



AIDE-MEMOIR

Aide-Memoir for Club Bowls Secretaries

This document contains an aide-memoir for those poor souls who have just taken on (had thrust upon them) the job of Club Bowls Secretary. Hopefully, this will help with useful information on the British Crown Green Bowling Association (BCGBA), Fees, Safeguarding, Development, Funding and Player Registration Scheme.

North Lancs & Fylde County Bowling Association (NL&FCBA)

First of all, NL&FCBA was formed in 1984 and is one of sixteen County Associations that are affiliated to the BCGBA.

The County is divided into five districts: Blackburn, East Lancashire, Fylde, Lancaster, and Preston. Each district has its own Chairman and up to three delegates and they, plus the President, Vice-President, Secretary, Financial Officer, Men's and Ladies Competitions Secretary, BCGBA Representative, Membership Co-ordinator, Development Officer, Junior Secretary, 2x NL&F Ladies Representatives and Safeguarding Officer, form the Executive Management Committee, which meets on a regular basis.

Although this appears to be a large committee, several members fulfil more than one position. It must also be borne in mind that the committee serves about 204 clubs and 55 Leagues.

- **BCGBA Handbook** - Each club, as part of their affiliation fees payment to NL&FCBA will receive one copy of the BCGBA Handbook. These handbooks will be distributed to clubs by their county regional representatives, once the county is in receipt of the books (usually around the end of March). Additional handbooks may be purchased directly from the BCGBA, subject to availability. Also, BCGBA Rules and Laws of the game can be found on the BCGBA website <https://www.bcgba.org.uk/>
- **County Affiliation Fee** - Each year, clubs will need to pay an affiliation fee to their parent county, NL&FCBA, but some clubs adjacent to county boundaries (e.g., Cumbria or Yorkshire) may affiliate to more than one county but need to make a choice as to which one is their "Primary County". NL&FCBA affiliation fees are

currently £45 of which £5 goes into the development fund. We currently have 227 clubs that are affiliated to our county. 204 are primary and 23 are secondary (i.e., clubs bordering our county, but play in one of our leagues).

- **BCGBA Affiliation Fee** – All clubs need to pay an annual BCGBA affiliation fee, currently £40. This fee will be collected by your primary county on behalf of the BCGBA. Clubs that may pay a county affiliation fee to one or more counties, will only pay the BCGBA fee once.

Each year, all club secretaries will receive a club affiliation form from NL&FCBA via email, which they will need to complete and submit along with the payment (NL&FCBA affiliation fee + BCGBA affiliation fee) to the County Financial Officer. There are currently 210 Primary Affiliated Clubs to North Lancs & Fylde County Bowling Association, and they pay the full amount of £85 to NLFCBA.

Payments must be made before the **30th April** each year. Late or overdue payments may result in a fine. Affiliation Forms can be downloaded by visiting the North Lancs & Fylde website at [Affiliation Forms & Documents | North Lancs & Fylde County Bowling Association \(nlfcba.com\)](https://www.nlfcba.com/Affiliation-Forms-and-Documents)

For any queries regarding affiliation fees and payments please contact the county financial officer, Irene Jones at financeofficer.nlfcba@gmail.com

- **Insurance** - As from the BCGBA AGM of January 2000, it is mandatory that clubs must hold Public Liability Insurance. The British Crown Green Bowling Association (BCGBA) has taken out a new Group Insurance Policy for 2026 and cover, which runs from 1st January up until 31st December. This replaces the previous Endsleigh Insurance Policy. **The old insurance portal on the BCGBA website is now closed – please do not use.**

If members choose to opt in to the new policy they must opt in to the whole policy, they cannot just opt in to parts of the policy.

The cost of the new BCGBA Policy is £55

Details on how to make purchase the policy from the BCGBA can be found visiting the BCGBA Insurance page on the NLFCBA website [BCGBA Group Insurance Policy | North Lancs & Fylde County Bowling Association](https://www.nlfcba.com/BCGBA-Group-Insurance-Policy)

Also, it is not mandatory to take out the BCGBA Insurance policy, you can source a policy via another insurance provider.

- **Bowling Leagues** - If your club runs a team (or teams) in a league, then the appropriate league fees will need to be paid. Clubs that play their home matches on municipal greens usually need to reserve the greens by writing to their local council in good time, so that other organisations do not get in first.
A club which plays in a league affiliated to other than its own county, must also affiliate to that county.
- **Open Competition Certificate** - Any North Lancs & Fylde Primary Affiliated Club that is hosting a competition that is not an internal club members competition must apply for a BCGBA Open Competition Certificate which is available from your County Secretary. This must be obtained from the County Secretary Officer at least 28 days before the event. Annual fee is £10.00. Application is via your county secretary for approval, who will need to be notified of these competitions and any qualifying dates.

Payment is to be made by BACS (bank transfer) to the North Lancs & Fylde County Bowling Association (Lloyds Bank account)

The open competition certificate application form is available to be downloaded from the NLFCBA website [Open Competition Certificate | North Lancs & Fylde County Bowling Association \(nlfcba.com\)](https://www.nlfcba.com) on completion please email to the NL&FCBA county secretary secretary.nlfcba@gmail.com who will approve and issue the certificate to the Club once payment is received. On receipt of the certificate, please remember to display it in your clubhouse or bowling hut.

BCGBA Bye-Law 9, page 30

- **Safeguarding**

Every club must have a named Safeguarding Officer who holds a current DBS (Disclosure Barring Service) certificate. Failure to comply will result in an appropriate penalty. This BCGBA bye law came into effect from 1st March 2019.

Each county association will appoint a trained county safeguarding officer. The BCGBA has safeguarding policies and procedures and further information can be found at [Safeguarding - Bowls Development Alliance](#)

NL&FCBA along with the BCGBA National Safeguarding Officer will hold safeguarding courses for newly appointed club safeguarding officers. There will be a small fee to be paid to cover the cost of the course and for the DBS application.

Details of upcoming safeguarding courses can be obtained by contacting the County Safeguarding Officer, Sue Sinclair at suesinclair1958@gmail.com

For existing club safeguarding officers, issued DBS certificates should not exceed three years old from date of issue. DBS certificates can be renewed free of charge by contacting the county safeguarding officer, Sue Sinclair suesinclair1958@gmail.com

BCGBA Bye-Law 8, page 29

- **Development, Coaching & Funding**

Within NL&FCBA, we currently have approximately 210 affiliated clubs with a total membership in the region of 4,000 bowlers. Our aim over the next five years is to promote the sport, to both new and existing participants, and to turn crown green bowls into a growing sport again. By doing this, we will retain our clubs, whilst increasing the number of participants within all age groups across the county.

Our key philosophy to achieve our goals will be driven around the creation of two 'Centres of Excellence' within each region of the county.

We have a County Development Officer who will support affiliated Clubs, with the goal of recruiting new members from their local communities. The role is varied and will help to:

1. Support affiliated clubs to run Bowls Open Days, inviting potential members to come and experience bowls, but also to see what their club offers to the community.
2. Facilitate the loan of county coaching equipment to affiliated clubs for bowls open days, and support wherever possible with qualified coaches.
3. Support affiliated clubs to create, and maintain, a register of key relationships (e.g., schools, local groups/sports clubs, local 'Centres of Excellence,' local/national funding opportunities, etc...)

BCGBA Development Fee

BCGBA have asked for funding to aid the new National Development Plan, at the Rules Revision meeting and AGM held on 18th January 2025. An annual fee of £1 per player per club was passed unanimously by all counties and associations.

This Annual Development Fee of £1.00 PER PLAYER PER CLUB is payable by bowlers at your Club that you register to play in Leagues - it is not payable by bowling members that do not play in any Leagues (social bowlers). We are asking for your honesty in declaring accurate numbers to aid collection. This development fee will be collected at the same time as the Club Affiliation fees at the start of every year (February).

Coaching courses

Having a qualified coach is a fantastic way to help to grow your club membership. For new bowlers (and beginners), having a coach can help them to decide where to bowl based on what support they will be able to access.

COACHES MUST BE QUALIFIED – generic club insurance, in general, does not cover for coaching done by non-qualified bowlers.

For Level One (to coach new bowlers), the course is straight-forwards and is done locally within our county. The course covers basics such as delivery, bias, length, and line and is mostly done in a day (with additional ‘work’ to be done back at your club). NL&FCBA, along with BCGBA, currently offer bursaries for the course.

All qualified coaches are fully insured and can coach at any bowls club.

To view further details about BCGBA coaching courses and to book a course, please visit the Coach Bowls website and click this link [Our Courses | Coach Bowls](#)

Funding

There are lots of funding and grant opportunities out there for clubs to develop their facilities or raise money for a new project. The BCGBA have grants available which clubs can apply for to fund new projects, for example a new shelter or irrigation of the bowling green. Application forms and details can be found on the BCGBA website at [Grants | British Crown Green Bowling Association \(bcgba.org.uk\)](#) or in page 57 of the BCGBA handbook

Other funding opportunities may be available from the following organisations:

- Sport England
- The National Lottery Community Fund
- Active Lancashire Together Fund
- Clinical Commissioning Groups (NHS)
- Recycling Centres
- Grant Funding - Opportunities
- Arnold Clark Community Fund
- Greene King ‘Proud to Pitch In’
- Supermarkets
- Local Council/Councillors
- Direct Business Sponsorship

Also visit the North Lincs & Fylde website at [Grants and Fundraising | North Lincs & Fylde County Bowling Association \(nlfcba.com\)](#)

For any help, advice or more details about development, coaching and funding, please contact our NL&FCBA development officer, Steve Clamp at steve.clamp.bowls@gmail.com

- **Player Registration** - Some confusion can arise regarding the word "Registration". All players who play competitive bowls are required to be registered with the BCGBA. Currently this is a once only item, a card bearing a unique number being obtained from the registrar for the county on payment of the current fee. (Please see the section entitled Players Registration Scheme below for details)

Leagues also tend to use the word "Registration" to indicate a procedure whereby clubs nominate which of their members will be playing for teams in that league during the coming season. This usually requires doing at the beginning of each season, is a different use of the word "Registration", and nothing to do with the BCGBA Registration scheme, except that each player needs a BCGBA card.

Players Membership Scheme - BCGBA

In 1991, the BCGBA decided that, starting in 1992, a new life membership scheme would be set up to replace the annual levy. Each player wishing to play competitive bowls under the laws of the BCGBA would pay a one-off registration fee and be issued with a numbered card to signify registration under the scheme.

To facilitate the operation of the scheme, each county association was required to nominate a Membership Co-ordinator who would be an agent of the BCGBA. These Membership Co-ordinators would be responsible for issuing cards to players within each county on receipt of the appropriate fee, and forwarding a summary of cards issued, together with the fees collected, to the BCGBA at the end of every month.

The Membership Co-ordinator for NL&FCBA is Gill Sutton, 4 Holly Lane, Hambleton, Poulton-le-Fylde, FY6 9FS. Mobile: 07761 767378, email: cmc.nlfcba@gmail.com

Applications for Registration

- **Name(s)** - It can help considerably if the full name of each player is provided. This helps to avoid confusion when searches are needed. Spelling, of course, needs to be accurate, and it should go without saying that club officials check that any new members do not already hold a BCGBA registration before submitting their names. The gender of players should be indicated if not self-evident.
- **Club** - The name of the player's club should be provided.
- **Registration Fees** - Membership fee is currently £20 for a new player and £5 for replacement card. Junior bowlers under 18 years of age will receive free membership for life. Application form must still be completed and submitted to County Membership Co-ordinator so a BCGBA membership number can be issued.

Application form can be downloaded for the North Lancs & Fylde website by clicking this link [Membership of New Players | North Lancs & Fylde County Bowling Association](#)
The form must be signed by the applicant in order for the membership application to be processed, and for the authority to process their data in accordance with General Data Protection Regulations (GDPR)

It is strongly recommended that cash is NOT sent through the post. Cheques should be made payable to NL&FCBA

Alternatively, BACS (Bank Transfer) payments can be made to NL&FCBA account via:

Account Name: NL&FCBA **Sort Code:** 77 76 26 **Account No:** 21993260

Please indicate Name of applicant (new member) in the reference box.

- **Submitting Player Registration Applications** - Applications for registration should be sent with the appropriate fee to the registrar appointed for the county. The names and addresses of County Membership Co-ordinators can be found in the BCGBA handbook, and the one for a particular county is usually reproduced in that county's handbook.
The fee for new registrations, and that for the replacement of lost or damaged cards is reviewed at a general meeting of the BCGBA, held annually on the third Saturday in January each year. Any alteration of fees to take effect immediately.

Communications

It is important that clubs inform the county secretary when you have a change of secretary or treasurer or safeguarding officer, so we can keep our records up to date and ensure that the information we send out reaches the right person at your club.

When the county sends out information, whether that be about fund raising opportunities, safeguarding, coaching courses, development, newsletters etc, please try and share it with your club members, whether by email or putting it on your clubhouse noticeboard.

As a county association, NL&FCBA are here to help. We are not just there to collect money from clubs and solely focus on representative teams, we do so much more than that. All our committee are devoted and enthusiastic about crown green bowls. We want our sport to continue and grow, so we, our members and future generations can play the game we love so much.

Website & Social Media

NL&FCBA launched a new website in February 2023. It can be found by typing the address <https://nlfcba.com/> into your internet browser or NLFCBA into the search. You will find lots of useful information on here to help support clubs and bowlers. Please have a look. You can also subscribe to the website on the home page to receive the latest news bulletins.

We also have a North Lancs & Fylde CBA Facebook group page <https://www.facebook.com/groups/463711173727072> where County news and club/open competitions are advertised.

And finally, a reminder of some useful contacts for NL&FCBA

| Position | Name | Telephone: | Email |
|-------------------------|-----------------|-------------------|--|
| County Secretary | Karen Kenworthy | 07737 916844 | secretary.nlfcba@gmail.com |
| Financial Officer | Irene Jones | 07803 241271 | financeofficer.nlfcba@gmail.com |
| Development Officer | Steve Clamp | 07967328841 | steve.clamp.bowls@gmail.com |
| Safeguarding Officer | Sue Sinclair | 07515288102 | suesinclair1958@gmail.com |
| Membership Co-Ordinator | Gill Sutton | 07761 767378 | cmc.nlfcba@gmail.com |

Best of luck in your new role! 😊