will have initials on the back designating the member's rated playing positions. The initial in the middle is the rated position; an arrow up or down means they can play up or down a position. (Example – a third with an arrow up could play skip; a third with an arrow down could play lead.
6. Once the draw is closed design the teams using the tags as per the list above the Drawmaster desk. Depending on the number you will play triples, doubles, cut throat etc.
7. Place leathers in the cans indicated skips, thirds, leads which correspond to the rinks being set up.
8. **All Visitors or “drop-ins”** are charged \$5.00, unless they are from Calgary Clubs. (Visiting members of other Calgary clubs are charged nothing). Place the money in the envelope you will find on the Drawmaster's desk and mark the amount in the Draw person's book. Ask the visitors what position they normally play. If you have enough people playing in that position, play them down a position or wherever you need them.
9. Now the teams are made up and the Draw can proceed. Make any announcements that have been left on the Drawmaster desk and draw attention to the sign up sheets for upcoming events. Try to make the draw by 1.25 and 7.10 so that play will commence at 1.30 and 7.15
10. Enter number of bowlers in the Daily Draw person's book as well as any remarks you want to direct to the Games committee or to the Board.
11. Collect the leathers from the players and at the end of the game make sure all leathers are accounted for, placed back on board and that tags are returned to draw board , and elastic placed over top of tags.
12. When ready to leave, in conjunction with Daily Draw person, ask the remaining members, to finish tidying the kitchen; close windows and lights; lock doors and gate when they leave.

Note: The Drawmaster's table is restricted to the Draw person ONLY. If you require assistance, ask a games committee member, a Board member. Any problems on the green should be directed to a Board member present if possible, or handled by a Games committee person present.

Addendum #8a: The Role of the Daily Opener

1. Arrive thirty (30) to forty (40) minutes before the draw. Help the Daily Draw Person open all club facilities – kitchen, social center, washrooms etc
2. Prepare the coffee(s) as per instructions on cupboard door in kitchen. Fill the kettle. Check lemonade and/or iced tea in fridge. Set out glasses, cups, sugar, etc. Judge how many pots to make depending on the attendance. Set out cookies.
3. Check with Daily Draw person to see if there any new members or visitors. Introduce yourself and other members to them. Give a tour of the facility if this is a first visit.
4. Turn on coffee at the end of the 10th end.
5. If you are not bowling, help Daily Draw Person to collect leathers and place back on board on Drawmaster's desk, and also return tags to number board. Cover tags with elastic strings.
6. Clean and tidy kitchen .Do not rush members enjoying their coffee etc. If ready to leave ask another member to tidy and LOCK up.
7. If last to leave, rinse coffee pots; return extra cookies to box, cream to fridge and sugar to cupboard. Check garbage and empty if necessary.
8. Check **windows** are CLOSED, **lights** are OFF, and LOCK **facility** upon leaving.

Section 5: Policies for Social

It is the policy of SPLBC, led by the **Social Director** or designate, to:

- Purchase refreshments for Daily Draws
- Assist in training the Daily Opener re kitchen duties
- Purchase supplies for Bathrooms, Kitchen and Cleaning
- Co-ordinate/arrange refreshments for club jitneys, Quadis, etc
- Design, co-ordinate/arrange and provide refreshments for Provincial and National competitions
- Work in conjunction with the committee operating the Burnt End Bar

Section 6: Policies for the Burnt End Bar

It is the policy of SPLBC, in conjunction with **Administration** and the **Social Committee**, to:

- Designate a **Cellar Master** whose responsibilities include:
 - the purchasing and inventorying of the products for sale
 - scheduling of workers for events where bar is offered
 - recording of sales and collection of monies as per instructions from the Treasurer
- Operate the Burnt End Bar for club members and their guests on a daily or as needed basis
- Operate in accordance with all ALCB rules
Charge fees to cover costs for drinks and accompanying food pg 22 5/6/2013

Section 7: Policies for the Green

It is the policy of SPLBC, led by the **Greens' Director** or designate, to:

- Define the backboard permanent markings
- Define the Direction of Play at each draw
- Determine at each event if ground sheets for Play are to be used
- Define the width of the rinks for Play, dependant on each event
- Maintain the grounds by member participation in horticultural planting, weeding etc

Methods and Definitions for the above policies are as follows:

Backboard Permanent Markings.

Backboards are to be permanently marked on the top surface by coloured nails.

- Nails spaced at half meter intervals.
- Allows flexibility in defining rink widths.
- Allows rink markers to be easily moved to spread wear on the green.

Define the width of the rinks for each event.

- 7 rinks, 4.5 meters wide is the preferred configuration for normal club play.
- Allows rink markers to be moved each day to minimize green wear.
- For Provincial Championship play, if only 6 rinks are required, then the rinks should be set at 5 meters wide. However this will be subject to approval by the Provincial Drawmaster.
- For normal club play or jitneys, a maximum of 8 rinks may be used if necessary, but this is not recommended due to the run down to the side ditches.

Direction of Play.

- In order to minimize interference from the sun direction of play should be:
- Morning Play - North/South
- Afternoon Play - East/West
- Evening Play - North/South
- Corporate and non Member events - East/West (to facilitate Patio use)

Use of Groundsheets.

- Under discussion with the Greens' Keeper and Greens' Director, Ground sheets are to be used in general for all club events with the exception of Club Championships.
- Ground sheets are to be used even for Club Championships if it is raining or if the green is wet.

Horticulture

- Oversee the activities of the Horticultural group as and when required

Stanley Park Lawn Bowling Club (Calgary) (Herein referred to as SPLBC)

Policies for Corporate Events

It is the policy of SPLBC, led by the **Corporate Director** or designate, to:

- Offer the facilities at SPLBC for rent to corporate or other interested groups
- Offer the use of the BBQ in conjunction with the rental
- Offer bar service in conjunction with the rental
- Establish a schedule of fees for above items^{*#9}
- Establish a format and game plan^{*#10} for hosting **all** such groups
- Obtain sufficient volunteers to man the event
- Notify all club members of the event by posting

Addendum #9

- **Establish a schedule of fees for above items^{*#9}**

The established fee for Corporate or Non member groups is \$10 per person.

Minimum charge is \$250

BBQ fee is \$50

Bar Service is current drink prices as set by SPLBC

PAYMENT is due on Day of Event

- A non-refundable deposit of \$125 is required to confirm the event. This will be applied as a credit towards the final invoice amount.

Addendum #10

Hosting Corporate or Non-member Group Events

- The **Designate** responsible for corporate events shall:
 1. Establish date, time, number of attendees and requirements of the requesting group (kitchen, bbq, bar etc)
 2. Issue ****CONTRACT**** confirming same with applicable deposit and fee and conditions of rental noted; include Client tips for Running Corporate Events (attached below.)
 3. Obtain member volunteers for coaching and a **CAPTAIN** for each event.
 4. Post the event notice
 5. The **CAPTAIN** should follow the prescribed Format:
 - Size attendees for bowls; divide into small groups; assign coaches
 - Welcome group on behalf of SPLBC
 - Describe the object of the game
 - Demonstrate the delivery of a bowl and jack
 - Organize coaching of each rink for 2 – 4 ends, depending on time allotted for event
 - Confirm that the event organizer has divided their group into teams
 - Organize playing of mini tournament (if not already done by group itself) – see sample draw below for guidance.
 - Other games may be played (draw to the jack etc.) given timing and desire of group
 - Collect fees and contract copy

Sample Draw Schedule

Based on six teams, four players per team and 2 ends per game

	Game 1	Game 2	Game 3	Game 4	Game 5
Team 1	1 vs 2	1 vs 3	1 vs 4	1 vs 6	1 vs 5
Team 2	2 vs 1	2 vs 5	2 vs 6	2 vs 3	2 vs 4
Team 3	3 vs 3	3 vs 1	3 vs 5	3 vs 2	3 vs 6
Team 4	4 vs 3	4 vs 6	4 vs 1	4 vs 5	4 vs 2
Team 5	5 vs 6	5 vs 2	5 vs 3	5 vs 4	5 vs 1
Team 6	6 vs 5	6 vs 4	6 vs 2	6 vs 1	6 vs 3

****CONTRACT****

Stanley Park Lawn Bowling Club (Calgary)

(herein known as SPLBC)

PO Box 8025, Station A, Calgary T2H 0H6

403-532-8006

Facility Rental Agreement

Renter:

Name _____

Address _____

Phone _____ email _____

Contact name _____

Phone _____ email _____

Purpose of event _____

Date Required _____ Time in _____ Time out _____

Participants _____ Please Note: Only **flat soled shoes** may be worn on the green

Facilities Required: Green _____ Kitchen _____ BBQ _____ Bar _____

Green Rental Fee: \$ _____ **Services Fee:** \$ _____

A Non-refundable Deposit of \$125 is required at time of booking. This will be applied as a credit to the final invoice. Should the event be cancelled, the deposit will be applied to a future booking.

Please note that fees are due and payable on the day of the event by cash or cheque only

Insurance:

Please be aware that SPLBC Insurance Policies provide no protection for the Renter.

Contract Agreement

I understand and agree that the Renter is responsible for expenses, damages or loss to SPLBC facilities and equipment during the period of rental; and, that the Renter is responsible for the Renter's own insurance coverage. I acknowledge the consumption of alcohol is restricted to the Patio **only**; and, that clean up is the Renter's responsibility.

Date: _____

Renter Signature: _____

SPLBC Signature: _____

Office use only: Rent	Services	Total \$	Chq #
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CLIENT TIPS FOR RUNNING CORPORATE EVENTS

Our club has volunteer workers to assist your events going smoothly and having fun. In order to keep these organized for both your club and the volunteers, these are a few suggestions.

1. Come to the event with your plan for the day and your teams picked. Our usual format for large groups is 4 to a team, each player using 2 bowls. We have 8 lanes which can accommodate 64 players. Other formats can be arranged if necessary.
2. Set a definite time for people to arrive and leave, bearing in mind that cleanup is necessary in that time frame. The defined timetable will be strictly adhered to by our staff.
3. Set a definite time for play to begin ie: after lunch or whatever is planned along those lines, in order for Stanley Park coaches to arrive in a timely manner.
4. If your event runs over the lunch or supper hour, we would expect our volunteers to be included in this.
5. Make sure that all players are aware of the shoe rule. No heeled shoes are allowed on the green.
6. Special events including children must be handled separately. Please discuss the situation thoroughly with your contact prior to confirming booking
7. Advise your teams that all liquor must be consumed within the enclosure but not on the green of Stanley Park.
8. Cancellations. Please notify 24 hours ahead to cancel an event. Your deposit may be carried forward to a future booking. (exceptions to this are weather related).
9. It is in the interest of your company to be advised that we do have minimal first aid equipment on sight and that you need to have someone in charge of medical emergencies.
10. Make sure that you have the proper insurance coverage and also transportation for all those drinking.
11. Be sure to contact the bar manager at least a week prior to your event, to let her know you preferences in drinks. Her name is Angela nlussier@telusplanet.net 403-251-1307

Section 9: Policies for Coaching

It is the policy of SPLBC, led by the **Head Coach** and the **Club Drawmaster** or designate, to:

- Offer coaching to both new and existing members
- Establish and maintain beginner sessions which upon completion will allow bowlers to participate in daily draws
- Establish and maintain coaching for more advanced bowlers
- Participate in clinics for coaches provided by LBAA or other entities

Section 10: Policies for Equipment

It is the policy of SPLBC to:

- Maintain lawn bowls, jacks, mats and rakes for the use of all members
- Recommend the “ownership” of bowls to members
- Release club bowls on a “First come, First serve basis”
- Inventory and record all equipment
- Members may borrow club equipment at any time, but if removed from the club the sign out sheet must be completed.

EQUIPMENT SIGN OUT

SIZE	EQUIP. DESCRIPTION	DATE OUT	DATE RET'D.	CLUB MEMBER (PRINT)

Section 11: Policies for the Website

It is the policy of SPLBC to:

- Nominate a Web Master
- Maintain a website (www.calgarybowls.com)
- Direct the web “contact us” email to the President or designate for forwarding to the appropriate Directors
- Publish club schedules, rental availability, membership info, and miscellaneous items etc, all subject to approval by the Board
- Publish event photographs provided by the club photographer