



ALLOWAY BOWLING CLUB
(A Section of Cambusdoon Sports Club)

BOWLS MARK APPLICATION FOR
SILVER ACCREDITATION

ALLOWAY BOWLING CLUB
(A Section of Cambusdoon Sports Club)

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ALLOWAY BOWLING CLUB
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BOWLS MARK

BRONZE

ACCREDITATION CERTIFICATE



ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

NEW MEMBERS WELCOME PACK



Welcome New Member!

Attached is the following information which you should find useful in getting to know Alloway Bowling Club and maximising your membership:-

- Club Constitution.
- House Rules.
- Club Activities for Members.
- Rules of Competition.

Members and Visitors regard the Club as a warm and friendly one with members placing the emphasis on having fun while playing the game of Lawn Bowls.

Please look at the notice boards in the changing room regularly for any new information. General information is sent out to Members by email and WhatsApp where possible and when required. If you wish to use your email address and mobile number for communications, please provide these to the Secretary as soon as possible.

We organise coaching sessions on a:-

- Tuesday afternoon 2-4 pm.

There are ample parking spaces available at the sports club itself which are shared with the football and cricket sections. Alternative parking is also available on Monument Road - access to the club is then gained by crossing over the style and then walking along the walkway separating the bowling club

and football pitch. Entry to the bowling club room and green can be gained by going through the main front door and then through the internal door facing you as you enter. The club room is the first door on the left hand side.

Disabled parking spaces are also available at the front of the building for anyone who requires use of these. Access to the club is via the route noted above or alternatively via the wooden gate to the left hand side of the building - the appropriate entry code can be provided upon request.

The main club room is situated upstairs where we have bar and restaurant facilities which we share with fellow club members - the Cricket Section and the Football Section. We have a monthly online magazine called The Banner which is full of current information about each section's activities and planned events within the club e.g. quiz nights, race nights, jazz nights, ladies days, Burns supper, coffee mornings. Please support us whenever you can.

We also advertise in the local "Going Out" Magazine and have affiliated to Bowls Scotland which gives us wider access to bowling events, training and competitions out with our own club.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

CONSTITUTION

(Agreed at the AGM held on 1 February 2016)

1. GENERAL

- 1.1 The object of Alloway Bowling Club (ABC) shall be to promote the game of bowls within the local community and within Cambusdoon Sports Club (CSC).
- 1.2 There are two Appendices to the ABC Constitution via 1. The House Rules and 2. The Rules of Competition. As with this constitution, each of these documents will be separately agreed at an Annual General Meeting of the ABC members.
- 1.3 Membership of ABC shall consist of accepted senior playing members (18 years of age or older at the date of application for membership) and accepted junior playing members (under 18 years of age at date of application). A further category of associate member will be offered to former senior members of ABC of at least five years standing who have reverted to social membership of CSC.
- 1.4 Membership fees shall be fixed by CSC on an annual basis in March of each year.
- 1.5 The total number of members shall be restricted to 200.
- 1.6 The playing season will run typically from early / mid April through to mid / late September with the actual dates determined by the ABC committee.
- 1.7 During the playing season, the green shall normally be open for play between 11 am and dusk daily. To allow essential maintenance on the playing surface, the green keeper has the authority to restrict play on the green.
- 1.8 ABC competitions, in which fully paid up members may participate, will be played throughout the playing season to a schedule prepared by the Match Secretary and agreed by the committee.
- 1.9 Members are encouraged to enter all club competitions observing the rules of competition as required. Members are also encouraged to play regularly in club sweeps as well as club competitions so that members may get to know each other.
- 1.10 ABC may arrange friendly matches against other local bowling clubs to be played during the season. These matches would normally be arranged by the Match Secretary. Any member may add his / her name to the list to play in these matches.
- 1.11 ABC will promote and comply with the equality statement laid out in the constitution of CSC dated March 2019.

2. ANNUAL GENERAL MEETING OF ABC

- 2.1 The AGM will be held at a suitable venue not later than the end of January / beginning of February following the closing date of the bowling season.
- 2.2 Three weeks notice of the AGM will be given at which twenty fully paid up members shall constitute a quorum.
- 2.3 Senior members and associate members are eligible to attend the AGM. Although encouraged to participate in all discussions, associate members will not have any voting rights.
- 2.4 The AGM agenda will include:-
 - Reports from the President, Treasurer and Match Secretary.
 - Election of office bearers - see 3.1 below.
 - Other items of importance to ABC.

All members shall be encouraged to raise relevant issues for discussion at the AGM.

- 2.5 Nominations for President and Vice President must be received by the Secretary at least two weeks prior to the AGM and all nominations must be proposed and seconded in writing. Should there not be any nominations received then nominations will be taken from the floor at the AGM.
- 2.6 Nominations for all other committee positions will be requested at the AGM.
- 2.7 Two members of ABC will be appointed to audit the ABC accounts prior to the following year's AGM.
- 2.8 All nominees must have given their prior approval to having been nominated.

3. MANAGEMENT OF ALLOWAY BOWLING CLUB

- 3.1 At the AGM, the following office bearers will be appointed:-

President	Vice President
Secretary	Match Secretary
Treasurer	One Other Member

- 3.2 The President and Vice President shall normally hold office for two years. Other committee members shall hold office for one year but may be re-elected at the AGM.
- 3.3 A maximum of two associate members may be elected to the committee at any one time, however, associate members cannot be elected to the posts of President, Vice President, Secretary or Treasurer.
- 3.4 Any office bearer resigning early must notify the Secretary in writing.
- 3.5 The committee shall have the power to co-opt a member to fill any vacancy arising.

- 3.6 Regular meetings of the committee will be held during the year at which the President or Vice President plus three other committee members shall constitute a quorum.
- 3.7 Minutes of meetings clearly showing decisions taken will be available to members in a file in the ABC club room after approval at the next committee meeting.
- 3.8 The President (or substitute) will attend management meetings of CSC to both represent the interests of ABC and to play a part in the overall management of CSC.
- 3.9 The committee shall have the power to create and amend "House Rules" governing the conduct of the affairs of ABC and create and amend "Rules of Competition" to assist in the administration of all competitions run by the club.
- 3.10 Any complaints about the conduct of an ABC member or about the management of ABC should be made in writing to the Secretary of ABC. Thereafter, the committee will follow the "Complaints and Discipline Policy" clearly laid out in CSC's constitution.
- 3.11 As ABC operates under the auspices of CSC, all ABC committee decisions affecting CSC policy and financial arrangements require ratification by the CSC management committee.

4. FINANCIAL ARRANGEMENTS

- 4.1 ABC is a non-profit making organisation which can raise funds as the committee sees fit.
- 4.2 The Treasurer, on behalf of the committee, shall:-
- Maintain full and accurate records of ABC's financial affairs.
 - Operate a bank account with any two of the Treasurer, President and Match Secretary being cheque signatories.
 - Submit the latest financial statement to the committee at its regular meetings.
 - Prepare annual accounts for approval at ABC's AGM.
- 4.3 A copy of the current financial statement shall be forwarded to the Treasurer of CSC at three monthly intervals or as requested.
- 4.4 A copy of ABC's draft annual accounts shall be submitted to CSC prior to presentation and approval at ABC's AGM.
- 4.5 The annual accounts of ABC, along with financial statements and all relevant financial records should be retained in a tidy condition suitable for any audit requested by either the President of ABC or by CSC.
- 4.6 Any expenditure expected to be funded by CSC must be agreed in advance with the office bearers of CSC.
- 4.7 On dissolution of ABC, any remaining funding will be distributed in line with the CSC constitution.

5. SPECIAL GENERAL MEETING

A special general meeting of ABC may be convened by the committee at any time or when requested in writing and signed by ten ABC members (senior, junior or associate). The special general meeting must be held within 28 days of such a request and all members must be given at least 7 days advance notice of the meeting. Associate members will be encouraged to attend but they will not have any voting rights.

6. CHANGES TO THE ABC CONSTITUTION

Any changes to the constitution should normally be made at the AGM of ABC with proposed details being submitted in writing to the Secretary of ABC at least two weeks in advance. All such proposals must be formally proposed and seconded. Any changes to the ABC Constitution must be ratified by CSC.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

HOUSE RULES

(Agreed at the AGM held on 1 February 2016)

1. RULES

All members of Alloway Bowling Club (ABC) should familiarise themselves with the rules of bowling including the etiquette of the game as set out in the handbook of Bowls Scotland a copy of which is available in the ABC changing room.

For the avoidance of doubt in certain circumstances, Rules of Competition are in place (January 2016). These rules should assist the committee and members with any events or decisions required in club competitions. The Rules of Competition and these House Rules and Appendices to the ABC Constitution.

2. CLUB COMPETITIONS

Competitions shall be defined as those competitions organized by the ABC committee and shall include:-

- 2.1 Internal club competitions e.g. gents and ladies singles, open singles, mixed pairs and league matches (gents and/or ladies) and any others during the season.
- 2.2 Sweeps, round robins and other playing events as the committee may organise from time to time.

Invitations for members to participate in other competitions organised during the season will be placed on the notice board at the appropriate time by the Match Secretary.

Members wishing to play in sweeps and other balloted competitions should arrive not later than 5 minutes prior to the normal commencement of play. As the starting times change during the season, a notice of the appropriate times will be placed on the ABC notice board. Members arriving after the ballot has been completed may only participate in the event at the discretion of the Match Secretary or his / her nominee.

Member must observe the Rules of Competition when playing any competitive matches at ABC.

- 2.3 Inter club matches.

3. SELECTION OF TEAM MEMBERS FOR INTER CLUB MATCHES

Members interested in playing in inter club matches will be invited to record such interest on the appropriate match list. The Match Secretary, in consultation with other committee members, will select the team to play together with a reserve list and will then advise those chosen to play.

4. DIRECTION OF PLAY

To promote evenness of wear and tear on the green, the direction of play (east to west and north to south) changes regularly. Members should comply with the instructions in the notice of direction of play displayed in the changing room and observe the indicated direction of play for that day. Play normally starts from the club house (east / west) or astroturf (north / south) rink ends. On some summer evenings, the setting sun can be distracting to players when the direction of play is scheduled to be east to west. At such times, the Sweep Organiser may use his / her discretion to change the set direction of play from the start to north to south.

5. RINK USAGE

Similarly to prevent wear and tear, all rinks should normally be used in rotation, however, when competition matches are being played, individual members can avoid playing on rinks 1 and 6 and move to the next available rink. Members must record the players and the rink in the register of daily play which is held in the changing room. Note that the setting of markers in each rink changes, normally on a weekly basis, and the task of that setting and re-setting is the function of the member or members appointed by the committee.

6. ACCESS TO THE GREEN

Players should note that to prevent damage to the green and the risk of injury to the player, access to and from the green must only be made using the steps provided.

7. DRESS CODE

There is no specific club dress code to be applied in any competitions including finals weekend, sweeps or friendly matches. Players should dress in smart, casual, comfortable clothing.

8. FOOTWEAR

When playing or marking, all members must at all times wear the appropriate bowling footwear.

9. BEHAVIOUR ON AND AROUND THE GREEN

ABS is a small friendly club. Players should not, at any time, use language which could offend other club members. All players should demonstrate good sporting behavior to team mates and opponents at all times.

10. RUNNING ON THE GREEN

To avoid any damaged to the green or the player, running on the green is not permitted.

11. COMPLAINTS REGARDING THE PLAYING SURFACE

Any comments or questions about the condition of the green must be directed to the ABC President or a committee member to then be discussed with the ground staff. Members must not comment directly to the ground staff although any positive comments will generally be welcomed.

12. REFRESHMENTS DURING PLAY

Members may take refreshments during games but containers (glass bottles etc) must be kept clear of the bank of the green to prevent the risk of any broken glass falling onto the green. All drinks containers must be returned to the upstairs lounge promptly.

13. SMOKING

Smoking in the changing room and on the green is not permitted.

14. GUESTS AND VISITORS

Members should note the following conditions under which guests are permitted to play on the ABC green:-

- Members may invite up to four guests to play on any day accompanied by the member(s) provided a rink is available, however, at all times fully paid up members have priority on the green.
- Members introducing playing guests shall make a payment to ABC of £2 per guest. That payment must be passed to the Treasurer as soon as possible after the visit. The fee will not apply to visiting players participating in ABC organised matches.
- The names of the guests and the rink(s) used must be recorded in the rinks register.
- Individual guests may not play on the ABC green more than six times in a season.
- All the necessary equipment for guests is available in the bowling changing room.
- Members are responsible for their guests and must ensure that their guests abide by the house rules.
- If using the upstairs lounge, guests and non-playing visitors must be signed in by the ABC member.
- Guests are not permitted to play in any ABC competitions.

15. EQUIPMENT

At the end of sweeps, events etc, members should assist in returning the bowling equipment to the ABC hut for tidy storage and assist in stacking chairs and re-positioning tables tidily in the open area.

16. CHANGING ROOM

Depending on the number of members attending say for sweeps, space in the changing room can be cramped. To allow other members to get ready for play promptly on their arrival, members who are already changed and ready for play are encouraged to assemble outside the room (weather permitting of course) and await the ballot.

17. UPKEEP OF THE CHANGING ROOM

All members have responsibility for ensuring that the changing room is kept in a clean and tidy condition and that all glasses etc obtained from the upstairs lounge are returned to the lounge promptly.

18. STORAGE LOCKERS

Lockers, with one key, are available for hire from the Treasurer for a one off, non-refundable fee of £5.

19. VOLUNTEERING

Occasionally a notice will be placed on the notice board in the club room by the club Secretary asking for volunteers to help with clearing weeds, tidying away club property after season closing day, preparing furniture for season opening day or the very welcome annual "Plant-a-Pot" project. All members are encouraged to give some of their time to helping the club whenever they can.

20. CHANGES TO THE HOUSE RULES

The house rules will normally be reviewed on an annual basis. Members seeking an amendment to any house rule may do so by submitting their proposal, in writing, to the Secretary who will arrange for that proposal to be discussed at the first committee meeting following its receipt.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

CLUB ACTIVITIES FOR MEMBERS

1. GENERAL

Alloway Bowling Club (ABC) organises many activities for men and women to play together over the course of the season e.g. trophy competitions, sweeps, fun bowling days with different formats to normal and matches against other bowling clubs. The dates are shown in the season 2023 Calendar of Events but please check the notice boards to see which events are organised for when. Entry is open to all standards of players and the club encourages as many members as possible to enter. Trophy competitions are organised over the season and ties must be completed by the fixed dates.

2. TROPHY COMPETITIONS

There are a number of club trophies for which members can compete over the season. While there is a ladies championship and a gents championship, all other trophy competitions are mixed. Entry sheets are placed on the notice boards early in the season with closing dates well highlighted.

3. SWEEPS

These are organised for Sunday's, Monday's, Wednesday's, Thursday's and Friday's. Play in the Sunday sweep starts at 3.00 pm and the Thursday sweep at 2.00 pm. All other sweeps start and at 6.30 pm at the beginning of the season changing to 7.00 pm during May. There will be a note in the club room advising members of the change of starting time.

On Tuesday's, with play starting at 2.00 pm (arrival by 1.45 pm), members can join a coaching class or take part in a "bounce" game with other members. The number or rinks in play will be dependent on the number of members registering on the day.

Members wishing to play in the sweeps must register in the club room no later than 5 minutes before the relevant starting time to allow the playing list to be closed and the draw to be made. Players will be asked to blindly choose from a bag, a small plastic disc which will indicate a position (e.g. lead) on a rink. In some circumstances, players can change their disc / position within their team but not in the Wednesday league games. Play then commences for the number of ends advised by the Organiser on the night. The normal entry fee for the sweep is £1. That changes to £2 when there is a charity day or when there is a buffet provided by the club room - these are held throughout the season.

Normally the overall winning team, as determined by the Organiser, usually by the greatest winning margin, receives half of the total sweep entry money with the remainder going to the Treasurer to help fund events over the year. Each of the winning players receives an equal share of their team's winnings.

In the 2023 season, the sweep on Wednesday evenings will again be for the Wednesday League. The league this year will start as early as possible in the season with play commencing straight away on 26 April. This allows as many Wednesday's to be available as possible.

The Wednesday League has been in existence for a number of seasons. Players who win their match on the night are awarded two points with the losing players getting zero. Scores are recorded for and against each player. Over the season, the best 12 results per player determine the league winner with shot difference used to separate the overall winner if there is a tie for first place at the end. While we know some players do not want the "pressure" of playing as drawn on the disc in the league, it is all part of the bowling experience and the committee encourages all members to play.

Normally in all sweeps, weather and daylight allowing, at the end of the game (which usually finishes at an uneven numbered end distant from the CSC clubhouse or the ABC shed), each rink plays a final end to finish the evening with a bit of fun while getting the bowls to the end where the bowls carriers are. Historically this was known as "the penny end" in bowling clubs. In this end, the jack is placed two metres from the far end of each rink just played and the players who have used that rink attempt to bowl closest to it. The closest receives 10 pence from each of the other players!!

4. FUN BOWLING DAYS

Occasionally the format of a sweep will change to provide something a bit more unusual. The Sweep Organiser will advise when this will happen e.g. opening day and closing day and one or two others.

5. INTER CLUB MATCHES

Over the years, the club has created a schedule of matches to be played during the season against local bowling clubs in the evening or weekend. These are played on a home and away basis in alternative years. A notice will be placed on the notice board to request players to enter.

Normally the number is limited to 18 i.e. six triples are agreed with the other club. If there are more players than required for the match, the Match Secretary shall ballot out some of those entered to achieve the number required. Those balloted out shall be held as reserves for the match in case a listed player has to drop out. Members not playing on the night are, of course, very welcome to attend the match and quietly encourage and support the players of Alloway Bowling Club!!

6. OTHER INFORMATION

If members want to use the bowling green out with the times noted above for club organised games say to bring visitors to the club, they may normally do so. The rink to be used should follow on from the last rink used as noted in the rink register held in the club room. The member must sign the rink register against the rink(s) used. To try to ensure even wear and tear on the greens, rinks follow a direction rotation system (east to west or north to south) and the direction for the specific day is noted on the chart at the register. There is no further charge for members to use a rinks, however, if visitors play, there is a charge of £2 per visitor.

The rinks are normally available for play each day from 11 am. Grass cutting and general maintenance is usually carried out prior to that time.

Playing equipment for the green, not bowls or shoes, is stored in the shed. A key is kept on a hook near the club room door (inside). All equipment must be returned to the shed after use and the shed must be securely locked with the key returned to its place in the club room. There is a supply of bowling shoes and bowls freely available in the club room for use by visitors.

ABC members are encouraged to support Cambusdoon Sports Club through the use of the bar and restaurant facilities. It is your club and members patronage will make it a success.

After the Sunday afternoon games, many members enjoy an evening meal, a drink and a chat in the club restaurant upstairs.

If you have any questions on any of the above just ask a committee member or any other member - we shall be pleased to help.

Finally - enjoy your bowling with Alloway Bowling Club.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

RULES OF COMPETITION

(Agreed at the AGM held on 1 February 2016)

1. RULES OF COMPETITION

- 1.1. These Rules of Competition have been drafted by the 2015 Committee of Alloway Bowling Club (ABC) and have been agreed and accepted by ABC members at the club's annual general meeting held in February 2016. This document is an appendix to the latest ABC Constitution as are the House Rules.
- 1.2. While these rules should assist the future ABC committee and club members with any queries and decisions arising in club competitions, they cannot cover every possible case which should arise in any set of, or combination of, circumstances. The rules should, therefore, be interpreted in line with the club's ethos and integrity and applied within the spirit of fair play in the game of lawn bowls. The Match Secretary shall resolve any disputes.

2. RULES OF THE GAME OF LAWN BOWLS

- 2.1 All members should familiarise themselves with the Rules of Bowling including, importantly, the Etiquette of the Game as set out in the most recent handbook of Bowls Scotland a copy of which is available in the ABC club room.
- 2.2 Members should also review the contents of the notice boards in the club room as there may be important or updated club information of which they may not otherwise be aware.

3. CLUB COMPETITIONS

- 3.1 It is the agreed policy of ABC that the finals of the current five all season long knock out club competitions shall be played over the finals weekend on the dates set out in April each year as advised to members.
- 3.2 Season long knock out club competitions are defined as those annual competitions organised by the ABC committee for which individual trophies are awarded. These include the gents and ladies singles (The Simpson Trophies - one for each championship), the open mixed singles (two - The McCluskey Cup / Optical Outlet Trophy for the club championship and the novices cup) and the mixed pairs (The Laughland Trophy).
- 3.3 The gents and ladies league competitions (The Robin Edgar Bowl and The Maggie Edgar Bowl), where each player in the respective league plays each other once, are played over the season and have their own specific competition rules posted in the club room. If the number of entrants in either Bowl is more than 10 (say), the Match Secretary has the option of forming two mini leagues with a play off at the end between the winners of those to decide the actual Bowl winner.

- 3.4 The Wednesday League (The McAdam Shield), based on a Wednesday evening sweep over the season, is run separately and has its own particular competition rules posted in the club room.
- 3.5 Other club competitions are run throughout the season. These are mostly one day competitions held on weekends, such as the charity games, the Coia Cup and the Henderson Shield. The Andy Marr Trophy is held over two days at the weekend. Entrants must be available for the whole duration of these competitions (on the day or days).
- 3.5.1 While entry sheets are placed on the notice board to seek likely attendances, these other club competitions are generally open to all members attending on the day. Once the number of players is known, the draws are made and play commences - a winner is declared on the day.
- 3.5.2 The Coia Cup, The Henderson Shield and The Andy Marr Trophy have a limited number of players set due to their formats and, if over entered, the Match Secretary may organise a ballot or arrange a preliminary round to reduce the entry to the required number for knock out play.

4. COMPETITION FOR ENTRY SHEETS

- 4.1 For the annual trophy competitions, entry sheets shall be placed on the club notice board soon after season opening day in April each year.
- 4.2 Any members knowing that they will be unavailable for both days of the finals weekend or who are unlikely to be available for long periods of time during the season should not enter these annual trophy competitions.
- 4.3 Taking the above into account, any member may enter any competition but only full paid up ABC members for the new fee year may actually play from the start in the ABC competitions.
- 4.4 Club members may choose to play in any competition as defined above but must note that the Novices Cup has a different criterion. That trophy is for players who have not previously won one of the other season long knock out club competitions noted in 3.2 above. For the avoidance of doubt, players who have won the mixed pairs trophy, any player who has previously won either of the Edgar Bowls or the Wednesday League, are permitted to play in the Novices Cup provided the player has not won one of the main singles trophies noted in 3.2 above.

5. COMPETITION DRAWS

- 5.1 After two or three weeks, the competition entry sheets shall be removed from the notice board by the Match Secretary and a draw (normally open to members to witness should they wish) for all competition ties will be made.
- 5.2 It may be that given the numbers entered in a competition, a player (or some players) may require to play a preliminary tie before the main first round or be given "byes" to the next round so that the necessary 32 or 16 required for knock out competitions is achieved. Which player receives a bye will be down to the luck of the draw - there is no seeding of players in ABC.
- 5.3 After the draw, the various competition tie sheets shall be placed on the notice board. These sheets shall indicate the due date for each round of ties to be played. Members entered for the competitions should then arrange to play the ties by the date set.

5.4 To avoid a negative impact on the completion of the competitions, all players reaching the quarter final of a competition (normally by a date in June), must, before playing the quarter final, confirm with the Match Secretary that they will be available to attend finals weekend should they be successful in reaching a final. This instruction shall be noted on the competition tie sheets.

6. THE MATCHES

6.1 Disqualification

Members must ensure that their subscription is paid prior to playing their first competition tie. Failure to pay the combined CSC / ABC fee by that date shall disqualify the member from playing any tie in which he / she has entered.

6.2 Arranging the Ties

The first person named in a tie on a competition list is the challenger and is responsible for arranging the tie to be played before the set end date for the round, however, in the spirit of the game, there is a joint responsibility to play the tie within the time set and both members should work together to achieve that end.

6.3 Timing

The end date for ties to be played in each round of competition may only be extended with the Match Secretary's permission. It is, therefore, in the player's and the club's best interests to have ties played well within the set end date as weather may impact on the ability to play.

6.4 Playing

Wherever possible, players should try to play all of their ties before the due end date for those ties before playing a next round tie in any other competition entered.

6.5 Markers

In any singles tie, a marker is normally required to set the jack, keep the score and if requested by a player, measure the proximity of shots to the jack. The marker must be a club member and may be appointed by either player. The member appointed as the marker cannot mark a tie which involves a spouse, partner or family member.

6.6 Scorecards

The marker in singles matches and the skip of each team in pairs matches must mark cards (usually two separate cards in pairs). The marker or skips should confer regularly with either the players (in singles) or with the other skip (in pairs) to verify scoring accuracy.

6.7 Rinks

When ties are played, members must observe the direction of play for the day of the tie as indicated in the club house and the date, direction and match names must be recorded in the rinks register also held in the club house. Play normally starts from either the club house or the astroturf pitch end. Rinks 1 and 6, in either direction, should not be used for competitive play.

6.8 Practice

In the interests of fair play, a player due to play a tie that day must not practice or play more than one competition match on the same rink on the same day.

6.9 Trial Ends

Where the players in a match agree, two trial ends of two bowls per player, up and down the green, is permitted prior to commencing the match.

6.10 Leaving the Green

A player may leave the green at any time during the match, with their opponent's permission, for a call of nature, to get refreshments, to retrieve equipment or clothing left in the club room etc. That player should be aware that he / she cannot be absent for too long a period - suggested 5 minutes maximum.

6.11 Abandoned Matches

In some circumstances, a match may have to be abandoned:-

6.11.1 Where a match has started but then has to be abandoned due to adverse weather conditions, poor light, illness of one player etc., the players may decide to continue the game at a later time that day or at a later date within the set end date for the round or depending on how long the match has lasted until being abandoned, they may agree the result as it stood when the match was abandoned.

6.11.2 Where that abandoned match re-commences on another day, the score shall start from where the match stopped but the players must observe the direction of play indicated on the notice in the club room for that day even where that indicates a different rink to the one played when the match was abandoned.

7. DIFFICULTIES IN PLAYING TIES BY THE SET DATE

7.1 Lawn bowls is a summer game and members may find that dates for family holidays may clash with end due dates for ties to be played. Where players are unable to arrange a suitable date for their match, the Match Secretary should be contacted as soon as possible after the difficulties are known for advice and to determine the action to be taken.

7.2 Examples of the decisions the Match Secretary may make, without delay, are e.g. a date extension (which does not have an impact on the set date for the next round of matches), the toss of a coin to determine which player progresses in the competition or the forfeiture of the tie by one player.

8. FAILURE TO PLAY TIES BY THE SET OR RE-ARRANGED DATE

8.1 As notes in 6.2 above, while the first named player in a tie is the challenger, both players should work together to arrange a date within the time set to play the tie. Where there has been contact failure, the Match Secretary shall decide on which player progresses to the next round.

9. THE COMPETITION FINALS

9.1 Finals Weekend

The dates for the finals are noted in the annual Calendar of Events provided to each member around season opening day. The weekend is one of our club's prestige events and every effort should be made by all members to make the two days as successful and enjoyable as possible. As in normal club sweeps, friendly matches against other clubs and other competitions, the club does not have a dress code for finals weekend. Players should be dressed in smart casual attire.

9.2 Weather

It may be that a final, or the day or days of the finals weekend, are adversely affected by rain showers. If so, players shall be requested to continue to play during rain unless that rain is unpleasantly heavy or other extreme weather conditions impact the ability to play in reasonable circumstances. Having to re-arrange a final or one or other of the finals days may be difficult due to player's personal commitments, therefore, it is in the best interests of all players and members, that all finals arranged for finals weekend are completed at that time.

9.3 The Finalists

Where a player has qualified for the final of a competition and having earlier confirmed with the Match Secretary before playing their quarter final tie that they will be available if they qualify for a final, that player is expected to play on the fixed day arranged for the final over finals weekend.

9.4 Failure of a Finalist to Play a Final

In the circumstances where a player qualifies for a final but they cannot attend the final, that player shall forfeit the match. The exceptions to this ruling could be where there is an illness or bereavement or special circumstances which would ordinarily prevent the player from attending the final. Where necessary, any appeal for an exception must be discussed as early as possible with the Match Secretary.

Where no permissible exceptional circumstances exist and to ensure a final takes place, the semi-finalist beaten by the now absent finalist shall be given the opportunity to play in the final in the absent player's place. If the beaten semi-finalist declines to play in the final, for whatever reason, the qualifying finalist shall be declared the trophy winner by default as the original other finalist has forfeited the match.

9.5 Postponement of Final(s)

In the unlikely event that the finals weekend or one of the finals days or one of the finals is, for whatever reason (possibly extreme weather related), required to be postponed (other than by a player's non availability), the ABC committee shall, in consultation with the finalists set another date for the match(es) and advise the finalists accordingly.

9.6.1 While this new date may allow a player who was not able to play on the previously fixed date for the final to then play, it still holds that that player has forfeited the tie due to being unable to play on the original date.

9.6.2 Where a previously available player cannot play on the re-arranged date for the final, the ABC committee shall decide on the action to be taken with a re-arranged date a possibility.

10. THE RULES OF COMPETITION

Normally in a small, friendly club such as Alloway Bowling Club, the above rules should not require to be consulted and, if they are, probably not often. Most members will most likely be aware of these rules when they play their competitive matches, however, there may be occasions of uncertainty on procedure and what to do in certain circumstances, then the above rules should help. The Match Secretary shall resolve any disputes.

It should always be borne in mind, and it is worth repeating here that, as noted in 1.2 above, the rules cannot cover every possible case which could arise in any set of or combination of circumstances. The rules should, therefore, be interpreted in line with the Club's ethos and integrity and applied within the spirit of fair play in the game of lawn bowls.

Enjoy your bowling!

ALLOWAY BOWLING CLUB (A Section of Cambusdoon Sports Club)

CODE OF CONDUCT

Noted below is an extract from Cambusdoon Sports Club Constitution which relates to Codes of Conduct.

16. EXPULSIONS

Expulsion may only be considered for good and sufficient cause such as conduct and character likely to bring the club or sport into disrepute and will be the outcome of a disciplinary process.

17. DISCIPLINE

Any complaint about the conduct of a member, member's guest or club staff shall be made in writing to the Club Secretary or President. The recipient shall acknowledge receipt and advise the Management Committee of its content within one week or the next Committee meeting whichever is sooner.

The President will appoint a sub-committee of three of its members excluding the President and Club Secretary. The sub-committee shall follow the Club's Discipline Investigation Procedure as detailed below to investigate the complaint and meet with the individual who is the subject of the complaint. Where the individual was a signed in guest of a member, the member will be also be subject to the discipline procedure.

Deadlines for the presentation of pertinent information and evidence (including attending investigative meetings) will be given. If the member or member's guest fails to meet these deadlines, the investigation will continue, and the outcome will be determined on the basis of the information available to the sub-committee.

At the conclusion of their investigations, the sub-committee will have the power regarding the member complained of or to the member signing in the guest complained of, to:

- dismiss the complaint.
- reprimand or admonish the member.
- suspend the member for a period to be defined by the sub-committee.
- expel the member.

and in regard to a guest complained of, to bar the guest from entering the premises for a period defined by the sub-committee.

The decision of the sub-committee should be given to the individual complained of (and in the case of a guest also to the signing-in member) verbally where possible and confirmed in writing. The decision should also be fully minuted and lodged with the Club Secretary.

In regard to members, the sub-committee must advise the member of their right of appeal and if the sub-committee decides upon a period of suspension or expulsion, they must report the decision to the Management Committee and post it on the Club Notice Board.

A member's right of appeal must be lodged in writing to the Club Secretary or President within 7 days of receipt of the written decision of the sub-committee. The President of the Club will then be required to call a special meeting of the Management Committee (excluding those on the sub-committee), hereinafter referred to as the "Appeal Committee", within 14 days for the purpose of hearing the appeal. The individual who is the subject of the complaint will continue to be a member of the Club pending the appeal before the Appeal Committee. The quorum for the Appeal Committee will be the President, (who will act as Chair), the Club Secretary and a minimum of three other full voting members.

At the meeting of the Appeal Committee, a member of the sub-committee shall report the circumstances of the case and the investigation carried out. The member appealing (who may bring a representative of their choice) shall have an opportunity to state their case. Both the Appeals Committee and the member appealing may ask questions. The Appeal Committee will then be asked to uphold the decision of the sub-committee and the appeal will be dismissed if a majority of the Appeal Committee endorses the decision.

If the appeal succeeds and the decision of the sub-committee is not endorsed then the Appeal Committee shall decide by a majority vote whether to dismiss the complaint entirely, apply a decision with lesser effect, or accept a compromise resolution proposed by the appealing member.

If the appeal fails, then in the case of expulsion only the further right of appeal to members in Clause 16 exists.

The above procedure will not apply when the complaint is anonymous. In such cases, the complaint will be reviewed by the Management Committee, which will agree how the complaint will be dealt with. This may include some or none of the stages above.

18. COMPLAINTS AND PROTESTS TO THE MANAGEMENT COMMITTEE

Complaints and protests concerning the Club's services, decisions or actions or activity on its premises must be made in writing to the Club Secretary providing the details of the complaint and desired resolution.

The Club Secretary will acknowledge the complaint and advise the complainant how the complaint will be considered.

Where the complaint is about a service, a member of the Management Committee will be asked to investigate the complaint and provide a written response to the complainant within a two-week timescale. The nominated Management Committee member will usually be responsible for the service of which the complaint is about.

Where the Complaint is about a Management Committee decision or action, it will be included as an agenda item for the next scheduled Management Committee meeting and the Club Secretary will contact the complainant to ascertain any further details in advance of the meeting.

Where the complaint is of a nature which suggests a service, action or decision might involve criminal activity or other activity which could bring the club into disrepute or jeopardise its operation, the Management Committee reserves the right to convene an emergency meeting to deal with the complaint.

The outcome of a Management Committee member's investigation of a complaint will be communicated to the complainant directly, with a copy submitted to the Club Secretary for note at the next management committee meeting.

The outcome of the Management Committee's consideration of a complaint will be communicated to the complainant within ten working days of the Management committee meeting.

If the complainant remains dissatisfied, they may submit an appeal against the outcome to the Club Secretary.

Where the original complaint was about a club service, the Club Secretary will identify two non-associated members of the Management Committee to investigate further.

Where the original complaint concerned the actions or decisions of the Management Committee, a team convened by the Honorary Club President and made up of three other club members not associated with the Management Committee will investigate and report back its findings and decision to the Complainant within one calendar month of being appointed.

The decision of second stage investigations shall be final and binding on all concerned.

The above procedure will not apply when the complaint is anonymous. In such cases, the complaint will be reviewed by the Management Committee, which will agree how the complaint will be dealt with. This may include some or none of the stages above.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

OFFICIALS AND VOLUNTEERS CODE OF CONDUCT

Officials and Volunteers should comply with the principles of good ethical practice listed below. An Official or Volunteer must at all times:-

1. Hold the appropriate PVG relevant to your role.
2. Develop an appropriate working relationship with all players / members based on mutual trust and respect.
3. Encourage an environment that values the performance and not just results.
4. Show respect to others involved in the sport including other volunteers, players, coaches, team manager, officials and spectators.
5. Follow all guidelines laid down by Alloway Bowling Club.
6. Display and promote high standards of behaviour and fair play.
7. Always promote the positive aspects of the sport and never condone rule violations or the use of prohibited substances.
8. Never exert undue influence over a player to obtain personal benefit or reward.
9. Always respect other officials' decisions and never engage in public criticism of them.
10. Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
11. Refrain from offensive, insulting or abusive language or behaviour.
12. Never engage in bullying, intimidation or harassment.
13. Report inappropriate behaviour or situations that make you feel uncomfortable or concerned.
14. Volunteers and Officials should not allow allegations to go unchallenged, unrecorded or not acted upon.
15. Abide by Alloway Bowling Club's Mobile Phone Policy and Social Media Policy.

Emergency Action & First Aid:-

All Officials and Volunteers should be prepared with an action plan in the event of an emergency and be aware of First Aid Procedures. This will include:-

1. Access to First Aid equipment.
2. Telephone contact with parent/carer if the participant is a junior (under 18).
3. Telephone contact to the Emergency Services.

Volunteers and Club Officials have the right to:-

1. Access to ongoing training and information on all aspects of your role including safeguarding, wellbeing & protection.
2. Support in the reporting of suspected abuse or poor practice.
3. Access to support services relevant to your role.
4. Fair and equitable treatment by Alloway Bowling Club.
5. Be protected from abuse by any adult or junior members, parents and spectators.
6. Not to be left vulnerable when carrying out your role.

Breaches of the Official and Volunteer Code of Conduct will be dealt with in accordance Alloway Bowling Club's disciplinary procedures.

I understand that if I do not follow the Official and Volunteer Code of Conduct, Alloway Bowling Club may take any / all of the following actions:-

1. Be required to apologise formally.
2. Receive a warning; verbal or written.
3. Required to meet with the club, Wellbeing & Protection Officer or designated members of the club committee.
4. Monitored by another club volunteer/committee member.
5. Required to attend an education course.
6. Suspended by the club.
7. Required to leave or be removed from post.

Policy Acceptance:-

By signing the code of conduct, I acknowledge that I have read and agree to abide by the following Alloway Bowling Club's policies:-

- Wellbeing and Protection Policy
- Anti-Bullying Policy
- Mobile Phone Policy
- Social Media Policy

I have read and understood the above Code of Conduct and I agree to be bound by it:-

Name (PRINT) Signed

Role Date

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

COACHES CODE OF CONDUCT

A responsible coach helps the development of individuals through improving their performance. This is achieved by:-

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressive programme of safe, guided practice measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below:-

A coach must at all times:-

1. Hold relevant safeguarding training and a valid PVG if applicable to their role.
2. Consider the wellbeing and safety of the player before the development of performance.
3. Develop an appropriate working relationship with players, based on mutual trust and respect that empower and includes, players, both junior and senior in the decision making process.
4. Promote respect for the ability of opponents as well as for volunteers, officials and fellow coaches.
5. Always promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
6. Make sure all activities are appropriate to the age, ability and experience of those taking part.
7. Recognise the developmental needs and capacity of each player and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.
8. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
9. Encourage players to value the performance and not just results.
10. Encourage and guide players to accept responsibility for their own behaviour and performance by giving enthusiastic and constructive feedback.
11. Clarify, at the outset, with players (and where appropriate with their parents) exactly what is expected of them and what players are entitled to expect from their coach.
12. Consistently display high standards of behaviour and appearance, be an excellent role model including not smoking or drinking or using foul language in the company of players.
13. Never ignore, tolerate or engage in any form of bullying.
14. Coaches must not exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with a player or someone close to them.
15. Follow the advice of a physician or other qualified medical professionals when a player is injured.
16. Coaches should not allow allegations to go unchallenged, unrecorded or not acted upon.
17. Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of players.
18. Ensure that the equipment and facilities meet safety standards and are suitable for training.
19. Follow all guidelines laid down by Alloway Bowling Club and abide by the acceptable Mobile Phone Policy and Social Media Policy.

Emergency Action and First Aid:-

All coaches, should be prepared with an action plan in the event of an emergency and be aware of First Aid procedures. This will include:-

1. Access to First Aid equipment.
2. Telephone contact with parent/carer if the participant is a junior (under 18).
3. Telephone contact to the Emergency Services.

Coaches have the right to:-

1. Access ongoing training and information on all aspects of their role, including safeguarding, wellbeing & protection.
2. Support in reporting suspected abuse or poor practice.
3. Access to support services relevant to your role.
4. Fair and equitable treatment by Bowls Scotland / club.
5. Be protected from abuse by any adult or junior members, parents and spectators.
6. Not to be left vulnerable while carrying out their role.

Breaches of the Coach Code of Conduct will be dealt with in accordance with Alloway Bowling Club's disciplinary procedures.

I understand that if I do not follow the Coaches Code of Conduct, my club or Bowls Scotland may take any / all of the following actions (delete as appropriate):-

1. Be required to apologise formally.
2. Receive a warning; verbal or written.
3. Required to meet with the club, Wellbeing & Protection Officer or designated members of the club committee.
4. Monitored by another club volunteer/committee member.
5. Required to attend an education course.
6. Suspended by the club.
7. Required to leave or be removed from post.

Policy Acceptance:-

By signing the code of conduct, I acknowledge that I have read and agree to abide by the following Alloway Bowling Club's policies:-

- Wellbeing and Protection Policy
- Anti-Bullying Policy
- Mobile Phone Policy
- Social Media Policy

I have read and understood the above Code of Conduct and I agree to be bound by it:-

Name (PRINT) Signed

Role Date

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

PLAYERS CODE OF CONDUCT

Alloway Bowling Club is dedicated to creating an environment that nurtures the enjoyment and enthusiasm of every player within our sport, through a safe, positive environment. We want to empower our players to base their conduct on a sense of personal integrity based on the acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right; where unethical behaviour, rule breaking, drug taking, or violence is automatically rejected as being irrelevant to the true purpose of bowling.

I agree to:-

1. Be friendly and supportive, offer help if needed.
2. Practice and participate fairly and be trustworthy.
3. Behave with respect to others including coaches, officials, players, parents, team managers and spectators.
4. Respect the rules of my sport, those of the facilities and Alloway Bowling Club.
5. Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
6. Always strive to do my best and refrain from inappropriate conduct towards others including physical, verbal, written or emotional, in person or through use of social media.
7. Be a positive role model and refrain from bullying and getting involved in inappropriate peer pressure and push others into something they do not want to do.
8. Set a good example at all times in aspects of dress, punctuality, language, behaviour and respect of equipment and others.
9. Wear suitable clothing.
10. Will not smoke, consume alcohol or drugs of any kind whilst wearing official Alloway Bowling Club clothing. If you engage in these activities socially then you do so in an appropriate and responsible manner.
11. Report inappropriate behaviour or situations that make you feel uncomfortable or concerned to a coach/official/volunteer.

Our sport recognises that to create a supportive atmosphere, which allows everyone to compete / participate to the best of their abilities, it is important for players to know that while we have high expectations of their behaviour, they can expect the same in return from us.

You have the right to:-

1. Be safe and happy while taking part in the sport in a protected environment.
2. Be respected and treated fairly and participate on an equal basis, appropriate to your ability.
3. Be protected from abuse by others from within our/or out with our sport.
4. Ask for help.
5. Be believed.
6. Be listened too.
7. Be referred to professional help if needed.

Breaches of the Player Code of Conduct will be dealt with in accordance with Alloway Bowling Club's disciplinary procedures.

I understand that if I do not follow the Player Code of Conduct, any / all of the following actions (not an exhaustive list) may be taken by Alloway Bowling Club:-

1. Be required to apologise formally.
2. Receive a warning; verbal or written.
3. Be dropped or substituted.
4. Suspended by the club.
5. Be required to leave the club.

Policy Acceptance:-

By signing the code of conduct, I acknowledge that I have read and agree to abide by the following Alloway Bowling Club's policies:-

- Wellbeing and Protection Policy.
- Anti-Bullying Policy.
- Mobile Phone Policy.
- Social Media Policy.

I have read and understood the above Code of Conduct and I agree to be bound by it:-

Player Signed

Name (PRINT)

Date

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

PARENT / CARER'S CODE OF CONDUCT

Being a Supportive Parent/Carer:-

Alloway Bowling Club is dedicated to nurturing the enjoyment and enthusiasm of every junior (under 18) within our sport, through a safe, fun and progressive environment. We aim to create a welcoming and vibrant environment, promoting inclusivity and diversity that caters for participant's needs and aspirations. It is important that juniors participate in the right spirit and in a supportive atmosphere; which allows them to perform to the best of their abilities; valuing and recognising effort as well as results.

In order to achieve this, we rely heavily on parents/carers to give their support in the right way, all activities both on and off the bowling green are covered by this code of conduct. Parents/carers are asked to abide by this Code of Conduct at all times. Please return a signed copy to Bowls Scotland/ your club's Wellbeing Protection Officer.

Supporting your Child:-

1. Ensure your child is properly prepared - clothing, kit, equipment, food, drink, etc.
2. Encourage your child to have fun.
3. Never condone rule violations or use of prohibited substances.
4. Encourage your child to respect the rules, and teach them that they can only do their best.
5. Ensure that your child understands their code of conduct.
6. Inspire your child to be the best they can be in both in the sport and in life.
7. Help them understand the important life lessons to be gained from the sport, such as: leadership, handling adversity, teamwork, persistence and compassion.
8. Establish a positive relationship with your child's coach.
9. Do not ridicule or shout at your child for making mistakes or losing at events/competitions.
10. Complete and return all sections of the parent/carers permission form pertaining to your child's participation, medical information and photographic permissions.
11. Report any changes to the information in the parent/carers permission form to Cambusdoon Alloway Bowling Club's staff as soon as possible BEFORE they next take part in a session.
12. Deliver and collect your child punctually before and after training/events and inform the organiser prior to the activity starting if your child is to be collected early/late

Supporting all players at Competitions and Events:-

1. Encourage all players by applauding their effort.
2. Show understanding when players make mistakes or if they don't win.
3. Be positive. Discuss performances in a constructive manner at an appropriate time, focus on things the player did well. Don't dwell on mistakes.
4. Support all efforts to remove verbal and physical abuse from sporting activities.
5. Respect and applaud other players / teams for their efforts, not just your own.
6. Behave responsibly and do not use inappropriate language whilst involved in or spectating and treat players, coaches, officials and other parents with due respect.

As a Parent/Carer you have the right to:-

1. Be assured that your child is safe and protected during their participation in all activities.
2. Be informed of problems or concerns relating to your child.
3. Be informed if your child is injured or unwell.
4. Have your consent sought for issue such as trips or photography.
5. Have any concerns about any aspect of your child's welfare listened to and responded to.

Policy Acceptance:-

By signing the code of conduct, I acknowledge that I have read and agree to abide by the following Alloway Bowling Club's policies:-

- Wellbeing and Protection Policy
- Anti-Bullying Policy
- Mobile Phone Policy
- Social Media Policy

I have read and understood the above Code of Conduct and I agree to be bound by it:-

Name (Signed)

Name (PRINT)

Date

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

SPECTATORS CODE OF CONDUCT

Alloway Bowling Club is dedicated to nurturing the enjoyment and enthusiasm of every player within our sport, through a safe, enjoyable environment, recognising that players participate for fun and encouraging all our players/teams to do well, BUT not at all costs. It is important that players participate in the right spirit and in a supportive atmosphere which allows them to bowl to the best of their abilities.

In order to achieve this result, we rely heavily on spectators to give their support in the right way., therefore, all events are covered by this code of conduct and we require all spectators to abide by it.

Positive Supporters:-

1. Encourage all players by applauding their effort.
2. Show understanding when players make mistakes or if they don't win.
3. Be positive. Discuss performances in a constructive manner at an appropriate time, focus on things the player did well. Don't dwell on mistakes.
4. Abide by Alloway Bowling Club's Mobile Phone Policy and Social Media Policy.
5. Support all efforts to remove verbal and physical abuse from sporting activities.
6. Applaud other players and teams for their efforts, not just your own.
7. Respect other players, coaches, volunteers and spectators and make them feel welcome.
8. Behave responsibly and do not use inappropriate language or behaviour whilst attending, involved in or spectating at all bowling activities at all levels. Treat all players, coaches, volunteers, officials, parents, team managers and other spectators with respect.

Where a spectator is a member of the Club and breaches the Spectators Code of Conduct, they will be dealt with in accordance with the club's disciplinary procedures.

If the spectator is not a member of the Club, any breaches of the Spectator Code of Conduct will result in removal from the event / a ban for future events.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

INCIDENT REPORT FORM

<u>Your Information</u>			
Name:			
Address:			
Contact Number(s):			
E-mail:			
Name of Organisation:		Your Role:	

<u>Personal Information - Child / Young Person</u>					
Name:				Date of Birth:	
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-Binary <input type="checkbox"/>	Another Description (Please State) <input type="checkbox"/>	
Is there any information about the child that would be useful to consider?					

<u>Contact Information - Parent / Carer</u>		
Name(s):		
Address:		
Contact Number(s):		
E-mail:-		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

<u>Incident Details*</u>			
Date and Time of Incident:			
Please Tick One:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else - please fill in their details:	
Name of Person Raising Concern:		Role within the sport or relationship to the child:	

Contact Number(s):	
E-mail:	
<p>Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay):</p>	

* Attach a separate sheet if more space is required (e.g. multiple witnesses)

<u>Incident Details (Continued)</u>			
Child's account of the incident:			
Please provide any witness accounts of the incident:			
Name of Witness (and Date of Birth, if a Child):		Role within the sport or relationship to the child:	
Address:			
Contact Number(s):			
E-mail:			
Details of any person involved in this incident or alleged to have caused the incident / injury:			
Name (and Date of Birth, if a child):		Role within the sport or relationship to the child:	
Address:			
Contact Number(s):			
E-mail:			
Please provide details of action taken to date:			
Has the incident been reported to any external agencies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - please provide further details:	
Name of Organisation / Agency:			
Contact Person:			
Contact Number(s):			

E-mail:	
Agreed action or advice given:	

<u>Declaration</u>	
Your Signature:	<small>x</small>
Print Name:	
Today's Date:	

Contact your Organisation's Designated Safeguarding Officer in line with Alloway Bowling Club's reporting procedures	
Safeguarding Officer's Name:	
Date Reported:	

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

CHILD WELLBEING & PROTECTION POLICY

Alloway Bowling Club is fully committed to safeguarding the welfare of children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Harm is defined as all harmful conduct, including poor practice, wellbeing concerns, and child abuse. For the purposes of this policy and associated procedures, a child is recognised as someone under the age of 18 years.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines Alloway Bowling Club's commitment to protecting children.

This policy is based on the following principles:-

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

Alloway Bowling Club will:-

- Promote the health and welfare of children by providing opportunities for them to take part in bowls safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Wellbeing and Protection Policy and associated procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and associated procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and the associated procedures.

The Club will:-

- Adhere to the guidelines and procedures contained within this policy.
- Ensure the club has its own safeguarding policy.
- Appoint a Wellbeing and Protection Officer.

- Accept that all office and committee members have a responsibility in this area and be prepared to respond to any indication of wellbeing concerns, poor practice and abuse.
- Promote an environment where concerns can be raised without fear of victimisation or reprisal.
- Maintain confidentiality, should an allegation be made, of the child and the person against whom the allegation is made.
- Report any serious incident of wellbeing concerns, poor practice or abuse to Alloway Bowling Club.
- Be prepared to challenge and alter bad practice.
- Ensure all those coming into the club to work with children are PVG checked and safely recruited.

The Club Wellbeing and Protection Officer will:-

- Counsel/advise the club committee on matters of policy relating to child wellbeing, poor practice and protection and safe recruitment.
- Ensure all persons working with children and young people at the club are fully aware of what is required of them within the guidelines of their club, Alloway Bowling Club's child wellbeing & protection policy and code of practice.
- Conduct the administrative work associated with processing of information on members PVG scheme applications.
- Maintain club records to ensure all persons within the club who work with children have a satisfactory PVG check.
- Liaise closely with the club coaches, ensuring that the agreed procedures for the prevention of risk are followed.
- Be the first point of contact for coaches, helpers, parents and members on any issues concerning the wellbeing of the club members, (poor practice or potential alleged abuse).
- Ensure that all incidents are correctly recorded and reported in accordance with Alloway Bowling Club's policy and procedure.

Review:-

This Policy and associated procedures will be regularly reviewed:-

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Alloway Bowling Club.
- Following any issues or concerns raised about the protection of children within Alloway Bowling Club.
- In all other circumstances, at least every three years.

Questions about this policy should be directed to: Safeguarding Lead Officer and/or Club President.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

CODE OF CONDUCT FOR WORKING WITH CHILDREN

Alloway Bowling Club supports and requires all members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with children.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with Alloway Bowling Club's Complaints Policy, Disciplinary Procedure and Procedure for Responding to Concerns about Child Abuse.

GOOD PRACTICE

- Make sport fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity, and fairness.
- Involve parents/carers wherever possible.
- Build balanced relationships based on mutual trust.
- Include children in the decision-making process wherever possible.
- Always work in an open environment, wherever possible. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Avoid excessive training and competition, pushing children against their will and putting undue pressure on them.

PRACTICE TO BE AVOIDED

In the context of your role within Alloway Bowling Club, the following should be avoided:-

- Having 'favourites' - this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in. The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.

UNACCEPTABLE PRACTICE

In the context of your role within Alloway Bowling Club, the following practices are unacceptable:-

- Engaging in sexually provocative games, including horseplay.

- Engaging in rough or physical contact unless it is permitted within the rules of the game or competition.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.
- A Coach and/or other leader sharing a room alone with a child.

Declaration:-

I have read and agree to abide by this Code of Conduct. I have also read and agree to abide by Alloway Bowling Club's Child Wellbeing and Protection Policy, Procedures and Guidelines.

Name (PRINT)	Witnessed By (PRINT)
Signature	Signature
Date	Date

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

SOCIAL MEDIA POLICY

Policy Statement:-

This policy is designed to offer practical guidance for responsible and constructive communications via social media platforms for representatives of Alloway Bowling Club.

A "representative", for the purposes of this policy, means someone who represents Alloway Bowling Club through employment, competition, coaching or other voluntary undertakings. This includes Directors, District Coordinators, Presidents/Vice Presidents, Honorary Members, Staff, Players, Coaches, and those providing any further voluntary services under the jurisdiction of Alloway Bowling Club. Alloway Bowling Club fully acknowledges and respects the legal rights of our staff, players, representatives, and volunteers.

The proper focus of this policy relates to activities in or outside of Alloway Bowling Club that affect the performance of others, our business interests, the membership, or public perception of the organisation and/or those representing Alloway Bowling Club.

Policy Objectives:-

- To establish practical, reasonable, and enforceable guidelines by which our "representatives" can conduct responsible, constructive social media engagement in both official and unofficial capacities.
- To promote a safe and positive environment for "representatives" to share subject matter and expertise that is not proprietary and earns recognition for the outstanding use of social media for business and the promotion of our sport.
- To prepare our "representatives" to utilise social media channels to help each other, the wider organisation and the communities we serve.

Guiding Principles:-

Social Media is a fantastic opportunity for Alloway Bowling Club's "representatives" to communicate the work being done by the organisation to modernise, develop, widen and promote Bowls at International, National and Grassroots level.

The following areas set out the organisation's guiding principles for the use of Social Media which "representatives" are expected to adhere to:

- Alloway Bowling Club trusts and expects "representatives" to exercise personal responsibility whenever they use social media.
- Personal responsibility includes not violating the trust of those with whom you are engaging or representing. This includes taking/sending photos without the consent of the subject/recipient, or which are indecent or otherwise inappropriate.

- "Representatives" should never use social media for covert advocacy, subversive marketing or personal public relations
- Alloway Bowling Club is committed to avoid and eliminate unfair discrimination of any kind within bowls in Scotland and will under no circumstances condone unlawful discriminatory practices. The organisation also takes a zero-tolerance approach to harassment. Social media should never be used to discriminate against a person(s)
- When "representatives" use social media to communicate relative to a Alloway Bowling Club matter or subject topic they should clearly identify themselves and their role as a "representative".
- Only those officially designated by Alloway Bowling Club can use social media to speak on behalf of Alloway Bowling Club in an official capacity.
- When you see misrepresentations made about Alloway Bowling Club by the media, analysts, bloggers or other social media users, you may use your blog, social networking account or other social media platform to point the misrepresentation out but you may only do so in an official capacity or as a "representative" if you follow the terms of this policy.
- Different social media channels have proper and improper business uses.

For example, members of social networks are expected to read, and when appropriate respond, to questions asked of them from another member of their social network.

It is important for "representatives" to understand what is recommended, expected and required when they discuss topics. If the matter is of a private or confidential matter do not divulge this information publicly, if it is out with the "representatives" remit then refer the question to the relevant party within the organisation.

If in doubt, leave it out and do NOT post a comment on social media which is defamatory, inaccurate, libellous or offensive.

All "representatives" agree to promote a positive image of Alloway Bowling Club on social media and will not post, like or share negative comments regarding the organization, its staff or any other matter relating to Alloway Bowling Club.

Direct Messaging and Private Messaging are still undertaken within social media "environments" and "representatives" should understand that the Guiding Principles relate to all are of social media and digital communication.

I understand that if I do not follow the social media policy any/all of the following actions may be taken by my club and/or Bowls Scotland:-

- Be required to apologise formally.
- Receive a warning; verbal or written.
- Be dropped or substituted.
- Be suspended.
- Be required to leave.
- Be required to have my continued participation in bowls activities supervised by my parents/carers.
- Be required to sign up to a behaviour management plan.
- Serious breaches depending on the nature of the incident may have to be reported to the police.

Declaration:-

I have read and understand the above information and appropriate use of social media within Alloway Bowling Club / club sessions / events. I understand that this form will be kept on file and that the details may be used (and shared with a third party, if necessary) to assist identifying a device should the need arise (e.g. if lost, or if the phone is being used inappropriately).

Name (PRINT) Name (PRINT)
Signature Signature
Date Date

If this document is being signed by a person under the age of 18, it should be co-signed by their parent/carer.

Please note:-

Subject to the Data Protection Act 2018, any information supplied will be stored securely and not used for any other purpose than stated in the policy.

Questions about this policy should be directed to: Safeguarding Lead Officer and/or Club President.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

MOBILE PHONE POLICY

Policy Statement:-

It is recognised that smartphones contain a wide variety of functions which can be susceptible to misuse. Misuse includes taking and distribution of indecent images, exploitation and bullying. Misuse of smartphones can cause distress to individuals, impact on self-confidence and mental well-being, as well as impact on privacy and right to confidentiality. Such concerns are not exclusive to children and young people.

It is appreciated that it can be very difficult to detect when smartphones are being used, particularly in relation to additional functions. The use of all mobile phones is therefore limited, regardless of their capabilities. There are 'mobile phone free' areas within the club setting. These are areas that are the most vulnerable and sensitive:-

- Changing rooms.
- Toilets.
- Shower areas.

There is a zero-tolerance policy in place with regards to use of mobile phones by any individual in these areas.

Policy Objectives:-

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear acceptable use through guidelines. This policy applies to Alloway Bowling Club staff, volunteers, support staff and coaches / club members and relates directly to the appropriate codes of conduct.

Responsibility:-

It is the responsibility of the players / coaches / volunteers / parents and carers to adhere to the guidelines outlined in this document.

If under 18:-

The parent/carer should give the child permission to have a phone at club sessions and understand that their child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the club's supervision.

Inappropriate Use:-

The following are examples of inappropriate use; this is not an exhaustive list:-

- Using vulgar, derogatory or obscene language while using a mobile phone.

- Engaging in personal attacks.
- Harassing other people.
- Posting/sharing private information about others using SMS messages/social media.
- Taking/sending photos without the consent of the subject/recipient, or which are indecent or otherwise inappropriate.
- Participating in phone calls that include elements of the above.

Consequences due to Inappropriate Use:-

Breaches of the Acceptable Use of Mobile Phone Policy will be dealt with in accordance with Alloway Bowling Club's disciplinary procedures and depending on the nature of the breach may be subject to criminal proceedings.

I understand that if I do not follow the Acceptable Use of Mobile Phone Policy, any/all the following actions may be taken by my club and/or Bowls Scotland:-

- Be required to apologise formally.
- Receive a warning; verbal or written.
- Be dropped or substituted.
- Be suspended.
- Be required to leave.
- Forbidden to take my mobile phone or other portable device to bowling.
- Be required to have my continued participation in bowls activities supervised.
- Be required to sign up to a behaviour management plan.
- Serious breaches depending on the nature of the incident may have to be reported to the police.

Declaration:-

I have read and understand the above information and appropriate use of mobile phones within Alloway Bowling Club / club sessions / events. I understand that this form will be kept on file and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

Name (PRINT)	Name (PRINT)
Signature	Signature
Date	Date

If this document is being signed by a person under the age of 18, it should be co-signed by their parent/carer.

Please note:-

Subject to the Data Protection Act 2018, any information supplied will be stored securely and not used for any other purpose than stated in the policy.

Questions about this policy should be directed to: Safeguarding Lead Officer and/or Club President.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

ANTI BULLYING POLICY

Policy Statement:-

Alloway Bowling Club is fully committed to championing the wellbeing and inclusion of all within our sport. We believe that bullying is never acceptable and that everyone within our sport has the right to participate and perform in a safe and inclusive environment.

Alloway Bowling Club recognises our responsibility in our wellbeing and protection policies to promote safe practice and to protect all members, from harm, poor practice, exploitation and abuse; this includes bullying. Our Anti-Bullying policy considers Respect for All: The national approach to antibullying in Scotland and our commitment to the principals of "Getting it Right for Every Child" (GIRFEC).

Alloway Bowling Club is fully committed to an inclusive environment and rights-based approach within our sport. To that end we recognise and implement the general principals of both the UN Convention on the Rights of the Child (UNCRC) and the UN Convention on the Rights of Persons with Disabilities as well as the Equality Act. Staff and volunteers will work together to embrace difference and diversity and respect the rights of all.

Bullying of any kind is unacceptable. Alloway Bowling Club understand that a player's wellbeing can be seriously impacted by bullying behaviour and therefore recognises the information provided by respect me, Scotland's Anti-Bullying Service: 'Bullying is never acceptable; it doesn't make a person better or stronger to get through it and it should never be seen as a normal part of growing up/life.'

Alloway Bowling Club believes that the best approach to tackling bullying is to create a positive culture and ethos of inclusion and take a preventative approach:-

Preventative Actions:-

- Know about the anti-bullying policy.
- Challenge inappropriate behaviour - even small incidents should not go unchallenged.
- Patrol/manage know hot-spot locations.
- Think about how to stop bullying before it happens.
- Ensure everyone is included, engaged, and involved and have the opportunity to participate.
- Re-enforce the positive use of Codes of Conduct.

This policy applies to all regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status, or family circumstance.

Bullying - a Definition:-

Bullying is a behaviour that can make a person feel frightened, threatened, left out and hurt. Something only must happen once to make a person feel worried or scared to go to their club training or other places they enjoy going.

Bullying is both behaviour and impact; the impact is on a person's capacity to feel in control of themselves. This is what we term as their sense of 'agency'. Bullying takes place in the context of relationships: it is behavior that can make people feel hurt, threatened, and left out. This behaviour happens face to face, verbally (on the phone), written via text message and online. (Respect for All).

Bullying is hurtful behaviour, in situations where it's difficult for those being bullied to defend themselves; often carried out where people in a position of power and authority can't see it. It can take many forms, including:-

- Physical - tripping, hitting, kicking, punching, shoving, any use of violence as well as theft or damage to someone's belongings.
- Verbal - threats, name-calling, spreading rumours, teasing name calling, teasing, putting down or threatening, spreading rumours.
- Emotional - ignoring, leaving out an individual from the activities and social acceptance of the peer group, being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures).
- Harassment - making people feel like they are being bullied or fearful of being bullied e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.
- Cyber - sending abusive text, email or instant messages, vindictive posts on all areas of the internet such as social media sites e.g. Facebook or Instagram, nasty messages, emails, mobile threats by text messaging and calls, misuse of connected technology, i.e. camera and videos.
- Prejudiced based - targeting someone because they are perceived as different due to things such as age, race, gender identity, sexual orientation, physical appearance, disability, religion, socio-economic status, being looked after or being a young carer, and using abusive or insulting behaviour in a manner intended to cause alarm or distress.

Cyber Bullying:-

Cyber Bullying should not be treated any differently from face-to-face bullying. Online or cyber bullying refers to bullying and harassment through the use of electronic devices such as personal computers and mobile phones - using email, texting and social networking websites.

Cyber Bullying is wilful and involves recurring or repeated harm inflicted through the medium of electronic devices and is meant to cause emotional distress.

Cyber Bullying might include:-

- A peer who intimidates through the use of a social networking website.
- A coach who sends negative feedback about a participant via personal text message.
- A club member who posts negative comments about a fellow member on a club forum.

Cyber Bullying may also include threats, sexual remarks and hate speech. E-Bullies may publish personal contact information of their victims at websites. They may attempt to act as the victim for the purpose of publishing material in their name that would defame or ridicule them.

Cyber Bullying is particularly serious due to the nature in which the abuse occurs. It can be very personal and take place in a closed private format where the victim may feel isolated, and the content will not be viewed by parents, friends, or siblings. Alternatively, it could take place in a public format. It may lead to the victim rereading any material in private perhaps leading to feelings of paranoia, depression, or loneliness.

Bullying takes many forms but ultimately it is the perception of the victim that determines whether they are being bullied rather than the intention of the bully.

When it's not Bullying:-

Adult to Child Behaviours:-

Bullying is between peers e.g. child to child, there are times when adults behaviour towards children can be described as "bullying" such as a parent who pushes too hard, a coach or manager with a 'win at all costs' mentality. Alloway Bowling Club believes that adults who behave in a manner that causes distress, hurt or upset to a child are behaving on a spectrum that runs from poor practice to abuse and that behaviour is more appropriately dealt with via Alloway Bowling Club's Wellbeing and Protection Policy.

Attempted Bullying:-

Sometimes, attempts to bully can have no obvious or immediate effect. A person can attempt to bully someone using a range of behaviours, but it may have no impact - in this case the person has not been bullied **but** the behaviour needs challenged and recorded appropriately and should not be ignored. For example, the use of homophobic or other derogatory language, which may have no impact on the person it is aimed at, must still be challenged as the language itself is unacceptable, would be a breach of the Code of Conduct and could impact on other people. Some behaviour can be perceived as or assumed to be bullying.

Criminal Behaviour:-

Certain incidents can often be more serious and be criminal in nature and bullying and this more serious set of criminal behaviours can often overlap. It is important for Staff and volunteers to know the difference between bullying and criminal offences such as hate crime, child sexual exploitation and gender-based violence such as domestic abuse and sexual assault. For instance, when someone is coerced or pressurised to do something sexual or is touched inappropriately, this is not bullying, this is sexual assault or abuse and a form of gender-based violence. There are laws to protect people from this very serious type of behaviour.

Potential Signs of Bullying:-

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children/adults.

Bullying behaviour may become apparent in several ways:-

- Through observation.
- A child may tell you.
- A third party may have reported an incident, or may have a strong suspicion.
- You may have a suspicion.

It is important to remember that it is not your responsibility to decide whether a child is being bullied but it is your responsibility to act if you have concerns. A child/adult may indicate by signs or behaviour that they are being bullied. Staff and volunteers should be aware of these possible signs and investigate if someone says they are being bullied.

The person may:-

- Become withdrawn, anxious or appears to lack confidence.
- Be reluctant to attend training or other club activities.
- Regularly feel ill before training/competition.
- Be reluctant to work with a certain individual.
- Often be the last one picked for a team or group activity for no apparent reason, or being picked on when they think your back is turned.
- Often have clothing or personal possessions go missing or get damaged.
- Become aggressive towards others, disruptive or unreasonable.
- Believe that there is something wrong with them.
- Be frightened to say what is wrong.
- Suffer from depression / develop feelings of worthlessness.
- Start to stammer.
- Have issues with eating e.g. stop eating.
- Exhibit self-harm behaviours such as cutting, an eating disorder, taking of drugs/alcohol.
- In extreme cases, commit suicide

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and be investigated. Bullying will not just stop or go away. Bullies can be very cunning and develop strategies to avoid it being seen by anyone but the victim.

Responding to Bullying:-

Bullying results in pain and distress, no one deserves to be bullied. Everybody has the right to be treated with respect. Everyone involved in Bowls has a responsibility to respond promptly and effectively to issues of bullying.

Bullying takes place in the context of relationships. Promoting respectful relationships, repairing relationships where appropriate and ensuring we respond to all forms of prejudice will help create an environment where bullying cannot thrive. It is especially important that adults are good role models for children and young people.

When someone discloses they are experiencing bullying:-

- Listen.
- Take people seriously when they talk about experiencing bullying.
- Record what has been said (on the incident report form).
- Report the issue to the Wellbeing & Protection Officer.
- Do not promise to keep the issue a secret, or take sole responsibility.

Labelling:-

Labelling people as 'bullies' or 'victims' can be isolating, disempowering and unhelpful in recovering or changing their behaviour. Labelling an action or behaviour as bullying is a more effective way of motivating a person to recognise and change their behaviour.

Staff & volunteers dealing with bullying behaviours are expected to be able to distinguish between a person and their behaviour. Any bullying behaviour must be challenged; however, all people (including those causing bullying) should always be treated with respect. This does not diminish the seriousness nor impact of bullying behaviour; rather, it is an essential way of maintaining the staff/volunteer's focus and response on the behaviour that is problematic. This is a solution-oriented approach that is designed to help people change the way they behave without being stigmatised. Staff and volunteers, rather than labelling them, can help people change by telling them that the behaviour is bullying and that what they did is not acceptable.

Alloway Bowling Club sets high standards of conduct for all its members which are set out in our Codes of Conduct, a breach of these expectations should be handled through Disciplinary Procedures.

Management of Bullying:-

A person who has been bullied does not feel in control of the situation and may not feel free to exercise choice. By supporting them to make choices, this helps restore their sense of agency; develop their resilience; and establish positive relationship approaches that they will need to move forward. People need to have choices on how they share and report bullying and bullying concerns.

There are a range of strategies that can be used to address bullying:-

- Use of Code of Conduct and a disciplinary approach.
- Restorative approach.
- Solution oriented approach.
- Nurturing approach.
- Mentoring, peer support or buddy systems.

Which strategy to use should be discussed with the individual and their views and thoughts considered, every person is different, and it is important that while inappropriate behaviour is challenged and dealt with that the person experiencing that via this process has a voice and starts to re-gain the sense of control over their situation that was lost as part of the bullying cycle.

To help create an action plan to deal with bullying, consider the following questions:-

- What was the behaviour?
- What impact did it have?
- What does the person want to happen?
- What do I need to do about it?
- What attitudes, prejudices or other factors have influenced the behaviour?

People who are exhibiting bullying behaviour will need help and support to:-

- Identify the feelings that cause them to act this way.
- Develop alternative ways of responding to these feelings.

- Understand the impact of their behaviour on other people.
- Repair relationships.

We need to help people who demonstrate bullying behaviour by:-

- Providing clear expectations about behaviour – clear reference to Codes of Conduct.
- Providing a range of ways to respond eg taking steps to repair a relationship, and where appropriate, supporting them to make amends.
- Challenging prejudice and offer the opportunity to learn and change behaviour.
- Considering any factors that may impact upon a person's wellbeing, including whether any additional support for learning is required.

Recording and monitoring bullying incidents:-

Accurate recording of bullying incidents ensures that an appropriate response has taken place. It is crucial to enable monitoring of the effectiveness of policy and practice and use that information to review and update this policy on a regular basis. Monitoring bullying incidents is essential and helps identify recurring patterns, enabling early intervention.

Record on the incident report form:-

- Who was involved in the incident, as well as staff or volunteers.
- Where and when bullying has taken place.
- The type of bullying experienced, e.g. name-calling, rumours, threats etc.
- Any underlying prejudice including details of any protected characteristic(s).
- Consideration of personal or additional support needs and wellbeing concerns.
- Actions taken including resolution at an individual or organisational level.

Actions for Clubs:-

In order to prevent, reduce and respond effectively to bullying behaviour, Alloway Bowling Club recommends the club should implement this policy through:-

- Respecting the rights of participants as paramount.
- Working together to develop positive relationships amongst participants which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Training, supporting and supervising parents, coaches and volunteers to adopt best practice to prevent, reduce and respond to bullying.
- Addressing the needs of people who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Responding to any concerns raised.
- Highlighting bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues.
- Regularly monitoring and evaluating the implementation of this policy and guidelines and include participants views in this process.

Policy Review:-

This Policy will be regularly reviewed in accordance with changes in guidance on anti-bullying or following:-

- Any changes within Alloway Bowling Club.
- Following any issue or concern raised about bullying within Alloway Bowling Club.
- In all other circumstances, at least every three years.

Questions about this policy should be directed to: Safeguarding Lead Officer and/or Club President.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

PHOTOGRAPHIC / MEDIA CONSENT FORM

Alloway Bowling Club recognises the need to ensure the welfare and safety of all its members and we will not permit photographs, video images or other images to be taken or used without the consent of the player, coaches, volunteers and (where relevant) parents/carers and the young person.

Alloway Bowling Club follows the guidance for the use of images as detailed within the Child Wellbeing and Protection Policy.

As you will be taking part in one of our activities, we would like to ask for your consent to take photographs/videos of the event or activity that may contain images of you. It is likely that these images may be used to promote Alloway Bowling Club on leaflets/websites/publications/social media.

Alloway Bowling Club will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the club immediately.

I DO/ DO NOT give consent for my images to be used (delete as appropriate):-

Venue:	
Date(s):	

Name: (Please Print)	
Signature:	
Date:	

Parent/Guardian to complete on behalf of child if under 18

You have a right to be informed about how your personal data is being used. Full information on how we use your personal data within our privacy notice can be provided upon request.

Consent can be withdrawn at any time in writing to Alloway Bowling Club.

ALLOWAY BOWLING CLUB
(A Section of Cambusdoon Sports Club)

WELLBEING & PROTECTION

Alan Coulter is the Wellbeing & Protection Officer for the club and has completed the following courses which were organised by Bowls Scotland. Alan has also received a PVG from Disclosure Scotland:-

- Child Wellbeing & Protection in Sport - certificate below.
- Child Wellbeing & Protection Officer - certificate below.



ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

ROLE DESCRIPTIONS

PRESIDENT

- Chairing bowling club meetings - usually once per fortnight or as necessary during season. Less often September to March.
- Setting agendas.
- Dealing and discussing any problems that arise.
- Overseeing long and short-term planning.
- Attending monthly Management Meetings - submitting a bowling section report prior to meeting with any items for the Agenda.
- Preparing and delivering speeches for AGM, Opening Day, friendly matches, special events, prize giving.
- Liaising with Greenkeeper.
- Placing articles in the "Going Out" magazines and Ayrshire Post occasionally.
- Printing notices and photographs for display on the information boards.
- Compiling information leaflets for new members and other information packs as necessary.
- To liaise with Bowls Scotland and club Secretary.
- To acknowledge special occasions and events important to club members.
- To become knowledgeable about the rules of bowling, house rules and the club constitution.
- Organisation of yearly Try Bowls day.
- Organisation of Alloway Primary School visit prior to the summer school holidays.
- Maintenance and posting of messages on Club's Facebook page.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

ROLE DESCRIPTIONS

SECRETARY

- Provide a high quality Customer focused service and be the Club's main point of contact.
- Attend committee meetings and any other sub-committee meetings if required.
- Actively participate in all meetings and liaise with fellow committee members where appropriate in order to build strong working relationships.
- Utilisation of Microsoft Office packages, in particular, Word and Excel, in order to produce minutes of the annual general meeting, committee meetings, reports and various pro-forma's e.g. rink register, sweeps register, event entry forms, etc.
- Take minutes of all meetings and distribute accordingly.
- Update members list as and when changes occur e.g. home address and telephone numbers and adding new members and removing those who are no longer members.
- Act as the focal point for member communication both outgoing and incoming by sending of messages and reports etc via the club's WhatsApp chat or e-mail in order to ensure everyone is kept abreast of what is taking place at the club.
- Maintenance of e-mail and WhatsApp distribution lists.
- Completion of annual capitation form on Bowls Scotland corporate system and arrange for the Treasurer to make the appropriate payment.
- Liaise with Bowls Scotland and the National Development Officer where appropriate e.g. application for Bowls Mark Accreditation and PVG requests.
- Sound knowledge of Club's constitution, house rules and rules of competition.
- Maintain club procedures and all associated documents in particular to ensure that Bowls Mark Accreditation is maintained.
- Adopt a tactful and diplomatic approach when handing of any complaints that may arise. Likewise with suggestions received.
- Data analysis e.g. sweep winners, average number attending the five weekly sweeps etc.
- Issuing of welcome documentation to new members.
- Completion of any other administration duties as and when required.
- Support incoming Secretary with induction, materials, handover and records.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

ROLE DESCRIPTIONS

MATCH SECRETARY

Green Arrangements

- Ensure direction of play and rink usage instructions are understood and adhered to
- Make temporary arrangements as required
- Oversee the weekly change of coloured markers

Programme of Events

- Consult interested parties.
- Produce timetable of events at the start of the season.

Opening and Closing Days

- Organise the actual games.
- Ensure prizes are available.

Sweeps

- Liaise with Sweep Organisers and deal with issues as required.
- Make alternative arrangements when Sweep Organisers are unavailable.

Season Long Competitions

- Display entry sheets and encourage members to participate.
- Draw the competitions and set cut-off dates for each round.
- Make arrangements for Finals Weekend.

League Competitions

- Organisation and co-ordination of league competitions i.e. McAdam Shield and Edgar Leagues.

Saturday Competitions

- Devise format for each event and modify as required.
- Organise each event.

Ladies versus Gents

- Organisation of the 2 annual ladies versus gents matches held annually.

Friendly Matches

- Liaise with other Clubs involved.
- Select teams for each game.
- Organise the home games.

Charity Matches

- Decide on format and organise on the day.

Awards Ceremony

- Gather in the trophies and arrange for engraving.
- Arrange for prizes to be presented at the Presentation evening.

ALLOWAY BOWLING CLUB
(A Section of Cambusdoon Sports Club)

ROLE DESCRIPTIONS

TREASURER

- Record all financial transactions.
- Provide monthly income and expenditure report to the committee meeting.
- Provide a list of revenues outstanding and payments to be made at each committee meeting as required.
- Control the club bank account ensuring only those authorised are bank account signatories.
- Ensure all approved expenditure is paid as and when it falls due.
- Ensure all monies due to the club are collected.
- Where an audit review is required, ensure it is completed in time for the financial reports to be presented to members at the annual general meeting.
- Always act in the interests of the club.
- Attend committee meetings.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

ROLE DESCRIPTIONS

SOCIAL CONVENER

- Organisation of annual Coffee Morning which includes:-
 - Creation of poster and arranging for this to be placed in strategic locations in order to fully advertise the event.
 - Producing and selling of tickets for the Coffee Morning.
 - Booking of room at Cambusdoon Sports Club in order to hold the event itself.
 - Liaison with fellow members with regard to home baking being provided and also raffle prizes.
 - Selling of raffle tickets in order to gather further funds for the club.
 - Supervision throughout the event in order to ensure that it runs smoothly.
- Provision of teas, coffees and biscuits at the Sunday afternoon sweep and some Saturday matches.
- Ensuring adequate stock levels of tea, coffee and biscuits is maintained.
- Liaison with the Catering Team at Cambusdoon with regard to provision of food for annual friendlies and some of the Saturday competitions e.g. Ladies versus Gents and Andy Marr Trophy.
- Taking drinks orders for the annual friendly matches and ensuring that the bill is paid timeously to Cambusdoon Sports Club bar staff. Also arranging for raffle prizes to be provided and selling of tickets at these events.
- Organisation of Social Evening / Annual Prize Giving which includes:-
 - Agreeing menu with Catering Team - generally a 3 course meal.
 - Arranging a suitable table plan.
 - Producing of drinks voucher for each member.
 - Arranging for raffle prizes to be provided by members or the club itself and selling tickets on the night of the event.
- Organisation of out of season Sunday dinners once a month which includes discussing menu choices with the Catering Team. Following this, e-mailing members asking who would like to attend and collating preferred meal choices.
- Liaison with Treasurer to ensure that the payment of any catering provided is made without delay.
- Passing of monies gathered from raffles etc to the Treasurer in order to allow this to be banked.

ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

ROLE DESCRIPTIONS

CHILD WELLBEING & PROTECTION OFFICER

The CWPO, with the support of the organising committee, will 'champion' good practice and make sure club policies and procedures are put in place. Contact details and the role of the CWPO should be widely and easily accessible and understood by the sports volunteers/staff, children and carers as the main point of contact if needed for:-

- Support.
- Advice.
- Training.
- To report a concern.

Roles & Responsibilities:-

1. Develop and maintain effective child protection and wellbeing policy and procedures.
2. Promote, champion and encourage good practice for child protection & wellbeing at the club.
3. Respond appropriately to child protection or wellbeing concerns.
4. Regularly report to the club's organising committee.
5. Ensure that members of the sports volunteers/staff who are working with children are recruited safely and in line with legal requirements.
6. Make sure the sports volunteers/staff, parents/carers, adults, and children are aware of:-
 - How to contact the CWPO.
 - The Code of Conduct for working with children.
 - How to raise concerns.
7. Deal with breaches of the Code of Conduct.
8. Keep up with developments in child wellbeing and protection by liaising with the SGB and organisations such as the Safeguarding in Sport Service.
9. Attend Child Wellbeing and Protection in Sport (CWPS) and Child Wellbeing and Protection Officer (CWPO) training.
10. Ensure that their CWPS and CWPO training records are up to date.
11. Signpost other relevant adults in the club to relevant training such as the Child Wellbeing and Protection in Sport (CWPS) workshop.
12. Maintain confidential records of reported cases and action taken.
13. Liaise with national or local Child Wellbeing and Protection Officer and/or statutory agencies if/when required.

Knowledge and Skills Required:-

1. An interest in child protection and wellbeing matters.
2. Friendly and approachable with the ability to communicate well with adults and children.
3. A willingness to challenge opinion, where necessary, and to drive the child protection and wellbeing agenda.

4. Strong listening skills and the ability to deal with sensitive situations with empathy and integrity.
5. An understanding of the importance of confidentiality and when information may need to be shared to protect the best interests of a child.
6. The confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child and know when to ask for support.
7. Relevant training to fulfil the role of Club Child Wellbeing and Protection Officer (CWPO).
8. Experience of working with children.
9. Knowledge / use of the SHANARRI indicators.



ALLOWAY BOWLING CLUB

(A Section of Cambusdoon Sports Club)

TRY BOWLS : FUN DAY 2019

We held our first Try Bowls Fun Day on Saturday 4th May 2019 - see below. There was an excellent response from the local community and friends who came along in large numbers to join us in learning to play Lawn Bowls.

Judging by the excitement and laughter throughout the green the day was a great success. To conclude the afternoon we held a free buffet upstairs in our Clubroom as a "Thank you" to all who participated - experienced club members who volunteered their skills as Coaches and our novice visitors who were more than willing to learn a new sport and join in the fun.

We hope that many visitors will return to become members of our very friendly Bowling Club (a section of Cambusdoon Sports Club). Our games are for all members - male and female alike who come along, pick a number at random and play in that team for the duration of the game.

We organise games, no uniform required and everyone is welcome to join in:-

Monday	7-9 pm.
Tuesday	2-4 pm with coaching available.
Wednesday	7-9 pm.
Thursday	2-4 pm.
Friday	7-9 pm.
Sunday	3-5.30 pm followed by meals available in the dining room (optional).

On the last Thursday of each month we hold a Quiz in the Clubroom. This is organised by our House Convener, Ted Murray and is held from 8-10.30 pm.

Most months we hold special events to entertain our members and raise funds.



ALLOWAY BOWLING CLUB
(A Section of Cambusdoon Sports Club)

TRY BOWLS : FUN DAY 2022

SATURDAY 14TH MAY 2022
2-4 pm

Alloway Bowling Club is a section of Cambusdoon Sports Club. We are a small friendly club who enjoy lawn bowling - no uniforms necessary. No separate men and women's bowling days.



We are holding a Try Bowls Day to introduce those who are interested or curious about the game to come along to try their skills for an introductory afternoon. We will supply bowls but please wear flat shoes.



No entry fee or commitment required. If you enjoy the sport we hope you may return to try again as we offer coaching sessions every Tuesday from 2 - 4 pm. Everyone welcome. The address of the club is 2 Burns Wicket, Alloway. For further information, please call Beryl Black on 07801 365488.



ALLOWAY BOWLING CLUB
(A Section of Cambusdoon Sports Club)

TRY BOWLS : FUN DAY 2023

	<p><u>ALLOWAY BOWLING CLUB</u></p> <p>Alloway Bowling Club is hosting a Try Bowls event on <u>Monday 8 May from 2.00 pm to 4.00 pm</u> for the families of the footballers and cricketers who are part of Cambusdoon Sports Club.</p> <p>A fun afternoon of games has been planned, therefore, do please come along and join in. Bowls will be provided with flat shoes to be worn.</p> <p>For further information, please contact Beryl Black, Club President on 07801 365488.</p>	
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	<p><u>ALLOWAY BOWLING CLUB</u></p> <p>Alloway Bowling Club is hosting a Try Bowls event on <u>Saturday 20 May from 2.00 pm to 4.00 pm</u>.</p> <p>A fun afternoon of games has been planned, therefore, do please come along and join in. Bowls will be provided with flat shoes to be worn.</p> <p>The address of the club is 2 Burns Wicket, Alloway. For further information, please contact Beryl Black, Club President on 07801 365488.</p>	
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ALLOWAY BOWLING CLUB
(A Section of Cambusdoon Sports Club)

MINIMUM OF 2 QUALIFIED COACHES
IN PLACE

The following members have successfully completed the Introduction to Bowls Coaching course and are currently the Club's recognised coaches. Both have also received PVG's from Disclosure Scotland:-

- Beryl Black

- Douglas Nelson

We also have a further 2 members who are interested in attending the introduction course as and when Bowls Scotland confirm one will be available - Yvonne Lambie and Peter Rimmer. Douglas would also like to carry out the Level 1 Bowls Coaching Award as would Yvonne following completion of the introduction course. Again Bowls Scotland to confirm when this course will next be available. The club is also willing to hold courses.

ALLOWAY BOWLING CLUB
(A Section of Cambusdoon Sports Club)

CLUB COACHING SESSIONS

The Club offers coaching for all members every Tuesday afternoon during the season with this taking place between the hours of 2 and 4 pm. On average, 14 members attend each week.

ALLOWAY BOWLING CLUB
(A Section of Cambusdoon Sports Club)

DISTRICT FORUM ENGAGEMENT

The club will host a South Ayrshire Local Forum on Wednesday 8 November at 7.00 pm to which all clubs who fall within that Council have been invited to attend in order to allow Bowls Scotland to present the following:-

- Try Bowls.
- Try Bowls Activators.
- Other Recruitment - DC's, DYC's and Tutors.
- BowlsMark Accreditation Scheme.
- Linking with Schools.
- Coaching Courses.
- Governance