



Annual Affiliation Guide 2022

Bowls Scotland
National Centre for Bowling
Northfield
Hunters Avenue
Ayr
KA8 9AL

10 January 2022

Dear Clubs/Associations and Affiliates,

Happy New Year!

I hope everyone managed to have a good festive period despite the ongoing restrictions.

I want to take this opportunity to express my condolences to those who have been directly affected by COVID. Our bowling community has lost friends and family and our thoughts are with everyone who has lost a loved one or valued friend.

Throughout 2021, as COVID continued, we adjusted our business plan to focus on supporting clubs through the pandemic while still ensuring we delivered on our Strategy. As well as working towards an adjusted plan, we consulted with our clubs in August 2021 to help shape our services as we progress into 2022.

Our Annual Report 2021, along with an accompanying video, demonstrates progress against our strategic priorities as well as our collective response to COVID. This can be found here: <https://www.bowlsscotland.com/about-us/agm>

Whilst the year ahead may continue to be challenging, it also brings opportunities for participation, competition, and celebration. Our National Championships will return; Northfield will play host to the European Championships and the Commonwealth Games is on our doorstep.

In addition to competitions, we are committed to working in partnership with clubs to grow our wonderful game through developing modern clubs that are welcoming, sustainable and at the heart of their local communities. A reminder of some of the support and resources available:

- Annual Club, Coach and Volunteer Development Calendar <https://www.bowlsscotland.com/club-development/annual-calendar>
- BowlsMark <https://www.bowlsscotland.com/club-development/bowlsmark>
- Club Support Guide <https://www.bowlsscotland.com/club-development/club-support-guide>
- Try Bowls <https://www.bowlsscotland.com/club-development/try-bowls>

At the 2021 AGM, we presented a proposal to set the playing member fees payable to Bowls Scotland at £5 per person. This was to ensure we can continue to provide quality services and support required to ensure the sustainability of our sport. We are thankful to voting members for approving this fee proposal. To confirm, **capitation fees are £5 per person for every member who is eligible to play on the green/s.**

www.bowlsscotland.com



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Registered office: National Centre for Bowling, Northfield, Hunters Avenue, Ayr, KA8 9AL

As in previous years, annual affiliation must be completed by **28th February** and please ensure the entry date deadlines outlined in the competition information guide are adhered to, this will allow for competition draws to take place in a timely manner.

On behalf of Bowls Scotland Board and Staff members, I would like to wish you all the very best for 2022.

Kind Regards,

A handwritten signature in grey ink, appearing to read "Alan McMillan".

Alan McMillan

CEO, Bowls Scotland

Affiliation for the 2022 Season

As part of our progression to becoming a more efficient and modern organisation, we introduced a new online membership system for affiliation (Capitation) in 2021. The system is also utilised for other services including coach education and club development workshops. As an interim measure, we also offered an interactive PDF document as a stepping-stone towards online affiliation. We were delighted to see approximately 500 of our 834 clubs and many of our associations and affiliates returned their capitation electronically.

As a result of this success, from 2022 onwards, no return paperwork or interactive PDF will be issued as standard. Affiliation and competition entries will be open from Wednesday 12th January via Bowls Scotland's online club and membership system which can be accessed by clicking on this link: <https://bowlsscotland.justgo.com/Account.mvc/SignIn>

We understand that this might be daunting, but please be assured that we will provide all the necessary support to ensure the process is as seamless and straightforward as possible. To support affiliation through the online club and membership system, we have put in place a training programme.

Virtual training workshops have been arranged to support this new process, with clubs accessing this training through November and December. Additional training workshops are available throughout January and February:

| Training Workshop | Date | Time | Link |
|---------------------|------------------------------------|-------------------|--|
| Club Administrators | Tuesday 25 th January | 10.00am – 11.30am | Link to course booking |
| Club Administrators | Wednesday 26 th January | 6.30pm – 8.00pm | Link to course booking |
| Club Administrators | Thursday 27 th January | 2.00pm – 3.30pm | Link to course booking |
| Club Administrators | Tuesday 1 st February | 10.00- 11.30am | Link to course booking |
| Club Administrators | Wednesday 2 nd February | 6.00 - 7.30pm | Link to course booking |
| Club Administrators | Thursday 3 rd February | 2.00 - 3.30pm | Link to course booking |

'How to Guides' have been created for clubs, associations and affiliates to allow you to navigate the system, these can be found in the document tile area of the online system. If you need help and support with this, please get in touch via info@bowlsscotland.com

To affiliate via the online system, clubs, associations, and affiliates will need to:

- Identify someone who will act as the system administrator. The system administrator will be responsible for purchasing affiliation via the system and viewing / updating club and member information (main contacts, coaches, wellbeing protection officer etc.)
- Pay via bank transfer or card via the system OR request an invoice and pay by cheque or BACS in the normal way.
- If paying by cheque, please make payable to Bowls Scotland. Please pay using one cheque and print a copy of your invoice from the online club and membership system and send to Bowls Scotland, National Centre for Bowling, Hunters Avenue, Ayr, KA8 9AL

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- If paying by BACS, please use the bank details below:
 - Sort Code: 83-15-26
 - Account Number: 11065709
 - Payment Reference: Please use the Club Name and Number or Association / Affiliate Name
- Please note that payment receipts and invoices are available to view /download via the 'Payment History' tile within the system. However, you will also receive an email notification (please check your junk mail).
- Please ensure that you enter a valid email address in the 'My Profile' page visible when you first log into the system using the system administrator log in.

Competitions for the 2022 Season

Information on the 2022 season and the competitions entry process can be found in the Competitions and Events Information Guide 2022.

Data Protection

Bowls Scotland respects your privacy and is committed to protecting your personal data.

We updated our Data Protection Policy and Member Privacy Notice in 2020. These documents inform you as to how we look after your personal data when you sign up for our newsletter, book onto events and visit our website (regardless of where you visit it from). It will also tell you about your privacy rights and how the law protects you.

Copies of our Data Protection Policies can be found [here](#)

Our Privacy Policy

Bowls Scotland is a company registered in Scotland (collectively referred to as 'Bowls Scotland', 'we', 'us' or 'our' in this policy).

The safety of your personal information is something that we take very seriously, and we are committed to protecting and respecting your privacy. You may have heard of the General Data Protection Regulation (or GDPR); if you haven't, it is a change in the legislation regarding how personal data can be stored and used and is effective from 25th May 2018. This updated Privacy Policy has been written in accordance with GDPR.

This Privacy Policy explains how we use, process and protect your personal information for the purposes of communications and marketing. This includes data which we gather from you for email updates that we send, the use of our website and at events run by us which you attend. Please read the following carefully to understand our views and practices regarding your personal information and how we will treat it.

If you have any questions about what we have set out below then please contact us at info@bowlsscotland.com

Harper Macleod LLP have also prepared several resources to support sports clubs in preparing for the implementation of GDPR and these can be found by clicking [here](#).

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