

STANLEY PARK



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# **Policy Manual**

for

## **Stanley Park Lawn Bowling Club (Calgary)**

June 19, 2018

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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. Section owners should review their sections annually and propose any revisions for board approval.

### **Policy Manual Ownership**

**OVERALL OWNER – President**

### **Section Owners**

<b>Section</b>	<b>Title</b>	<b>Owner</b>
1	EXECUTIVE SUMMARY	President
2	ADMINISTRATION	President
3	FACILITIES	Facilities Director
4	GAMES	Games Director
5	SOCIAL	Social Director
6	BURNT END BAR	Social Director
7	GREEN	Games Director
8	CORPORATE EVENTS	Director
9	COACHING	Head Coach
10	EQUIPMENT	Director
11	WEBSITE	Director

## **Section 2: Policies for Administration**

### **2.1 General Administration Policies**

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.
- 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 Bowls Alberta
- Publish a SPLBC brochure
- Publish business cards
- 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, and Host National Tournaments
- 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.

## **2.2 Financial Policies**

The **Treasurer** shall ensure that the following financial policies are adhered to:

1. Maintain the financial records of the club, including tracking all revenues and expenditures, banking information (accounts and investments) for each calendar year ending October 31.
2. Follow guidelines for distribution and collection of all monies in accordance with specific guidelines required for each account. As an example, “Casino Account” requires that monies may only be spent on specific types of expenses as approved by the Alberta Gaming and Liquor Commission.
3. Ensure an audit occurs of the financial records within 30 days of the completion of financial year end. Auditors shall be a minimum of two volunteers from the SPLBC not currently on the executive.
4. Any financial transactions involving cheques or investments shall require the signatures of two authorized members of the executive.
5. Financial transactions involving petty cash may be done at the discretion of the Treasurer up to a maximum of \$250 per expense.
6. Board approval is required for expenditures of over \$1000. Approval may be granted either at a board meeting or by consensus via and email vote.
7. Directors may commit to expenditures up to and including \$1000 in their approved budgets without separate board approval.
8. All contracts to be tendered and approved require board approval at both the tendering stage and selection stage.
9. Authorized members of the executive eligible to authorize financial transactions are the President, Vice-President and Treasurer of the SPLBC. Other members of the SPLBC board may be added as authorized signees upon the agreement of all of the President, Vice-President and Treasurer.
10. SPLBC shall maintain good financial relationships with Bowls Alberta, including any payments required for member registration, pennants, etc..
11. SPLBC shall complete financial reports in a timely manner for external parties such as the Alberta Gaming and Liquor Commission, Calgary Parks and Recreation, etc..
12. Financial updates shall be made available to any member of the board at any time there is a request. As a minimum, financial updates will occur monthly during the active season of SPLBC (May - October). Note that only the treasurer may make changes/corrections to the financial updates.
13. Financial updates will be given to the SPLBC members at the spring information session (typically in May) and at the Annual General Meeting (typically in October).
14. The Board of SPLBC shall conduct a budget planning process each year as part of its annual business planning.

15. SPLBC operates under a budget that must be flexible in responding to unforeseen events, including possible reductions in cash flow, and therefore be regularly monitored and reviewed.
16. The SPLBC investment plan shall manage cash assets not required for current operating expenses so as to maximize the earnings of such assets, while retaining security and minimizing risks.
17. Investments, which are not part of the operating budget/funds, shall be readily available for any unforeseen expenses or to establish new projects

### **2.3 Duties of the Secretary**

#### Preparation for Spring Meeting and AGM:

- send out notice 30 days in advance, and include minutes of last meeting and agenda for this meeting (ask president for an agenda)
- book the hall if requested
- prepare sign-in sheet
- take minutes at the meeting
- read minutes from the last meeting
- prepare minutes and send them out to the executive
- assist in preparation of the Welcome Package for new members if requested

#### General:

- attend executive meetings, take and prepare minutes, send them out to the executive
- send out notices to members as required
- maintain office supplies: paper, pens, toner, etc.
- take possession of secretary's binder and seal

## **2.4 Host Provincial Tournaments**

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

- Confirm the dates with Bowls Alberta 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 (may be the Board)
- Identify physical requirements for each area of the facility
- Build and publish Meal packages and their related fees (Social Committee representative)
- Notify Bowls Alberta of above meal plans, for furtherance to competitors
- Under the direction of the Provincial Drawmaster, set up Green, marking, and direction of play/changes
- Arrange for set-up of equipment prior to play and return equipment to storage at completion of play
- Obtain and schedule volunteers for all areas of the event **Note:** Bowls Alberta will provide Drawmaster and Umpires only
- Invoice Bowls Alberta for green usage at completion of Tournament
- Request each committee after the conclusion of the event to post a report re their involvement, in their respective files, for future reference

## **2.5 Host National Tournaments**

- If it is determined that 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 for Provincial events.

## **2.6 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 Bowls Alberta 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 Bowls Alberta 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 Bowls Alberta provides the same funding to the "B" team as the "A" team.

## **2.7 First Aid Policy**

- Maintain a first aid kit to be stored in the social room with a label on the storage cabinet indicating its location
- The first aid kit to be inspected during the spring opening and all contents refreshed as required
- All openers, drawmasters, and corporate event captains to be made familiar with the first aid kit.
- Maintain a list of club member emergency contacts and make the list available to Board Executive and Openers.



## **2.8 Protection of Personal Information**

### Collection of personal information

- Personal information is collected from application for membership forms

### Consent for the collection, use or disclosure of personal information

- Consent to collect, use and disclose personal information is implied when an application form for is completed. By providing personal information to SPLBC, individuals are consenting to the use of the information for the purposes identified in this policy.

### Withdrawal or variation of personal information

- An individual may withdraw consent in writing, to the collection, use or disclosure of personal information at any time.

### Access to personal information

- Access to personal information held by SPLBC is limited to Directors of SPLBC in fulfilling their duties

### Protection of personal information

- SPLBC will protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, copying, modification, destruction or disposal.
- Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, need-to-know access and technological measures including the use of passwords, encryption, and firewalls.

### Use of personal information

- Reporting required by Bowls Alberta for grant reporting purposes and demographic studies.
- To receive communications from SPLBC in regards to E-news, newsletters, programs, events and activities;
- In case of a medical emergency;

### Consent of Individuals

- SPLBC will seek consent from individuals for posting photographs where they are identified and when personal information is requested for commercial purposes.

## **Section 3: Policies for the Facilities**

### **3.1 General Facilities Policies**

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, tidying and repair
- Open and close the facilities as per the spring and winter check lists
- 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)

### **3.2 Facility Maintenance**

- Maintain the buildings and patio and contents
- Comply with all applicable licence requirements (fire extinguishers, cross-over valve inspections, etc)
- Issue and monitor a contract for weekly cleaning services including:
  - 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 down lockers and chairs, wipe Burnt End Bar and microwave

### 3.3 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

### 3.4 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**

### **4.1 General 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** for each regular draw
- Appoint, train, and oversee (in conjunction with Social Director) a **Daily Opener** for each regular draw. This may be the same person as the daily draw person.
- 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
- Establish formula for prize monies
- Update, as required, Conditions of Play for Club Draws, Jitneys, League Play and Club Competitions. These should be posted in the locker room and uploaded to the club website.

## 4.2 Policies for Jitneys

- Jitneys are a primary social activity of the club and are generally intended for club members, however, members of other Calgary lawn bowling clubs may play as well. By exception, members may invite out-of-town guests to participate if such guests are experienced lawn bowlers.
- The board will set a fee for jitneys as well as prize money amounts.
- Club shirts / Whites are optional.
- The host/hostess of the jitney, in consultation with the Games chairman, may cancel due to weather conditions. The secretary notify the members of the cancellation and to tell them if the Jitney will or will not be rescheduled 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 and prepare the envelopes for the winners.
- Lunch will generally 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.

### **4.3 Policies for Tuesday Morning League**

- You **MUST** be a member of Stanley Park to participate in this league.
- League coordinators will develop conditions of play on an annual basis.
- 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 Coordinators at the end of the game

#### **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.

#### **4.4 Policies for 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 Quadi, Pairs and Triples and Fours; optional for Singles



## **4.5 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 a drop-in fee to be set by the club board. 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 Opener 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.**

## **4.6 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 10<sup>th</sup> 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:

- Form and chair a social committee
- 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; establish costs for refreshments and collect the fees from attendees.
- Plan and coordinate an annual closing banquet
- 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

## **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.**

- In consultation with the Greens' Keeper determine if ground sheets are to be used .
- In general ground sheets will be used if it is raining or if the green is wet.

### **Horticulture**

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

## **Section 8: Policies for Corporate Events**

### **8.1 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
- Under SPLBC Liquor License offer Burnt End Bar service in conjunction with the rental
- Establish a schedule of fees
- Establish a format and game plan for hosting groups
- Obtain sufficient volunteers to man the event
- Notify all club members of the event by posting

### **8.2 Establish a schedule of fees for above items**

- Minimum charge is \$400 up to 40 people
- The established fee for Corporate or Non-member groups is \$10 per person over 40 people
- BBQ fee is \$50
- Bar Service fee is \$50, current drink prices as set by SPLBC
- PAYMENT is due on Day of Event
- A non-refundable deposit of \$200 is required to confirm the event. This will be applied as a credit towards the final invoice amount.



### 8.3 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 \*
3. **\*CONTRACT\*\*** confirming same with applicable deposit and fee and conditions of rental noted; include Client tips for Running Corporate Events (attached below.)
4. Obtain member volunteers for coaching and a **CAPTAIN** for each event.
5. Post the event notice
6. The **CAPTAIN** should follow the prescribed Format:
  - o Size attendees for bowls; divide into small groups; assign coaches
  - o Welcome group on behalf of SPLBC
  - o Describe the object of the game
  - o Demonstrate the delivery of a bowl and jack
  - o Organize coaching of each rink for 2 – 4 ends, depending on time allotted for event
  - o Confirm that the event organizer has divided their group into teams
  - o Organize playing of mini tournament (if not already done by group itself) – see sample draw below for guidance.
  - o Other games may be played (draw to the jack etc.) given timing and desire of group
  - o 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)**

(here in 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 \_\_\_\_\_ **Note:** Only flat soled shoes may be worn on the green

**Facilities Required:** Green \_\_\_\_\_ Kitchen \_\_\_\_\_

**Green Rental Fee: \$400.00 minimum Services Fee: BBQ \$50.00 BAR \$50.00**

**TOTAL: \$ \_\_\_\_\_**

**NOTE: Total** is the minimum payment based on contracted participants. If more than 40 participants attend, an additional \$10.00 per person fee will be applied.

**A Non-refundable Deposit of \$200 is required at time of booking. This will be applied as a credit to the final invoice. Should the client cancel the event, the non-refundable deposit may be applied to a future booking in the current season.**

**Note: 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:** \_\_\_\_\_

**To guarantee requested date submit your deposit and contract within 15 days of issue date in order to guarantee your booking request.**

**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 under SPLBC Liquor License.
8. Cancellations. Please notify 24 hours ahead to cancel an event. Your non-refundable deposit may be carried forward to a future booking in the current season. (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 Corporate Coordinator at least a week prior to your event, to let the club know your groups preferences in drinks. Please send us an email using the **‘Contact Us’** page on the club’s website.

## **Section 9: Policies for Coaching**

It is the policy of SPLBC, led by the **Head Coach** 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
- Provide training for markers for singles competitions
- Participate in clinics for coaches provided by Bowls Alberta or others
- Update, as required, Guidelines for positions of play and upload those to the club website

## **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](http://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 photographers