

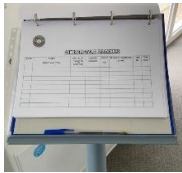


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CLANFIELD BOWLS & SPORTS CLUB INDUCTION

The purpose of this induction is to make all members aware of the facilities available and the guidelines for using them safely.

Most importantly the Club is for the enjoyment of its members and their guests. We therefore ask all who use it to treat the facilities and each other with respect.



Visitors Book / Attendance Register

All Members, Guests, Visitors & Contractors must sign in and complete the attendance register when they arrive. They should also sign out as they leave.



This is a No Smoking site.

Smoking or the use of electronic cigarettes or similar are prohibited anywhere within the grounds, including the Pavilion, its surrounds and car parks.



EMERGENCY

Emergency Contact

The Duty Steward will be the point of contact in an emergency.



Fire & Emergency Exits

These are indicated by illuminated signs and are through the front entrance and the rear doors.



Fire Alarm

In the event of a fire, operate the nearest fire alarm.
Leave the building by the nearest exit.
Report to the appropriate fire assembly point and await further instruction.

If the fire alarm sounds:

Evacuate the area and immediately make your way, through the nearest fire exit, to the **Assembly Point**. Do not stop to collect personal belongings.

The **Assembly point** is in the car park by the electricity substation.
Please wait there for further instruction.

Those **using the Rinks** should exit the rink area through the Disabled Access side gate.

Those **using the Pavilion** should exit through the nearest fire exit.

Please do not re-enter the Pavilion or Rink area until advised it is safe to do so by the Duty Steward.

Note: The Fire alarms are tested weekly, normally on a Monday between 9:30am and 10:00am. A warning notice will be displayed by the main entrance as a reminder no action is necessary.



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Fire Extinguishers

These are available to use if you have received appropriate training or feel competent and able to do so without endangering your own or others safety.

Water coded **RED** (for wood paper and textiles) - one is located adjacent to the door leading from main room to the changing room corridor and one by the rear exit.

Carbon Dioxide coded **BLACK** (for flammable and live electrical equipment) is located by main entrance door.

Fire blanket (for smothering a small fire, fat / oil pan fire or to wrap around a person whose clothes are alight) – one is located in the kitchen by the entrance door and another adjacent to the door leading from the main room to the changing room corridor.



First Aid Box and Incident Book

These are located in the Pavilion and can be obtained from the Duty Steward.

All first aid incidents or accidents must be recorded in the incident book or reported to the Duty Steward to record. The book is kept in the top drawer of the four drawer filing cabinet.

There may not always be a trained first aider on site, in the event of a serious incident or emergency **phone 111** or **999** as appropriate.

The Duty Steward will have the club phone to use if required.

If you are a trained First Aider and are prepared to assist in a medical incident whilst you are at the Club, we would be grateful if you could let the Duty Steward know when you sign in.



Site Safety

Keep to paths and steps at all times, using handrails where provided. Do not use grass banks or grass areas.

Holding the handrails could prevent serious injury if you were to slip or miss your step on the stairs.

Be mindful of slip and trip hazards. Do not leave bags, clothes, shoes, equipment etc where they can be a danger to yourself or others.

Be aware of your surrounding and report any suspicious activity, vehicles, packages or bags to the Duty Steward.



Rink Safety

Use the corner steps to enter the green. Alternatively, if stepping directly onto the green please step down sideward.

To avoid damage and contamination of the green you **must** change into **flat soled shoes** (preferably proper bowls shoes) before entering the rink.

There are a limited range of different sized bowls shoes in the equipment shed which members or their guests can borrow. Please request when booking.

The maximum number of people on any designated Rink is normally 8.

With the exception of water in a non-breakable container, no food or drink is to be taken on or around the rink.



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Pavilion Safety

At no time should members shoes, bags or bowling equipment be left in the main room of the Pavilion.

All bags should be left in the changing rooms.

Clothing hung on the back of chairs could become a trip hazard. Please use the coat stands or hooks and the lockers within the changing areas.



Dogs

No dogs other than registered assistance dogs are allowed within the Pavilion, on the green or its surrounds.



Waste, Recycling and Litter

Please dispose of your rubbish responsibly – either take it home with you or place it in the appropriate rubbish or recycling bins.

There are general waste and recycling bins outside the bi fold doors and in the kitchen area.



Club Opening Times

Please check on the club notice board or the website for opening times.



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Bad Weather

There may be times when it is necessary to close the Pavilion and / or the bowling Rinks at short notice due to adverse weather conditions but we will try to keep these occasions to a minimum. If we do need to close, we will notify members by updating the website as soon as possible.



Free WiFi

The Network Name is **VM202F78** or **VM502F70**

The Password is **9r7akkmpABpt**

These details are also displayed on the notice board.



Café and Bar

Refreshments can be purchased from the kitchen including tea, coffee, soft drinks and a small selection of snacks and ice creams. The bar is able to offer a range of wines, beers, spirits and non-alcoholic drinks.

A price list of the items available is displayed. If any member would like to see other items included, then please let the kitchen volunteers or Duty Steward know so they can be considered.

During organised events, only food and drink purchased from the Club may be consumed on site.

No glass or crockery is to be taken rink-side – this includes glass bottles.

Please return crockery and glass items to the kitchen after use.

Café opening times will depend upon the availability of trained kitchen volunteers. Some stewards have undertaken this training, but not all. Untrained volunteers should not enter the kitchen area.

Bar opening times will, in accordance with our Licence, depend upon the availability of Licence trained volunteers.



Sale of Alcohol and Challenge 25

Anyone looking **under 25 years** of age, must be able to show valid ID with proof they are over 18 years old, e.g. photo driving licence, passport or PASS card from the Proof of Age Standards Scheme.

It is against the law for anyone under 18 to buy or attempt to buy alcohol.

It is against the law to sell alcohol to anyone under 18 or to knowingly sell alcohol to someone who is drunk.

It is also against the law for an adult to buy or attempt to buy alcohol for anyone under 18 or for any drunken person on licenced premises.

The licenced volunteers also reserve the right to refuse to sell alcohol to an adult who is accompanied by a child and where they believe the alcohol is being bought for the child.



Ladies, Gents & Disabled Toilets

Located off the main area and in the changing areas.

The Disabled facilities each have a red pull cord alarm in case of emergency.

Male and Female changing rooms each have showers and lockers.

Please leave the facilities as you would wish to find them and report any issues to the Duty Steward.



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Lockers

Free Lockers are available for the convenience of Members. These are intended for use only whilst Members are using the club facilities. The key must be replaced in the lock before leaving the premises.

Note: There are a limited number of lockers available for members to hire for a fee of £12.00 a year. This will allow them to retain the locker key for the duration of their hire, leave their personal effects and equipment on site, but at their own risk.

To enquire about availability and hiring a Locker please email:
admin@clanfieldbsc.com



Membership and Temporary Membership

All members and family members must give their name to the Duty Steward on request and sign in on the attendance sheets.

Full Members may sign in a maximum of 2 guests each. These guests will become temporary members for the duration of their visit.

Winter Members may sign in a maximum of 2 guests each, between 1 October and 31 March inclusive. These guests will become temporary members for the duration of their visit

Sports and Junior Members cannot sign in guests.

Members are responsible for ensuring their guests and junior family members are aware of the Club rules and regulations and observe them whilst on the premises.



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Playing Bowls and Equipment Hire

A selection of bowls equipment is available for members and their guests to use, including various sizes and weights woods on the shelves, mats in the trolley, scorers, gatherers, walking stick pads and shoes.

Care should be taken when entering the shed particularly with the step at the entrance and the struts across the floor.

Please ensure all equipment is returned and put away correctly in the shed after use.

Full and Family Members are entitled to play and hire equipment at no additional charge, as part of their annual membership, as are **Winter Members** between 1 October to 31 March inclusive, as part of their winter membership.

Guests and Sports Members wishing to play bowls, pay £5 per person per session (up to 2 hours) which includes equipment hire.

Public and Private Hire Guests become temporary members for the duration of their visit. If they wish to play bowls they will pay £6 per person per session (up to 2 hours) and £4, plus a refundable £20 deposit, for equipment hire per person per session.



Notice Boards

There are several notice boards around the Club including.

Legal and Admin

Legal notices including Health and Safety at Work poster, Hygiene ratings and relevant licences.



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Bowls

Roll up days

Coaching

Competitions

Match events

Bowls partner and match requests etc

News and Social

First Aid details

Fire assembly points

Volunteer Rota

Up and coming functions including Quiz and Music nights and Special Events

Opening hours

Names and contact numbers of Trustees and Management Committee Members



Volunteers

The Club registered charity and solely run by volunteers. Its success is dependent on members supporting each other to help run and manage the Club.

The opening times are reliant on those prepared to volunteer and help organise the day-to-day activities and administration. On occasions, when we do not have sufficient volunteers, we may not be able to open some of the facilities and, whilst we aim to have two people on duty at any one time, this is not always possible.

If you are interested in volunteering, please give your details to the Duty Steward or send an email to admin@clanfieldbsc.com indicating the areas in which you are interested. Please say how often and the times you would be prepared to consider.



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Areas where volunteers can help include:

- Duty Steward
- Running the café / bar
- Coaching
- Helping organise activities and functions
- Helping maintain the building and grounds.
- Standby emergency cover for any of the above.

Volunteers are usually asked to cover a time slot of between 2 to 2 hours 20 minutes depending on the time of year and number of bookings. For example:

- 09.45 – 11.55
- 11.55 – 14.10
- 14.10 – 16.30
- 16.30 – 18.35

Volunteer Trades

If you are a qualified tradesperson and are willing to assist when needed in specialist areas such as electrics, plumbing, decorating etc, please leave your details with the Duty Steward.

Why not also advertise your business on our Trades and Business notice board for a small fee?



Club Rules

The complete set of Club rules can be found on the Club website and you should take time to read and familiarise yourself with them



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Suggestion Book

We welcome ideas and suggestions on how we can improve and grow the Cub. If there are additional activities you would like to see included or you have other ideas you would like us to consider, please make a note in the suggestion book which you will find on the reception desk. Alternatively, you can email admin@clanfieldbsc.com



Club Contact Details

Clanfield Bowls & Sports Club (CBSC)
7 Columbine Way
Clanfield
Waterlooville
Hampshire
Po8 0WJ

Tel 02392 358653.

This telephone is in the Pavilion so will only be answered during Club opening hours.

Email: admin@clanfieldbsc.com

Website: www.clanfieldbsc.com

Registered Charity No 1177341

THAT'S ALL FOR NOW FOLKS!

That's all for now, but as the Club continues to evolve things may change, so please keep an eye on the Notice Boards and website for up-to-date information.

Please sign the "Induction Record" to confirm you have been well and truly inducted!

Thank you for your time and welcome to the Club!



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EXAMPLE INDUCTION RECORD

DATE	MEMBERSHIP NO.	NAME	SIGNED	INDUCTED BY	SIGNED
01/06/19	001(example)	DOLLY BOWLS		JACK YELLOW	
01/06/19	Public Temp member	Joe Public		JACK YELLOW	

Change History for Web Versions

Date	Print Filename	Web Filename
4 Sep 2022	Members Induction v3.1_FIN.docx	Members Induction v3.1_FIN_WEB_s09_04a.docx
Amendments	That's All Folks! Image deleted and replaced with a text title.	
18 Sep 2022	Members Induction v3.1_FIN.docx	Members Induction v3.1_FIN_WEB_s09_18a.docx
Amendments	Moved uncontrolled documentation wording to header and adjusted pagination.	