

PLYMOUTH SIR FRANCIS DRAKE BOWLING CLUB



MANAGEMENT & ADMINISTRATION DOCUMENT

REVISED 2022
(NOV)

Plymouth Sir Francis Drake Bowling Club
Affiliated to Bowls England and Bowls Devon

The Club exists to provide an opportunity for all, regardless of sex, race, age, ability or disability, gender identity, sexual orientation or religion to enjoy the game of bowls and a social interaction with fellow members. The club operates within the guidelines of the relevant Bowling authorities and is subject to the regulations of Community Amateur Sports Club (CASC).

SECTION 1: Composition and Duties of Committees	Pages 2 - 3
SECTION 2: Administration	Pages 4 - 8
SECTION 3: Constitution, Rules and Bye Laws	Pages 9 - 13

Section 1 – Composition of Committees

The Management Committee

Club Chairperson	House Manager
Club Secretary	Bar Manager
Club Treasurer	Site Manager
Club Match Secretary	Green Manager
Club Captain	Gardens' Manager
Club Men's Captain	Social Manager
Club Ladies' Captain	Catering Manager
Ladies' Secretary	Welfare Officer

One of the above will assume responsibility for Health and Safety

The Club President and the Trustees have the option to attend Management Committee meeting and may speak with the permission of the Chairperson but will not have the power to vote. All other members of the Committee have the power to vote. In the case of equality of votes the Chairperson shall be entitled to a second and casting vote.

Constitution and Finance Consultative Committee

Club Chairperson, Club Secretary, Club Treasurer, Trustees.

Ladies' General Committee

Ladies' Captain (Chair), Ladies' Secretary, Ladies' Vice-Captain, Selectors (as required).

Men's General Committee

Men's Captain (Chair), Club Secretary, Men's Vice-Captain, Selectors (as required).

Selection Committees

Club selection: Club Captain, Men's and Ladies' Captains, Men's and Ladies' Vice-Captains.

Men's selection: Men's Captain, Men's Vice-Captain, two selectors elected at AGM.

Ladies' selection: Ladies' Captain, Ladies' Vice-Captain, two selectors elected at Ladies' meeting.

Section 1: Duties of Committees

Management Committee

1. The Committee is responsible for the management and control of all the activities of the Club.
2. Membership of the Committee will be as laid down in the Constitution of the Club.
3. The Club Chairperson will lead the Committee.
4. The Committee will operate from a published agenda. There will be no AOB although the Chairperson may allow items of late business.
5. Meetings will be held at regular intervals throughout the year.
6. A current financial statement will be presented by the Club Treasurer at each meeting.

Constitution and Finance Consultative Committee

1. The Committee will be an advisory body to the Management Committee. It will consider items relating to financial and constitutional matters and to the future development of the Club. It will have the power to make recommendations to the Management Committee.
2. Meetings will be held as required but at least twice a year.
3. A current financial statement will be presented by the Club Treasurer at each meeting. Items of significant expenditure should be considered by this Committee before referral to the Management Committee.

Men's and Ladies' General Committees

These Committees will meet when required to consider matters relevant to the Men's or Ladies' areas of the club.

The duties of selection Committees are set out on page 6 of this document

Section 2 – Administration

The essential functions of the Officers and Managers of the Club are given in the following pages. **It is expected that the various Officers/Managers will keep a file of more detailed aspects of the job which will be updated as necessary and passed on to a successor. These files will be available to club members where applicable.**

President

1. The President is the nominal head of the Club and, as such, is required to represent the club at all appropriate internal and external sporting, social and business functions.
2. The period of office is one year. The President may be re-elected every year.
3. At the AGM, the President will chair the meeting when a new Chairperson is to be elected for a three-year term. On completion of the election the new Chairperson will assume control of the meeting.

Chairperson

1. The Chair is the principal officer of the club and the period of office is three years.
2. He/she chairs Management meetings, Constitution & Finance committee meetings and all AGM's and SGM's during the three year term, as well as the pre-season and end-of-season meetings.
3. He/she acts as closed season co-ordinator for the maintenance of site outbuildings and clubhouse.
4. He/she acts as an ex officio member of all sub committees, monitors their activities and attends as required.
5. He/she monitors all club activities to ensure the smooth running of the club.

Club Secretary

1. To be responsible for the day-to-day administration of the Club, the vetting of applications for membership, the organisation of correspondence and the letting of the building to outside agencies; for the documents, files and membership records of the Club; for the renewal of annual membership and the collection of subscriptions.
2. To arrange and issue agendas and minutes of the Management and Constitution and Finance Committee; to take, file and issue minutes and to initiate administrative actions arising from meetings.
3. To attend, as the Club representative, all Bowls Devon Section 7 and Plymouth and District League meetings and to present the roll of affiliated members to the relevant authorities; to organise entries to County and National competitions.
4. To arrange the Annual General Meeting in accordance with the rules of the Club.
5. To organise the programme and running of Finals' Days.
6. To be responsible for notices on the Club notice boards.

Club Treasurer

1. To manage the finances of the Club within the parameters set by the Management Committee.
2. To present a written statement of the Club's financial position to every meeting of the Management and Constitution and Finance Committee.
3. To pay, by cheque or bank transfer, routine bills e.g. staff wages, utility accounts, bar accounts etc.; to ensure the legal obligations of the Club are fulfilled; to oversee the provision of licences for fire protection, alarm systems, sale of alcoholic drinks, insurance etc.; to oversee the stock of items owned by the Club-bar stock, clothing etc. Purchase of items costing over £500 must be referred to the Management Committee.
4. To present annual accounts to the auditor(s) appointed by the Management Committee for examination and certification. To present the audited accounts to the final Management Committee meeting before the AGM; to recommend to the final Management Committee before the AGM what the subscription rates should be for the ensuing year; to present accounts and subscription recommendations to the AGM.

Match Secretary

1. To arrange all Club fixtures and to produce an annual fixture booklet for all Club members before the start of the outdoor bowling season.
2. To liaise with outside agencies (e.g. Bowls Devon, Plymouth & District Leagues) on fixtures, the use of the green and to inform on costs (green fees, teas etc.)
3. To keep a record of matches played and post results on the Club notice board and by email.
4. To liaise with green manager, catering manager, bar manager and other officers of the Club to ensure the efficient running of matches and post-match provisions.
5. To present a report to the Club AGM.

Ladies' Secretary

The Ladies' secretary will be responsible for the administrative duties applicable to the lady members of the club. She will collect and forward to Bowls Devon, the Ladies' competition entries. She will act as a Club representative at meetings of Bowls Devon Section 7 and Plymouth and District Ladies. She will produce availability sheets for Ladies' internal competitions and league/competitive matches.

Captains

There will be a Club Captain, a Men's Captain and a Ladies' Captain, both assisted by Vice-Captains.

Club Captain

1. To officiate at Opening and Closing Days, at Club Finals and to captain in all mixed friendly matches.
2. If unable to fulfil above duty will nominate a member to act as Club Captain for the Day.
3. To chair selection for all mixed matches with representatives of both men's and ladies' selection committees.
4. To be ex officio at all selection committees, both men's and ladies', and to attend if desired.
5. To represent the Club at functions and prestigious matches at home and away.
6. To oversee with his/her Committee the draw for internal club competitions and arrange for the efficient running of the competitions up to Finals' Days.

Men's Captain/Ladies' Captain

1. To chair Men's/Ladies' selection committees and captain all men's/ladies' matches when selected and available. (The vice-captains or captain of the day can substitute)
2. To chair meetings of the Men's/Ladies' Committee.

A separate file, available to all members, outlines the duties of Captain of the Day for all fixtures.

Selection Committees

The Club selection Committee will select teams for mixed competitive and friendly matches. In all club selections a record will be kept of those participating. The Committee should not nominate members as stewards who are prevented by age or disability from doing the job successfully and safely (more than 2 stewards may be necessary).

The Men's selection committee will select teams for men's competitive matches. (One selector will have responsibility for the Plymouth and District Saturday league 'B' team. A further member may be co-opted to help with the selection of the 'B' team).

The Ladies' selection committee will select teams for ladies' competitive and friendly matches and keep an accurate record of selection and ensure the Club Match Secretary is informed of ladies' results for club record purposes.

Duties of Club Managers

It is expected that the various managers will keep a file of more detailed aspects of the job which will be updated as necessary and passed on to a successor. These files will be available to club members where applicable.

House

The House Manager will be responsible for the maintenance of the interior of the club buildings. He/she will organise the cleaning of the premises and, where necessary, the repair and/or replacement of fittings and equipment. He/She will be responsible for the conditions of work of employees.

Bar

The Bar manager is responsible for the purchasing, holding and pricing of bar stocks. He/she will keep a record of takings in cooperation with the Club Treasurer. He/she is responsible for the security of the bar area and for the supervision and training of members who serve behind the bar.

Site

The Site Manager is responsible for maintenance, repair and/or renewal of all external areas of the club site, including the outside of the buildings and exterior fittings. He/she should present a regular programme of maintenance requirements to the Management Committee.

Green

The Green manager will be responsible for the maintenance of the green and the equipment required. He/she will work with the outside consultant to ensure that the green is maintained in good condition throughout the year. He/she will be responsible for the setting out of the green. His/her decisions about the use of the green will be final.

Garden

The Garden Manager will be responsible for the maintenance and upkeep of all garden spaces, paths and hedges within the confines of the site. He/she will keep a record of members who look after a plot in the garden. He/she will be responsible for taking in (in the autumn) and putting out (in the spring) the garden furniture and the welcome board.

Social

The Social Manager will coordinate the organisation of the various social events held throughout the year. He/she will liaise with the Entertainments group with regard to the arrangement of events proposed. He/she will ensure that the Catering manager is aware of the requirements for refreshments at the events planned.

Catering

The Catering Manager has overall responsibility for the catering requirements of the club and for the maintenance of standards of hygiene and cleanliness in the operation of the kitchen. **(Procedures for various catering tasks are contained in files held in the kitchen area. Members working in the kitchen should make themselves aware of these requirements.)**

Safeguarding Officer

The Club is mindful of and will abide by the guidelines issued by Bowls England and Bowls Devon. The Safeguarding Officer will be elected for a three-year term.

The Safeguarding Officer will be committed to creating and maintaining the safest possible environment for children, vulnerable adults and all club members to participate in the game of bowls and the social environment of the Club.

This will be achieved by:

- a) Acknowledging that the welfare of children and vulnerable adults is paramount.
- b) Recognising that all members have the right to protection from abuse of any kind.
- c) Recognising that, under the law, persons are protected from discrimination and harassment based upon the **nine** protective characteristics: age; disability; gender reassignment; race; religion or belief; gender; sexual orientation; marriage and civil partnership; pregnancy and maternity.
- d) Taking all reasonable steps to establish, promote and encourage effective policies and guidelines which provide children and vulnerable adults with appropriate safety and protection in the club environment.
- e) Assisting and advising Club members to make informed and confident responses to specific safeguarding issues.
- f) Being the first point of contact for members, volunteers, children and parents for any issue concerning the safeguarding of children and adults at risk, for concerns about poor practice and potential or alleged abuse.
- g) Reviewing the effectiveness of the Safeguarding policy and guidelines every year.
- h) Maintaining confidentiality.

Specific guidelines for safeguarding policies are contained in files available for members to consult.

Health and Safety Officer

The main aim of the Health and Safety officer is to prevent accidents and injuries at the Club. His/her role is to create and implement health and safety policies in accordance with the latest legislation and to ensure that these policies are implemented by the Management Committee.

This will be achieved by:

- Monitoring health and safety risks and hazards.
- Advising members and visitors on how to minimise or avoid risks whilst at the Club.
- Ensuring the Club has first aid facilities and members qualified in first aid.
- Ensuring there is recording system for accidents sustained at the Club.
- Ensuring the Club is legally compliant with all health and safety legislation.
- Being responsible for risk assessment and ensuring that assessments are up to date (including Fire Risk assessments).
- Ensuring that relevant checks are undertaken and recorded by all responsible persons.

SECTION 3
Constitution, Rules and Bye-Laws

1. **TITLE:** The name of the Club shall be **PLYMOUTH (SIR FRANCIS DRAKE) BOWLING CLUB**.
2. **OBJECT:** The object of the Club is to provide facilities for and to promote participation in the sport of Bowling, as governed by Bowls England, and to encourage social activities for Club members. The income and property of the Club shall be applied solely towards promoting the Club's objectives, as set forth in the Constitution, and no portion thereof shall be transferred, directly or indirectly, to the members of the Club.
3. **TRUSTEES**
All property of the Club, including land, buildings and investments. is held by Trustees during their time of tenure, for the use and benefit of the Club (See separate file for details of responsibilities of Trustees)
4. **MEMBERSHIP:**
 - (i) The Club shall comprise: Male and Female playing members, Junior playing members and non-playing members. Junior members will be under 18 or in full-time education. (Junior members under 18 and non-playing members may attend general meetings of the Club but may not vote; Junior members under 18 may not be elected as Officers of the club)
 - (ii) Application for membership is open to all without discrimination and is not restricted on grounds of ability. (see Bowls England Topic 9 –CASC clubs). Applications for all classes of membership shall be signed by the applicant, proposer and seconder and sent to the Club Secretary. On acceptance the applicant shall be permitted full use of the Club on payment of the required subscription.
 - (iii) The number of playing and non-playing members shall be limited at the discretion of the Management Committee.
 - (iv) Honorary Life Members shall be elected at the Club's Annual General Meeting on the recommendation of the Committee in recognition of outstanding service to the Club. Honorary Life Members shall be entitled to all the privileges of a playing member of the Club but shall not be required to pay an annual subscription. Honorary membership may be awarded to former players of the Club who have given long and loyal service.
 - (v) The Chairperson or his/her deputy may suspend a member for two weeks pending adjudication of the case by the Club Management Committee.
 - (vi) A member may be expelled from membership by the Club Management Committee for offensive conduct, failure to comply with the rules and bye-laws of the Club or for behavior which may bring discredit on the Club. **(Details of the procedures to be followed in disciplinary matters are set out in a separate document and comply with the recommendations of Bowls England)**

- (vii) Resignation from membership shall be advised in writing or by email to the Club Secretary. Non-payment of the annual subscription by the due date shall be construed as resignation, unless there are extenuating circumstances.

5. **ADMINISTRATIVE CONTROL** (The composition and functions of Committees and the functions of Officers are set out in Sections 1 and 2 of this document).

- (i) Within twenty-one days of the Annual General Meeting, a full meeting of the new Management Committee will be convened.
- (ii) Two-thirds of the Management Committee will constitute a forum.
- (iii) The Management Committee may fill vacancies which may occur during the course of the year.
- (iv) Retiring members of the Committee will be eligible for re-election.
- (v) Any six members of the Management Committee may request a meeting of the Committee in a letter to the Secretary stating the reason for the request. Any such meeting should be convened within fourteen days of the request.
- (vi) Any Officer/Committee Member resigning his/her position during the year, shall not be permitted to be nominated, elected or appointed as an Officer/Committee Member of the Club at the following AGM.
- (vii) A vote of no confidence in the Chairperson by two thirds of the members of the Management Committee will require the holding of the Special General Meeting to elect a new Chairperson.
- (viii) In the absence of the Chairperson, meetings of the Management Committee will be chaired by a deputy chair nominated from the Officers of the Club at the first meeting of a new Committee.
- (ix) The Committee will arrange informal pre-season and end-of-season meetings to keep the members informed of developments and offer them the opportunity to question Officers/Managers.

6. **ANNUAL GENERAL MEETING**

The AGM of the Club will be held early in November. Notice of the meeting and opportunities to propose candidates for election to Club positions and to submit motions to the AGM will be posted on the notice board by the secretary by the end of August. Motions must be submitted to the secretary with proposer and seconder by the end of September. Nominations for elections will close at the end of the second week in October. An agenda will be circulated to all playing members by the end of October. This will include, if possible, the Treasurer's Annual report.

The meeting will record new members to the Club since the previous AGM; will pay tribute to any members who have died since the previous AGM; will receive Officers' reports; will vote on any motions received from members or proposed by the Management Committee; will ratify nominations for office and hold elections where necessary; will propose candidates for Life Membership if applicable; will hear a vote of thanks to the outgoing committee.

SPECIAL GENERAL MEETINGS

May be called by the Management Committee when necessary or when a request is received from a proposer, seconder and at least ten other playing members setting out the reason for the request. A meeting is to be held within a month of such a request and seven day's notice is to be given to members. 25 playing members will form a quorum. Proxy votes are not permitted.

7. BOWLING SEASON

The season will normally extend from a Saturday in the second half of April until the first Monday in October.

8. BAR HOURS

Bar opening hours will comply with existing licensing laws but the bar will normally close by 10 p.m. unless there are exceptional circumstances.

9. SUBSCRIPTIONS AND FEES

Subscriptions and fees (e.g. for Club competitions) will be agreed at the AGM and payable by 31st January in the following year.

10. INDEMNIFICATION AND INSURANCE

A member in proper execution of duties on behalf of the Club will not be personally liable for any claims regarding damage, loss to property or personal injury arising from the proper discharge of those duties. Any such claims are covered by the Club's policy of insurance. This indemnity does not cover claims arising from unauthorised activity or negligence.

Members, employees and visitors to the site are covered by civil liability insurance in line with Bowls England and Bowls Devon guidelines.

11. PRIVACY

The Club obtains permission from all its members to use their personal data (address, telephone numbers, e-mail address) on Club business alone.

Details will not be divulged to any other person or institution. Members who enter County and National competitions may be asked to provide information to other sources. Personal information of members who leave the Club will be retained for a period of 1 year before being deleted/destroyed.

12. ALTERATION OF RULES

Alteration of rules must be presented by a motion to the AGM from the Management Committee or individual members in accordance with the procedures laid down for the AGM (section 3 item 5). A two thirds majority of voting members present will be required to pass any alteration.

13. VISITORS

Visitors participating in an event organized or sponsored by the Club, will be deemed Honorary Members for the occasion. Visitors may play when introduced by a member on two occasions within a season.

14. **BYE-LAWS**

The following bye-laws are incidental to the Rules of the Club. The Management Committee will deal with any breaches of the Bye-laws. Alteration to the Bye-laws will be presented by the Management Committee to the AGM for ratification.

BYE-LAWS

1. The Laws of the game of bowls as adopted by the Bowls England shall apply to the Club.

2. **DRESS**

- (i) The wearing of club blazers to be optional to all matches against other clubs both home and away.
 - (ii) Members representing the club in matches shall wear the approved club shirt, black trousers/skirt/crops or tailored shorts with appropriate flat soled shoes (no heels).
 - (iii) Bowls drives or coaching: ideally predominantly white polo shirts or the old or new style club shirts with black trousers / shorts/ crops with appropriate flat soled shoes (no heels) .
 - (iv) Casual dress is permitted for roll up's provided : no jeans , tops should be of the "polo" design (i.e. with a collar) with no slogans etc on them.
 - (iv) Members' bowls should display Sir Francis Drake Bowls Club stickers in all matches/competitive play, unless there is a requirement for change.
3. Dogs are allowed in the outside area of the club but not inside the clubhouse. They must be on leads and under control at all times.
 4. Any wilful damage to the Club's property by a Member or visitor shall be made good by the offender.
 5. Complaints or suggestions must be made in writing to the Club Secretary who shall bring the matters before the next meeting of the Management Committee for a ruling. Complaints of a disciplinary nature should be made in writing to the Club Chairperson.
 6. All members are expected to behave in a manner in line with the club code of conduct (See appendix A)

7. **CASUAL PLAY**

- i. Play not to commence before 10.00am, or as directed by the Green Manager.
- ii. When all rinks are occupied, rinks with less than eight players must welcome into the rink members who are waiting to play. (This does not apply to competitive matches).
- iii. A full paying member may invite/introduce a maximum of 2 visitors to play on the green at any one time (roll up/club night) for payment of the green fee £4 per person per session. The member is to be responsible for the guest to be signed in the

visitor's book and the appropriate fee paid. Visitors must adhere to the club dress code whilst on the green.

- iv. Casual play is permitted on empty rinks when a match is in progress with the permission of the captain of the day.

8. **The Green Manager or an Officer of the Club** shall have the authority to put the green out of bounds, to order groundsheets to be used or to exclude bowlers who habitually damage the green by delivering bowls in a manner likely to cause harm to the green.

9. Disabled bowlers may use the green, provided they use Bowls England approved wheelchairs. There are no disabled facilities in the clubhouse.

10. Club competitions will be run in accordance with the club competition rules (see appendix B).

11. The completion of Club competitions will take place on Finals' Day unless participants are involved in international or county commitments. In that case they should endeavour to complete their finals before Finals' Day.

12. **ALCOHOL**

- (i) Only alcoholic beverages purchased in the Club may be consumed within the boundary limits of the Club.
- (ii) Cans must be poured into glasses at the point of sale. No cans are to be removed from the clubhouse.

13. **SMOKING**

Smoking, including e-cigarettes, will not be permitted anywhere on the site except in the designated smoking area.

We would respectfully request that Sir Francis Drake members should assume that other clubs will have similar rules and bye-laws and therefore behave accordingly.

Appendix A

Code of Conduct

SFD STANDARDS AND EXPECTATIONS

CODE OF CONDUCT

Sir Francis Drake BC is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. As a committee we have drawn up what we consider to be our standards and expectations.

Members are encouraged to be open at all times and to share any concerns, complaint or constructive suggestion that they may have about any aspect of the club with any committee member.

As a member of Sir Francis Drake, it is our expectation for you to abide by the following -

- ✓ To have pride in our club and its environment.
- ✓ To treat all members with respect both in language and demeanour.
- ✓ Members should recognize the valuable contribution made by club officials who are volunteers. They give their time and resources to provide bowls for you.
- ✓ Members should remember that the club has no paid staff and that all members should play their part in helping to run the club.
- ✓ All “playing” members are expected to do a tea/pasty duty at least once a year.
- ✓ All members should be a positive role model, treat other members with the same level of respect you would expect to be shown to you.
- ✓ Members should at all time play the game as per the rules of Bowls England and cheating in any form, unsportsmanlike behaviour will not be tolerated.
- ✓ Members who wish to smoke/vape should do so in the designated area.
- ✓ Alcohol may be consumed within the club grounds “only” if purchased at the bar.
- ✓ Changing rooms to be kept clean and tidy
- ✓ If you are nominated to be a green steward – it is expected that you will attend the club at least 45mins before the game to unlock the door to the club and set up the green.

Appendix B

Club competition rules –

Rules for organising matches across all Club competitions

The entry date for the club competitions opens at the time of the annual subscriptions and entries close no later than the last day of May.

To constitute a competition there should be 4 or more competitors for an event.

The Club Captain will act as the competition secretary / adjudicator for the event

- The first name in each round of the draw is the **challenger**.
- The **challenger** should contact their opponent/s to agree a mutually suitable time/date to play the game, however if one cannot be agreed, at least 2 weeks before the closing date for the round the challenger should offer his/her opponent 3 dates. *(All competitors should make every effort to find an acceptable date before the end date, taking due regard to their opponents' commitments. Bearing in mind that your opponent/s may be involved in County or National games which should take precedence over club games)*
- The player/s receiving the dates should make all efforts to respond to the challenger and reply within 3 days.
- The **challenger** is responsible for obtaining a marker –.
- If a date cannot be agreed, please contact the Competition Secretary ASAP.
- If a player is unable to play and withdraws from a pairs or triples competition (for whatever reason) a substitute will be provided if possible. The substitute will be selected by the Competition secretary from a list of reserves.
- If any competitor fails to appear within 30 minutes after the fixed/agreed time, their opponent may claim the match.
- Players failing to play their match by the due date and who have not contacted the Competition Secretary risk being eliminated from the competition.
- At the start of the game the challenger should offer a minimum of 2 rinks to their opponent, use the numbered disks – selection of the rinks is a blind draw
- In the event of a tie break being played, players should toss a coin – the winner having the right to choose whether to have the mat.
- Once completed the result of the game should be entered onto the draw sheets in the club house.
- All games should be played in the spirit of good sportsmanship and established bowls etiquette.
- The competition secretary will adjudicate disputes displaying fairness to all players and acting in the best interests of the competition.

Ladies' Singles/Men's Singles/Millennium singles/Unbadged singles.

- Each player shall play with 4 bowls.

- The winner is the first player to reach 21 shots.

Handicap Competitions

- Each player shall play with 4 bowls.
- Each player's handicap is entered on the scorecard before play begins.
- The winner is the first player to reach Their individual handicap number of shots.
- Ladies handicap system –
- All players 21 shots
- Player who has won a singles competition previously 23
- County badged players 25
- Men handicap –
- The handicaps of each entrant will be determined by the Club Captain in discussion with the men's captain & selectors.

Derek Marshall singles – Open to all members (Male & Female). Who have not won a singles event previously at the club. – 4 bowls each first to 21 points

2 Woods singles - 2 woods each 21 ends

2 bowl pairs – 2 Bowls each 21 ends

4 bowl pairs – 4 bowls each 21 ends

Mixed triples - 3 bowls each 18 ends

Mixed pairs – 4 bowls each 21 ends