



Telephone: 01292 294623

19th January 2018

Club Name: Club Number:

Dear Secretary,

I would like to take this opportunity on behalf of all the staff and the Board to wish you the very best for 2018. Please find enclosed all relevant documents for Capitation and Competitions.

As you may be aware the November 2017 AGM proposal for a Fixed Capitation fee system for all clubs was unsuccessful. Therefore the capitation fee per playing member will stay at £3 per club member who is eligible to play on your green/s.

Unfortunately we have been informed of a small minority of clubs who are and have not included **all eligible** playing members and therefore not returning accurate capitation figures. We intend to monitor this year and will take action directly with any club found to not have returned correct capitation figures relating to their eligible playing members. This action could lead to the club being immediately removed as a member of Bowls Scotland and therefore removal of all players from all Bowls Scotland competitions. We ask for your full support during this process.

We are continuing in 2018 with a number of our successful programmes including TryBowls and coach education scheme, as well as new support resources for clubs such as marketing materials, club development workshops, all to assist with strengthening clubs and trying to assist you with stabilising and increasing your membership.

As in previous years all paperwork must be returned by **the 28th February 2018**. This will ensure that competition draws will be sent before your season commences with this in mind failure to do so may mean being excluded from the National Championships.

If at any point you have any queries with the paperwork please do not hesitate to contact your local district secretary or indeed our staff at head office.

Can you please ensure that you read the reverse of this letter to help you complete the enclosed booklet.

Yours in Sport

Alan J G McMillan
C.E.O
Bowls Scotland



Booklet – Tick Sheet

Please find enclosed your new look Capitation paperwork for 2018.

Below is a tick list which should help you when completing and returning the mandatory paperwork as listed below to Bowls Scotland.

BOWLS SCOTLAND CLUB REGISTRATION FORM	
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BOWLS CLUB SAFEGUARDING FORM	
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BOWLS SCOTLAND CLUB CAPITATION 2018	
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COMPETITION ENTRIES 2018	
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CONSENT FORM & MACMILLAN CANCER REQUEST	
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MERCHANDISING ORDER FORM	
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APPLICATION FOR TOURNAMENT LICENCE	
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Competition & Events Calendar 2018

Event	Venue	Date
Commonwealth Games	Broadbeach, Australia	4 th – 15 th April
BIWBC Senior Squad Days	TBC	TBC
BIWBC Junior Squad Days	TBC	TBC
BIBC Senior Squad Days	TBC	TBC
BIBC Junior Squad Days	TBC	TBC
AHT Weeks 1 – 7	Various	12 th May – 23 rd June
Charity Games – Districts	Various	11 th – 22 nd June
BIWBC Championships	Belmont BC, Belfast, Ireland	15 th & 16 th June
BIWBC Internationals	Belmont BC, Belfast, Ireland	17 th , 18 th , 19 th June
All District Finals completed	Various	Monday 25 th June
BIBC Championships	Victoria Park, Leamington Spa	28 th & 29 th June
BIBC Internationals	Victoria Park, Leamington Spa	30 th June & 1 st July
AHT - Quarter Finals	TBC	Saturday 7 th July
AHT – Semi Finals	TBC	Saturday 14 th July
AHT - Final	Northfield, Ayr	Saturday 21 st July
BIWBC Junior Internationals	Victoria Park, Leamington Spa	21 st & 22 nd July
SYBA Championships	Northfield, Ayr	Sunday 22 nd July
National Championships	Northfield, Ayr	Monday 23 rd – Saturday 28 th July
Charity Final	TBC	Friday 31 st August
Torrance Purvis	Northfield Ayr	Saturday 8 th September
BIBC Junior Internationals	Belmont BC, Belfast, Ireland	8 th & 9 th September
Annual General Meeting	TBC	Saturday 24 th November

ALL DATES & VENUES ARE CORRECT AT TIME OF PRINT BUT ARE SUBJECT TO CHANGE

Last Update: 5th January 2018



Club & Coach Workshops 2018

Event	Venue	Date(s)
Introduction to Bowls Coaching Award	Various	TBC
Level 1 Bowls Coaching Award	Inverness & District Indoor BC	10th & 11th February
	Ardrossan Indoor BC	3rd & 4th March
	Arbroath Indoor BC	24th & 25th March
Delivering Fun Coaching...So They Come Back - Workshop	Stirling Indoor BC	4th February
	Glasgow Indoor BC	18th March
	Inverness & District Indoor BC	8th April
How To Get New Members...And Keep Them - Workshop	Stirling Indoor BC	4th February
	Glasgow Indoor BC	18th March
	Inverness & District Indoor BC	8th April
Safeguarding & Protecting Children - Workshop	Leslie BC, Fife	10th January
	Largs Hawkshill BC, Ayrshire	19th February
	Balgay BC, Dundee	26th February
	Blackford BC, Perth and Kinross	27th February
	Glasgow Indoor BC	8th March
	Goldenacre BC, Edinburgh	13th March
	Aberdeenshire - TBC	20th March
	Ayton BC, Berwickshire	29th March
In Safe Hands: Club Child Protection Officer - Workshop	Goldenacre BC, Edinburgh	17th April
	Aberdeen - TBC	18th April
	Glasgow – TBC	23rd April

For further information or to secure your place on a course please visit: www.bowlesscotland.com

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Last Update: 19th January 2018

SEASON 2018 – Information Sheet

We enclose for your attention, the following documents:

1. Bowls Scotland Club Registration Form
2. Safeguarding
3. Club Capitation
4. Competition Entry Form
5. Date Protection/Consent Form
6. Application for Tournament Licence(s) & Ranked Competitions
7. Merchandising Order Form
8. Calendar of Events

Please note in an effort to streamline costs we do not include a copy of the minutes from the 2017 Annual General Meeting. The AGM minutes are available for download from our website www.bowlsscotland.com. Alternatively please send an A4 stamped addressed envelope (stamps to the value of £1 required) and we will send a copy by return.

PUBLICATIONS

1. Yearbook – All clubs will have 1 yearbook sent to them, this is included in the price of membership. If you require additional books these will be available to purchase from April at a cost of £6.00 per book (including postage)
2. The Laws of The Sport can also be purchased in booklet form for £4.00 from the Bowls Scotland Offices.

PLEASE USE THE ENCLOSED MERCHANDISING ORDER FORM FOR THE ABOVE PUBLICATIONS AND ANY GOODS (extra copies are available on the Bowls Scotland Website)

BOWLS SCOTLAND CHAMPIONSHIPS

1. The regulations governing the Championships will be contained in the 2018 Yearbook and on our website: www.bowlsscotland.com. To avoid any misunderstanding your management should be aware of all conditions relating to the Championships, particularly dress code regulations and the rules relating to each discipline and stamping of bowls.
2. Draws – The Bowls Scotland office will circulate details of all draws covering the first (District) stage to all clubs. ***Please be advised that late entries can hold up the distribution of the draws and may also mean that you are not included in the final draws.***
3. Age Limits: In the over 55's singles and fours competitions all players must be of age or over on the 1st April of the year of the of the Championships, while in both male and female Junior singles players must be under 25 years of age on 1st April of the year of the championship.

ATTENDANCE AT OFFICIAL EVENTS

Clubs wishing Bowls Scotland to participate in a celebratory game (e.g Centenary celebration etc) in 2018 should write to the Office no later than 31st March 2018. Every effort is made for a Bowls Scotland representative to attend these functions but on the odd occasion this may prove difficult.

SUMMARY OF COMPETITION ENTRIES FOR STAGE 1 – DISTRICT CHAMPIONSHIPS

These guidelines apply to all men's and ladies competitions. Entries must comply with age and gender restrictions according to each competition rules.

Section A		Section B		Section C		Section D	
All players may compete in only one of these competitions. *Clubs are now permitted 2 entries in Pairs*		All players must be 55 years of age or older on 1st April 2018. Permitted to play in one of these competitions but not both.		All players permitted to play in this competition. *Clubs are now permitted 2 entries in Mixed Pairs*		Junior Singles must be under 25 years of age on 1st April 2018. Junior Singles are also permitted to enter one competition in Section A and also the Mixed Pairs (Section C)	
Discipline	Entries permitted	Discipline	Entries Permitted	Discipline	Entries Permitted	Discipline	Entries Permitted
Singles	1	Over 55 Singles	Unlimited	Mixed Pairs	2	Junior Singles	Unlimited
Pairs	2	OR					
Triples	1	Over 55 Fours	Unlimited				
Fours	1						
District Secretaries must arrange ties for evenings or weekends and so that ties do not clash with B, C or D		District Secretaries must arrange ties so that ties do not clash with A or C. Over 55 competitions can now be played at anytime including weekends		District Secretaries must arrange ties so that they do not clash with A, B or D		District Secretaries must arrange ties so that they do not clash with A or C	

Entrants aged under 25 on 1st April 2018 are permitted to enter Sections A, C & D.

Entrants aged 25 - 55 are permitted to enter Sections A & C

Entrants aged over 55 on 1st April 2018 are permitted to enter Sections A, B & C

All District Championships must be concluded by 25th June 2018

All District Championship winners will progress to the National Finals at Northfield, Ayr

The Nationals Finals will be held between Monday 23rd July & Saturday 28th July 2018

BOWLS SCOTLAND

APPLICATION FOR TOURNAMENT LICENCE(S) & TIER 2/TIER 3 RANKED COMPETITIONS

TOURNAMENT LICENCES (FOR OPEN & INVITATION TOURNAMENTS)

All open/invitation tournaments held in Scotland must be licensed by Bowls Scotland and regulations governing such tournaments are contained in our Yearbook. An open tournament is any tournament open to members out with your club. Notices advertising open events should clearly indicate that the event is "licensed by Bowls Scotland".

Failure to comply with open tournament regulations will be dealt with by Bowls Scotland.

A licence fee is payable for each open/invitation tournament that you run during the year. The fees for 2018 are as follows:-

- Total prize monies in cash and/or in kind not in excess of £300 = £5.00
- Total prize monies in cash and/or in kind in excess of £300 = 5% of total prize monies

RANKED COMPETITIONS (For Open Tournaments ONLY)

Bowls Scotland are inviting clubs/organisations to nominate their competition(s) to be included in the National Player Ranking System for the 2018 season. Ranking points can be won by taking part in competitions your club has licensed with Bowls Scotland with the ranking system acting as a showcase of Bowls Scotland's club bowlers and their dedication to achieving in the sport.

RANKED COMPETITION TIER LEVEL		PRIZE MONEY	MINIMUM NO.OF DAYS
TIER 1	Bowls Scotland National Championships	N/A	N/A
TIER 2	Approved Club/Organisation Events	Minimum £1000 total prize money	2 Days including prelim/qualification days
TIER 3	Approved Club/Organisation Events	Between £150 - £999 total prize money	1 Day

Please note: All Tier 2 & Tier 3 Events must be **open** to any bowler of an affiliated club, no invitation only events or age restricted events will be approved.

The benefits of becoming a Tier 2/Tier 3 Ranked Competition:

- There is no extra cost on top of your tournament licence fee
- FREE promotion of your event on the Bowls Scotland Website and Social Media Channels
- The potential to attract more entries
- Be part of a national network of ranking competitions
- The potential to gain Bowls Scotland Ranking Points for your competitors

Clubs/Organisations will be required to submit results from their ranked competition no later than **48 hours** after the completion of the event to Bowls Scotland. Results lodged later than 48 hours may not be included in the rankings system.

For further information and to view the Player Ranking table which will be updated throughout the season please visit the Bowls Scotland website: www.bowlsscotland.com.

All results and any queries should be emailed to: rankings@bowlsscotland.com

BOWLS SCOTLAND
DATA PROTECTION NOTICE 1.2
Collection and use of your information

About us: Bowls Scotland is the National Governing Body for lawn bowls in Scotland; we are responsible for its administration, development and organisation.

Purpose: Bowls Scotland will hold the details provided on this registration form with other information it holds or obtains from or about you and will use this for the following purposes:

- for maintaining records
- to respond to any enquiries your club makes
- to administer any events in which your club participate or may wish to participate and to deal with any incidents involving your club
- to create an individual profile for your club so that we can understand and respect your preferences
- to create anonymised aggregated information about members and bowlers to enable us to secure funding
- to contact your club about bowls events, offers and opportunities available from Bowls Scotland or any commercial partner by post, email or phone (where you have indicated you are happy to hear about these)

Recording images: Bowls Scotland may record the competition events in which your club participate and general images of bowlers will form part of the information we hold and use. In addition to the purposes for general information set out above, Bowls Scotland may use these recordings and images for the purposes of education and training, promotion, performance, development and event analysis.

Other uses: Where your club information may be used for additional purposes, such as medical information, you will be provided with further details of how your club information will be used at the relevant time

Disclosure of your information

Districts and Clubs that organise their own competitions may publish details on the Bowls Scotland website and if you wish to hide this information you should contact the District Secretary or Club directly.

Data use outside of the EU: If your club applies for or takes part in an event that takes place outside the European Union, the information will be disclosed to the relevant event organiser(s) in the host nation. These nations may not have laws as stringent as ours to protect your personal data.

Images: Images may be disclosed to those Districts and Clubs for which your club are a member for selection purposes. They may also be disclosed to the media for promoting bowls and the reporting of events.

Doping Control: If your club enter bowls competitions, players may be subject to doping control as part of our commitment to a drug free sport. At the time of sample collection, the player's personal data will be collected by UK Sport which undertakes the testing and administers the programme. You should see the data protection notice for UK Sport for details of how the players information will be used (<http://www.uksport.gov.uk/pages/adams/> or <http://www.ukad.org.uk/>)

Marketing

Partners: Bowls Scotland works with a number of sponsors and commercial partners (details of these can be found at www.bowlsscotland.com) to promote bowls, raise funding for the sport and to secure opportunities for members. Bowls Scotland would like to contact you by post or electronically to tell you more about the offers available to your club. Please help us serve you better by telling us if you express an interest in our goods and services.

Opt outs: You have the right to refuse direct marketing and can do so by ticking the relevant box(es) on the attached form.