

# BowlsMark Registration Document



Please complete the registration document, save and send to:  
**[bowlsmark@bowlsscotland.com](mailto:bowlsmark@bowlsscotland.com)**

## Section 1 - Club Details

Club Name:

Bowls Scotland Club Number:

Club Address:

Postcode:

Year Formed:

Bowls Scotland District:

Local Authority Area:

Contact Person within Club:

Position within Club:

Contact telephone number:

Contact email:

## Section 2 - Club Governance

### Question 2A

What is your clubs legal status?

Unincorporated Organisation

Limited Company

Scottish Charitable Incorporated Organisation (SCIO)

Community Amateur Sports Club (CASC)

Not sure?

### Question 2B

Does your club have a non discriminatory constitution?

Yes

No

### Question 2C

Does your club have a dissolution clause that allows members to profit from the winding up of the club?

Yes

No

### Question 2D

Do new members have to be proposed and seconded in order to join?

Yes

No

### Question 2E

Does your club have a committee structure in place?

Yes

No

### Question 2F

What groups does your club have role descriptors for?

Coaches

Child / welfare protection officers

Committee members

### Question 2G

What groups does your club have codes of conduct for?

Coaches

Committee members

Members

Junior Members

Parents

### Question 2H

Does your club hold AGM's each year?

Yes

No

### Question 2I

Does your club have a bank account in the clubs name?

Yes

No

### Question 2J

Does your club have public liability insurance?

Yes

No

### Question 2K

Does your club have a privacy notice that is compliant with GDPR legislation?

Yes

No

Don't know

## Section 3 - Membership

### Question 3A

Please list all categories of membership you currently offer:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

### Question 3B

Please provide a breakdown of your membership by gender and age:

Playing Members				Non Playing Members			
Female		Male		Female		Male	
Under 16		Under 16		Under 16		Under 16	
16 - 17		16 - 17		16 - 17		16 - 17	
18 - 24		18 - 24		18 - 24		18 - 24	
25 - 34		25 - 34		25 - 34		25 - 34	
35 - 44		35 - 44		35 - 44		35 - 44	
45 - 54		45 - 54		45 - 54		45 - 54	
55 - 64		55 - 64		55 - 64		55 - 64	
65 - 74		65 - 74		65 - 74		65 - 74	
75+		75+		75+		75+	
<b>Total:</b>		<b>Total:</b>		<b>Total:</b>		<b>Total:</b>	
<b>Total Playing Members:</b>				<b>Total Non Playing Members:</b>			

## Section 4 - Club Development

### Question 4A

How many recruitment events does your club run each season?

0                      1                      2                      3                      4                      More

### Question 4B

Does your club have a welcome pack for new members?                      Yes                      No

### Question 4C

Does your club have an induction programme for new members?                      Yes                      No

### Question 4D

Are you affiliated to a local sports council?                      Yes                      No

If yes, please tell us which one: \_\_\_\_\_

### Question 4E

Does your club have a club development plan?                      Yes                      No

### Question 4F

Does your club have a club newsletter?                      Yes                      No

## Section 5 - Coaching

### Question 5A

What coaching opportunities does your club offer?

Junior coaching

Introductory coaching for new members

Existing members

None

Other (please tell us more) \_\_\_\_\_

### Question 5B

Please complete the coaches matrix to tell us more about the coaches within the club:

	Players being coached			Coaching Qualification					Safeguarding Qualification		First Aid
	Juniors	Adults	Protected Adults	None	Club Coach	Intro	Level 1	Level 2	Safeguarding and Protecting Children	In Safe Hands	Emergency First Aid
Name:											

**Classifications for players being coached:** **Juniors** - Anyone under the age of 18

**Protected Adults** - Aged 16 or over who receives a type of care, support or welfare service

**Adults** - Anyone over the age of 18 who is not classed as a protected adult.

## Section 6 – Safeguarding and Wellbeing

### Question 6A

Does your club have a child / wellbeing protection policy? Yes No

### Question 6B

Does your club have a child / wellbeing protection officer? Yes No

### Question 6C

Has your wellbeing officer attended an 'In Safe Hands' workshop in the last 3 years? Yes No

### Question 6D

Is your child / wellbeing protection officer a coach? Yes No

### Question 6E

Does your club have a secondary organisation contract (SOC) with Bowls Scotland? Yes No

### Question 6F

If you deliver coaching sessions to juniors do all coaches have a PVG through Bowls Scotland? Yes No

### Question 6G

If you deliver coaching sessions to protected adults do all coaches have a PVG through Bowls Scotland? Yes No

## Section 7 – Health & Safety

### Question 7A

Do all members have access to a first aid box within the club? Yes No

### Question 7B

Does your club have any qualified first aiders within the club? Yes No

### Question 7C

Does your club have Risk Assessments for all activities it undertakes? Yes No

### Question 7D

Does your club have an accident reporting form? Yes No

## Section 8 - Facilities

### Question 8A

Does your club own its facility? Yes  No

### Question 8B

Does your club have a bar? Yes  No

### Question 8C

Does your club have a kitchen? Yes  No

### Question 8D

What changing facilities does your club have? Male  Female  Mixed

### Question 8E

Does your club have a function area? Yes  No

### Question 8F

What toilet facilities does your club have?

Male  Female  Gender Neutral  Disabled Toilet

### Question 8G

Does your club have the following:

Grass Surface Green	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, how many? _____
Artificial Surface Green	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, how many? _____
Artificial Bankings on Greens	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, how many? _____
Disabled Access to Green	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Disabled Access to Clubhouse	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Green Irrigation system	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Floodlights	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Car Park	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
External Building (Stone)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
External Shed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
More than a ground floor level	Yes <input type="checkbox"/>	No <input type="checkbox"/>	



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For more information check out [www.bowlsscotland.com/clubs/bowlsmark](http://www.bowlsscotland.com/clubs/bowlsmark)