



SAGM Agenda 2021

Agenda & Minutes			
Date	April 10,2021	Location	Online
Attendance	Stephanie Walter, Michael Lynch, Vern Greenhill, Dean Penny, Dick Divine, Heather Divine, Linda Meers, Archie Harris, Linda Harris, Sandy Tonnellier, Henry Saucier, April Gilchrist, Hal Gray, Pete Harding, Joan Matherson, Jim Johnson, John Kendall, Keith Lintott, Marsh Mann, Rosemary Montreuil, Pat Norad, Marguerite Sklarchuk, Susan Toresdahl, Carolle Allen		
Absent			
	Called to Order 3:05	Members Present 23	Quorum Achieved Yes
Attendance			

1.	In respect for members who have passed away since our last meeting, we will observe a minute's silence for John Marinus, who passed away in January 2021.
	



SAGM Agenda 2021

Agenda					
2.	<i>Motion to accept</i>		<i>The Agenda as presented</i>		
	<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
	Michael Lynch	Stephanie Walters	22	0	

3.	Minutes from the previous AGM dated		November 22, 2020		
	Errors or Omissions:				
	<i>Motion to accept</i>		<i>The Minutes from the previous executive meeting of November 22, 2020, as presented.</i>		
	<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
	Linda Meers	Michael Lynch	22	0	

Reports	
4. President Report	
5. Vice President	N/A
6. Treasurer	
7. Greens	
8. Games	

Club Committee	
9. Club Committee	

Volunteering Report	
10. Update	Not required for this meeting

Initiative Reports				
11.	Not required for this meeting			
<i>Motion to accept</i>				
Executive and Club Committee Reports as presented				
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Jim Johnson	Susan Toresdahl	22	0	

Correspondence	
12.	None

Business arising from the correspondence	
13.	None



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Business arising from the last meeting minutes:

14. Life Membership	The Executive proposes the following change to the bylaws. Members will be eligible for nomination for life membership after ten years of membership with the Club. Please see attached Life Membership proposal. Life Membership candidates are nominated by another member and countersigned by two other members to agree with the nomination. The Executive will review the nominations before submitting them to the general membership for club approval.
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<i>Motion to accept</i>	<i>Proposed Life Membership revision to the bylaws</i>			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Henry Saucier	Michael Lynch	13	9	

New Business

15. Merit Award	The Executive proposes the following addition to the bylaws of a Merit Award. See attached addition to the bylaws for Merit Awards. The purpose of this award is to recognize member's efforts throughout the year in both services to the Club and competition regardless of the level.
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<i>Motion to accept</i>	The Merit Awards into the Bylaws			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Susan Toresdahl	Sandy Tonnellier	17	0	

16. Sport Relief	We applied for and were awarded \$5,000 of sport relief money due to COVID 19. After the original award, we have been awarded an additional \$2,500 in funding.
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17. Member Handbook	We have produced a member's handbook primarily to assist new members in knowing how the works, whom to talk to, and what is typically available to them.
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<i>Motion to accept</i>	the Member's Handbook for use within the Club and distribution to new members.			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Stephanie Walters	Carolle Allen	17	0	

18. Garden Project	Please see attached CLBC garden plan
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<i>Motion to accept</i>	To continue with the garden upgrade planning by planning the projects logistics and reporting back to the members.			
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Susan Toresdahl	Rosemary Montreuil	17	0	



Courtenay Lawn Bowling Club

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19. Bylaws		Executive proposes the following change to the Bylaws by adding games chair and greens chair to the Executive's positions. And to change the quorum from 5 to 2/3 due to the reduced number of Executive members. The Club's directors shall be as follows: - President, Past President, Vice President, Secretary, Treasurer, Games Chairperson and Greens' Warden. Except for the Past President, the Club's Directors shall be elected at the Annual General Meeting for a one (1) year term and shall form the "Executive Committee." A Quorum of 2/3 of these directors shall be required to hold an Executive Committee Meeting.		
<i>Motion to accept</i>		Modify the Bylaws to include the Greens and Games Chairs as Executive positions and change the Quorum requirement from 5 to 2/3.		
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Keith Lintott	Henry Saucier	13	9	

20. Strategic Planning		It is an opportunity for the members to have a more significant input to their Club's decision-making and help the Executive better understand how the members feel about the Club. This process results in a greater buy-in from the members. It is a good business practice to review where we are going and how we can get there. Some of the benefits of Strategic Planning are: <ul style="list-style-type: none"> • Organizations with a written strategic plan tend to grow. • Strategic Plans help to communicate our vision to sponsors. • Strategic Plans help build sustainability within the Club. The strategic planning committee consisted of twelve-member, representing a cross-section of the bowlers we have in the Club.		
<i>Motion to accept</i>		The Strategic Plan for implementation for the Club beginning in 2021.		
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Henri Saucier	Linda Meers	19	0	

21. Mentoring		We can see from our Strategic Planning process that the number of new bowlers returning for the second year is too low. During a player's first year, we bomb bared them with coaching and asked them to play league games and be active with all good intentions. We may think our Club is game-centric as we do little to address the new bowler as a person. I think we believe every new bowler that joins the Club understands the jargon and can relate to the process. What does the new member do? They go to the first friendly face and ask them or do not ask anybody and the result is they may leave the Club. So why not give them a friendly face to talk to in the first place, i.e., a mentoring program. We have many members with a lot of knowledge and experience both in the game and how the Club operates. We do not use this knowledge and experience to our benefit		
<i>Motion to accept</i>		To implement mentoring into the Club for new members effective 2021.		
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Hal Gray	Carolle Allen	16	0	



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22. 2021 Fees		Propose membership fee for 2021 is \$100 per person.		
<i>Motion to accept</i>		Accept the 2021 Fees of \$100 per member		
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Carolle Allen	Jim Johnson	16	0	

23. Bench Shelter		<p>Nine of the bench shelters are experiencing a sagging roof which gets progressively worst with each snowfall. Presently the aluminum roof frame carries the weight of its structure plus that of the roofing material. The roof structure is supported by two 2.375-inch posts and two 0.750-inch diameter posts. On inspection, we have found that the aluminum roof structure has a few cracks, and the connection to the rear 2.375 posts is slipping down the posts. The roof structure is flexing downwards primarily from the snow's weight and is further compromised by the high winter winds.</p>		
<i>Motion to accept</i>		Accept the proposal to repair the nine shelters and build one bench for a total cost of \$3,700.		
<i>Motion By</i>	<i>Seconded by</i>	<i>For</i>	<i>Against</i>	<i>Abstained</i>
Michael Lynch	Sandy Tonnellier	14	0	

Meeting	
24. Meeting Adjourned	5::45



PRESIDENT REPORT

When writing this report, we still faced a few unknowns. Like 2020, we will be operating under our Safe Return to Play Phase 2 protocols for lawn bowling. The protocols allow us to play pairs, singles, and the potential for triples later in the season.

I'm pleased to say that we have City and local Health Authority approval to proceed; however, due to the Provincial Health Organization's changes on March 19, 2021, we must resubmit our Safe Return to Play Phase 2 protocols to Bowls BC. We submitted the revised protocols on March 21, 2021.

Last November, due to the pandemic, we shut down the short mat program. These are always tough decisions, but we must ensure the safety of our members.

The Club is working hard behind the scenes to get us ready for an April opening.

- The Club's calendar is populated with all the available activities for the 2021 season to plan out your summer with some flexibility for additional events.
- Online league registration will be active by April 1, 2021
- Online practice, league and coaching timeslots will be in place at the end of March (dependent on Bowls BC approval).
- New for 2021. We are providing you with thirty-day notice of events with a cut-off date of 5 days before the event, and this has two benefits:
 - It gives you more time to plan your activities around bowling.
 - It assists the game's chair in knowing the number of people interested in playing with time to make the draw.
- Throughout the winter, the Club Committee continued to meet and address many relevant items to help the Club progress. You can see some of their collaboration results in the SAGM documents, particularly the Life Membership and the Merit Awards. A huge thank you to the Club Committee Rosemary, Susan, Henri and Dan.
- The Club undertook the task of developing a Strategic Plan (SP) for 2021-2023. We achieved this through the dedicated work of twelve members who met online and with a bit of homework. The SP team provided a balanced cross-section of the different types of members presently active in the Club. My role in this was to facilitate the process, and since I was working with a great team, it made for a pleasant and rewarding experience. You will also find the results of the Strategic Planning process in the SAGM package. A large thank you to the Strategic Planning Team, Susan, Rosemary, Henri, Sandy, Vern, Linda M, Pete, Steph, Michael, Heather, Carolyn.
- Your Executive met monthly online to ensure the Club continues to meet the needs of the members. Each item produced by the Club Committee and Strategic Planning Team has been reviewed and approved for consideration at the SAGM. Thanks to Steph, Heather, Michael, Dean and Vern, for ensuring our Club remains viable and effective.
- We applied for and received a grant from the "Local Sport Relief Fund" for a total of \$7,500 to assist us in restoring the Club to where it was before the pandemic. As with most grants, the funds are targeted to rebuilding the program and include advertising, Covid related expenses, insurances, and equipment expenses.



PRESIDENT REPORT

- Player Development. The coaches have also been putting plans in place for Skip School to start in June 2021. During this time, when we are not playing or hosting tournaments, it is an excellent opportunity for all members to have an honest look at their bowling performances and to determine if there are any areas they need or would like to develop. For experienced bowlers, the coach's role is not to change your game or style. Sometimes what has worked before may now be problematic. As we age, you may need a little assistance to see where or what you may need to adjust. I remember an experienced player who came to me after a lay-off from playing was frustrated with their game and could not find the line. This person was using a shooter-style stance, and I could see that they had the wrong foot forward. In changing the forward foot and the was problem solved. True, they are not always that simple to fix, but until you check, you may never know. You may wish to use this non-competitive time to your benefit.

As I think about the upcoming season, I will reflect on last year and set some personal goals to improve my game's problem areas. I know some of you are thinking there are not enough hours in the day or enough time in the season for me to get better. But what is important is that I believe I can become better. I plan and record progress so that even on the days when nothing appears to be working, I can find that glimmer of improvement. The training premise is simple. Warm-up with a bowling activity that you do well and add.s a degree of difficulty. If you find you cannot do it, lower the difficulty level or change the drill. Then challenge yourself with a new drill based on your goals. Having done this, reward yourself with a game against your friends and try to use the shots you have practiced. Practice does not have to last for hours; 45 minutes of solid, purposeful practice will suffice. Practicing two to three times a week will increase your skills, enjoyment, and belief in your game.

2 I believe the result is not the most crucial factor. While it is nice to win, it is the journey to winning is the most rewarding. Some winners say trophies collect dust, but memories last forever.

I have often used one quote and believe, "If you do not believe you can do it, the opposition will know you can't do it."

I hope you enjoy the 2021 season and set some goals to improve your game.

Happy bowling

Regards

Dick Divine
President
Courtenay Lawn Bowling Club

Balance Sheet

Courtenay Lawn Bowling Club

As of Feb 28, 2021

ACCOUNTS	Feb 28, 2021
Assets	
Cash and Bank	
CU checking	\$7,819.59
Cu Equity	\$5.95
CU Savings	\$9,832.94
Total Cash and Bank	\$17,658.48
Other Current Assets	
Club items for sale	\$778.76
Total Other Current Assets	\$778.76
Long-term Assets	
Furniture and equipment	\$51,701.24
Leasehold Improvements	\$934.90
Total Long-term Assets	\$52,636.14
Total Assets	\$71,073.38
Liabilities	
Current Liabilities	
Key deposits	\$640.00
Total Current Liabilities	\$640.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$640.00

Balance Sheet - Courtenay Lawn Bowling Club
As of Feb 28, 2021

Created on Mar 08, 2021
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Equity	
Members equity	\$66,948.30
Retained Earnings	
Profit for all prior years	-\$1,310.38
Profit between Oct 1, 2020 and Feb 28, 2021	\$4,795.46
Total Retained Earnings	\$3,485.08
Total Equity	\$70,433.38

Profit and Loss

Courtenay Lawn Bowling Club

Date Range: Oct 01, 2020 to Feb 28, 2021

ACCOUNTS	Oct 01, 2020 to Feb 28, 2021
Income	
Entry fees	\$20.00
Grants	\$5,000.00
Interest earned	\$2.04
Other income	\$61.00
Total Income	\$5,083.04
Total Cost of Goods Sold	
	\$0.00
Gross Profit	\$5,083.04
As a percentage of Total Income	100.00%
Operating Expenses	
Bank charges	\$12.50
Gov't fees	\$40.00
Office expense	\$114.70
Small Tools and supplies	\$120.38
Total Operating Expenses	\$287.58
Net Profit	
As a percentage of Total Income	\$4,795.46 94.34%

Greens Report April 10th 2021

Well here we are another season of Lawn bowling. I know with covid still front and centre in our lives we are still only able to bowl with in our own club. I feel we still can have a great season no matter what. The green is in great shape with us having a pretty mild winter did us no harm in that respect. The greens crew consisting of Archie Harris ‘ Tim McGiffin ‘ John Kendall ‘ and myself have the green ready to go. I know most of us are happy to have a much earlier start to bowling then what we did last season.

The green would normally have a lot of dollar spot on it but not this year. Stu from the city applied a fungicide to fight that and I was delighted to see that it worked out to perfection over all. There will be a couple of things happening this season one being moving of our existing sandbox. Michael will fill everyone else in on other changes. I feel that with the green being a little soft green mats will be in use till I feel the green will harden up to allow us to go without them.

I look forward to seeing a lot of you out there bowling this season. I want everyone to have fun stay safe and enjoy the game we all love so much.

Respectfully By Vern

Your Greens Warden



Courtenay Lawn Bowling Club AGM Agenda November 22, 2020.

Date: November 22, 2020 Location: Online at 1 PM

Executive in attendance:

<i>Dick Divine, Steph Walters, Heather Divine, Michael Lynch</i>					
<i>Absent: Dean Penny, Vern Greenhill</i>					
Called to order at	1:05	Members Present	16	Quorum Achieved	Yes
<i>Archie Harris, Linda Harris, Pete Harding Danny Bereza Stephanie Walters Linda Meers Rosemary Montreuil John Larner Ron Boney</i>			<i>Michael Lynch Marsh Mann Susan Toresdahl Keith Lintott Marguerite Sklarchuk (arrived after the meeting started) Dick Divine Heather Divine</i>		

1.	In respect for members who have passed away since our last meeting, we will observe a minute's silence for Bill Justice, who passed away in July 2020.
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2.	Minutes from the Semi-Annual General Meeting on	June 13, 2019
	Distributed by email and or hand-delivered before the meeting by our secretary	
	Errors or Omissions:	

Motion to accept:	Minutes from the previous general meeting			
Motion by	Seconded by	For	Against	Abstained
<i>Susan Toresdahl</i>	<i>Pete Harding</i>	<i>14</i>	<i>0</i>	<i>0</i>

Executive Reports (see attached reports)

3.	<ul style="list-style-type: none"> • President • Treasurer • Greens • Games <p style="margin-left: 40px;"><i>o No report submitted at this time</i></p>
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Motion to accept:	Accept the reports as presented.			
Motion by	Seconded by	For	Against	Abstained
<i>Michael Lynch</i>	<i>Archie Harris</i>	<i>14</i>	<i>0</i>	<i>0</i>

Committee Reports (see attached reports)

4.	• Club Committee			
Motion to accept:	Accept the reports as presented.			
Motion by	Seconded by	For	Against	Abstained
<i>Pete Harding</i>	<i>Michael Lynch</i>	<i>14</i>	<i>0</i>	<i>0</i>

Correspondence

5.	Correspondence:	None at this time
Business arising from the last meeting minutes:		
6.	Liquor License	No action at this time.
7.	Volunteers 2020	<i>Eight members volunteered to be Game Coordinators: Three members volunteered to be on the Club Committee. One member volunteered to be on the Historical Committee. Open-House Committee postponed due to COVID19. Eighteen members turned out to close the green.</i>
8.	Vice President	We are still looking for a Vice President.
9.	Cloud Storage	No action at this time.
10.	Life Membership	No action on this item
11.	Facilities Lease	<i>We have signed the Facilities lease for the next five (5) years.</i>
12.	Fees for Family	No action on this item.
13.	Benches	Due to the accelerated decay of the existing white benches, we seek approval to expend funds on two fronts.

Expenditure #1: We seek approval to expend Seven Hundred Dollars (\$700) to replace six (6) wooden benches.

To dispose of the worst of the benches before starting the 2021 season (our pre-winter count of six (6) benches requires the replacement). Six wooden benches will replace the six benches at the cost of \$700. See picture of wooden benches. These benches will remain in service while replacing all the remaining white benches, at which point the club will be disposed of then. How we dispose of the benches will depend on their condition.

Expenditure # 2: We seek approval to expend \$6,000 on approximately seven (7) composite benches similar to the benches we advised you of at the SAGM. See picture of composite benches.

The benefits of this two-stage approach are we buy some additional time to acquire some funds to completely replace all the benches while ensuring we have adequate seating for our members.

The negative of this is it will take longer to replace all the benches than planned.

Other considerations: it is unlikely that Parks & Rec will be in a position to provide us with any financial assistance due to budget cutbacks associated with COVID19 expenditures.

Notes from SAGM:

We have twenty-six benches that, over the next couple of years, need replacing. The retail cost of the benches is \$23,400, plus shipping and taxes. The City uses a product from Wishbone Industries out of Langley, BC.

I recently met with Mike Kerns from the City to discuss options, and we came up with a couple of options.

- *The City will look into the possibility of finding some funds next year to help.*
- *We have the option not to use the “Wishbone” product with the city blessings.*
- *We will continue to look for an effective and affordable solution.*
- *Bring forward information to the fall AGM.*

Motion to accept:	Expenditure #1 to expend Seven Hundred (\$700) on six (6) new wooden benches.			
Motion by	Seconded by	For	Against	Abstained
<i>Pete harding</i>	<i>Stephanie Walters</i>	<i>15</i>	<i>0</i>	<i>0</i>
Motion to accept:	Expenditure #2 to expend Six Thousand Dollars (\$6,000) on approximately seven (7) new composite benches.			

Motion by	Seconded by	For	Against	Abstained
<i>Michael Lynch</i>	<i>Rosemary Montreuil</i>	<i>5</i>	<i>9</i>	<i>1</i>

New Business

14.	Strategic Planning	Starting January, the executive and the Club Committee will begin to develop a strategic plan for the club for the next three years.
15.	Post Season Survey	<ul style="list-style-type: none"> ● 79% of the participants responded to the survey. ● 3.7% (1 person) indicated that they did not like the online booking format as they could not make cancellations or changes themselves. ● 3.7% (1 person) indicated that they didn't like the daily symptom form as they felt the process was a waste of paper. ● 19% (5 people) indicated that they didn't like arranging their games. <p>That means the rest of the participants were satisfied with how their season went. As with all new processes, some things worked better than others, but overall the executives are pleased with the feedback.</p> <ol style="list-style-type: none"> 1. The technology is in place for you to make changes after submitting your booking. However, what's not in place is the technology in the clubhouse to let the monitors know, as not all members have a cellphone or a smartphone, there is no wifi in the building to advise them of the change. 2. Symptom screening forms are absolutely a waste of paper, but our governing body demands this as part of our Return to play regulations. If we had even wifi and a decent computer in the clubhouse, we could remove the paper process for most people.
16.	Ladder tournament survey	<ul style="list-style-type: none"> ● 77% Response rate ● 100% enjoyed the tournament ● 100% Would play the ladder format again ● 55% Two-day tournament ● 55% League format ● 30% Play tie-breaker for tied games ● 80% Modify the format to play with different partners ● 30% Reduce the # games per day to 3 ● 55% Standings to determine the skip -lead roles ● 15% Skip and leads maintain their roles <p>The executives have reviewed the survey results and have determined the following changes for the next ladder tournament.</p> <ol style="list-style-type: none"> 1. Yes, we will play the ladder format again. 2. Yes, a two-day tournament for sure 3. Possible league play if we can work out what to do around no shows as all games have to be played or resolved before the next round begins. We will work on this.

		<p>4. We will play a tie-breaker for all tied games due to the request for more options to play different people.</p> <p>5. To ensure we can play with different partners at the end of day one, the bottom half of each draw within the other draw.</p> <p>6. Standings will determine the skip and lead roles.</p>
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17.	Elections	<p><i>After calling three times for any more nominations for the following positions:</i></p> <ul style="list-style-type: none"> • <i>President is Dick Divine, accepted</i> • <i>Vice-president no names put forth</i> • <i>Treasurer is Stephanie Walters, accepted</i> • <i>Secretary is Heather Divine, accepted</i>
18.	Awards	2020 Awards See below
19.	Meeting Adjourned	2:15

Courtenay Lawn Bowling Club

Club Committee Report 2020-2021



We established the Club Committee following the November 2020 AGM. To use as a sounding board for new ideas and get a feel for what our members think of the Club. A by-product of this has been an increase in member input to the Club's business affairs. The Club Committee works directly with the Club's President and at present consists of three members. The composition of the committee fairly represents the members of the Club through their different levels of participation.

The scope of the committee's work to date includes:

1. A review of how the Clubs operated through SWOT analysis.
2. Input into the revised Life Membership Award Process.
3. Input into the new Merit Awards Process.
4. Strategic Planning.
5. Sponsorship Process.
6. Player Retention.
7. Membership Growth.

The committee's work has proven invaluable to the Club as it provides increased perspective and diverse member input into the Executive's decisions made on your behalf.

I want to thank and congratulate the Club Committee members for their hard work and dedication to the Courtenay Lawn Bowling Club.

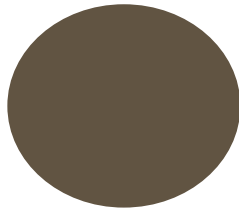
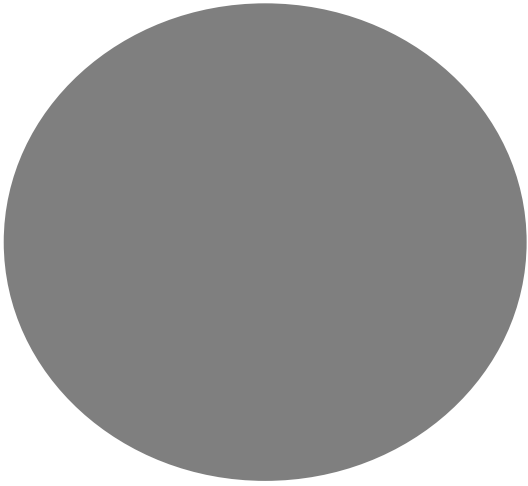
- Rosemary Montreuil
- Susan Toresdahl
- Henri Saucier
- Danny Bereza (no longer on the committee)

For 2021 we will be looking to add additional members to the committee. If you are interested, please let me know.

Regards

Dick

Dick Divine
President Courtenay Lawn Bowling Club
Email: president@courtenaylbc.com
Web: courtenaylbc.com



Life Membership |



Courtenay Lawn Bowling Club

Life Membership Criteria

LIFE MEMBERSHIP

Life Membership is the highest award available to recognize individuals' exceptional contributions to the Courtenay Lawn Bowling Club (Club). It is therefore only to be awarded in exceptional circumstances.

Nomination for Life Membership

Any member in good standing may nominate another member for consideration for the Life Membership award. Nominations must be submitted in writing & must be countersigned by two current members in good standing with a minimum of three years club membership and not related to the Club nominee.

The nomination should be prepared to set out the nominee's achievements & activities &, at a minimum, must meet the award criteria as set out below. The executive committee will accept nominations for life membership up to August 1st for consideration.

The Club will only approve a maximum of two members per bowling season from May 1st to April 30th.

Award Criteria

In considering the award of Life Membership, an individual should have demonstrated significant, sustained and high-quality service, enhancing the reputation and future of the Club.

The points will be taken into account when considering any nomination:

- The nominee's length of service to the Club shall be at least ten (10) years in either an on-field or off-field role, with such service in either role being taken concurrently.
- The general attitude and overall demeanour of the nominee reflect a dedication to the values of the Club.
- The nominee will have demonstrated a commitment to the principles of fair play & good sportsmanship.
- The nominee will have provided valued leadership or been an outstanding role model to the members in general.
- The nominee's service must reflect favourably on and brought credit to the Club.
- The nominee must currently be an active and in good standing member.

Important Note

Award criteria apply in whatever role the nominee has participated in during their Club service (on or off the field). Achieving the minimum service levels will not in any way automatically guarantee the Award of Life Membership

Process for Assessment of Applications

All nominations must demonstrate attainment of minimum service requirements and other details of exemplary service.

The Executive Committee (a minimum quorum is required) will assess any life membership nominations based on the established criteria. The Executive Committee will discuss & consider the application over two (2) regular meetings before the October executive meeting. As part of their deliberations, the executive can request further information or



Courtenay Lawn Bowling Club

Life Membership Criteria

clarification on any portion of the nomination. The Executive Committee will assess all nominations put forward & only those nominations that are worthy of Life Membership shall be endorsed & put to the vote at the October executive meeting.

The final list of endorsed nominations for the Award of Life Membership will be individually voted upon at the AGM (a 2/3 majority vote will be required for approval). Life Memberships will be awarded at the next Club Annual Awards presentation.

Nominee/s will be announced at the fall AGM, complete with member's backgrounds as part of the pre-voting procedure.

Retraction of a Life Membership

Retraction of a Life Membership Award may occur where the recipient has conducted him/herself in a manner that reflects directly and adversely on the image or activities of the Club generally or on a breach of ethics. This provision will only be exercised in exceptional circumstances and require the Executive Committee's unanimous agreement to be enacted.

Benefits of Life Membership

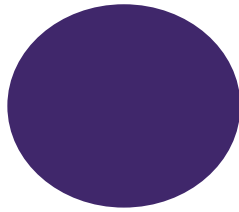
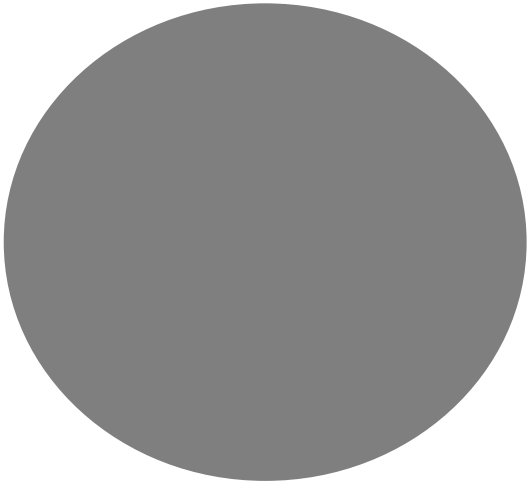
In addition to the status of "Life Membership" will be recognized by:

- Award of the Life Membership at the Club Annual Awards.
- Exemption from membership fees associated with the Club (Life Memberships do not include fees associated with any open tournament, club tournaments, club leagues, or social events).
- Listing in the Club Web site and other official documents.
- Invitations to attend all official Club functions.

Life Membership Award Introduction

This Award policy will be effective from May 1st, 2021. Retrospective allocation of this award to individuals no longer involved in the Club will not be made.

This policy is to be reviewed at the Executive Level from time to time.



Merit Award



Merit Award

Merit Award is a new process for the Club and is presently not part of the Bylaws or Rules of the Club.

Merit Award

Merit Award is the award available to recognize individuals' development from May 1 to April 30 in the Club's service areas, individual player development, performance, and results highlighting the Courtenay Lawn Bowling Club (Club) guiding principles.

Nomination for Merit Award

Any member in good standing may nominate another member for consideration for a Merit award. Nominations must be submitted in writing & must be countersigned by two current members in good standing with a minimum of three years club membership and not related to the Club nominee.

The nomination should be prepared to set out the nominee's achievements & activities &, at a minimum, must meet the award criteria as set out below. The executive committee will accept nominations for a Merit Award up to September 30 for consideration.

The Club will only approve a maximum of four members per bowling season from May 1 to April 30.

Award Criteria

In considering the Merit Award, a nominee will have demonstrated contributions and work done on behalf of the Club (including but not limited to greens, tournaments, volunteering, work on Executive, fundraising, promotion, publicity, safety), or any other sustained service which contributes to the overall well being of the Club. The nominee must currently be an active and in good standing member.

Process for Assessment of Applications

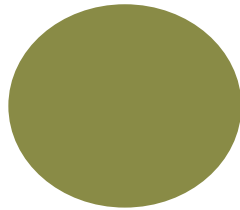
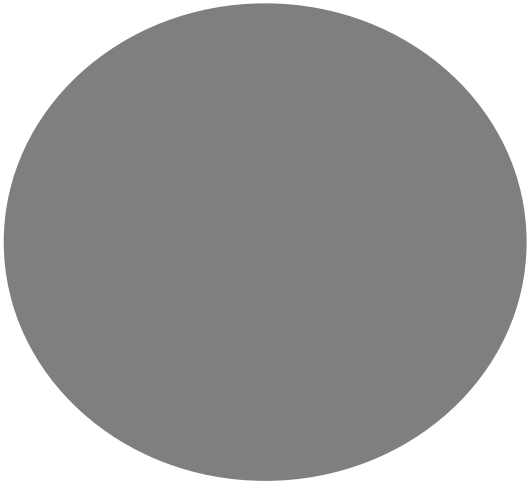
The Executive Committee will assess any merit award nominations based on the criteria and consider the monthly executive meetings' applications. Merit award recipients will receive their award the month following the Executive meeting.

The Merit Awards recipients' list will be announced at the fall AGM, complete with the award's nominees' contribution.

Benefits of Merit Award

The Merit Award will be recognized by:

- Presentation of their award at the Club Annual Awards Event.
- Listing in the Club Website.
- Photo in the clubhouse.



Members Handbook





Members Handbook

A blue-tinted photograph showing the lower legs and feet of several people walking on a lawn bowling green. The people are wearing various styles of shoes, including sneakers and loafers. The background is a light blue, suggesting a clear sky or a well-maintained lawn.

Courtenay Lawn Bowling Club

2021

Heather Divine



Courtenay Lawn Bowling Club

Members Handbook

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Members Handbook

Constitution, Bylaws, Rules, Guidelines and Policies

Link to Constitution and Bylaws can be found on our website at www.courtenaylbc.com

Vision and Mission

Vision

To enhance the game of lawn bowls for players, officials, spectators, their families and friends. To increase awareness of the game through a positive environment of friendly competition while embracing the game's etiquette.

Mission

Courtenay Lawn Bowling Club is a non-profit organization that promotes well-being for people through the game of lawn bowls by building relationships, skills, and active lifestyle and social activities regardless of age, ability, or disability, providing access to coaching resources, competition, and a friendly environment.

Non-Discrimination Statement

Courtenay Lawn Bowling Club does not and shall not discriminate based on race, colour, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to hiring and firing executive members, club members, selecting volunteers and vendors, and providing services. We are committed to providing an inclusive and welcoming environment for all members.



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Important Club Contacts

Who to talk to about:

Item	Description	Contact
Questions or concerns	Should you have any questions or concerns, please contact the president. Please check the items below.	President president@courtenaylbc.com
Clubhouse Phone #	During the season, the clubhouse phone is regularly monitored.	Clubhouse # (250) 338-8222
Membership	Forms, keys, members tag numbers, name tags.	President president@courtenaylbc.com
Payments	Fees	Treasurer treasurer@courtenaylbc.com
Player development	Includes coaching for new bowlers and continued player development.	Coaching Player Development
Games	For information about the games, leagues, and tournaments	Games chair games@courtenaylbc.com
Greens	For information about the green	Greens chair greens@courtenaylbc.com
Concerns	If you have questions or concerns	President president@courtenaylbc.com
Volunteering	See Volunteering below	President president@courtenaylbc.com
Medical History	See medical history below	President president@courtenaylbc.com
Website Access	Upon becoming a member, you will receive an email inviting you to access our website's members section.	President president@courtenaylbc.com



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History of the Club

The Club's history is outlined on our website. The trophies and plaques on the walls of the clubhouse illustrate the many members' victories and successes. The history of Courtenay Lawn Bowling club (CLBC) is a work in progress, and the Club will continue to document our history. Click here to [learn more about the Club](https://www.courtenaylbc.com/club-history.html) <https://www.courtenaylbc.com/club-history.html>



1988 Senior Triples Winners
Skip: Tom Barnacle, Vice: Ted Cole, Leade: Lucille Cole





Courtenay Lawn Bowling Club

Members Handbook

Governance

Mission and Purpose

Responsible for determining the mission of the organization. Typically, that seems like something they would do during the Club's start-up phase, but missions can change over time. The Executive is responsible for keeping the organization focused during your Club's growth, so mission creep does not happen.

Accountability

The Executive is responsible for ensuring that the Club operates with the laws that govern it at the local, provincial, and national levels and for submitting the required paperwork to the City of Courtenay, Provincial Society, Bowls BC, Bowls Canada and Bowls Vancouver Island North and Powell River. Each Executive member should be familiar with your organization's bylaws and adhere to them. CLBC bylaws are the organization's internal rules of operation, and if they are out of date or not followed, your Club is out of integrity with itself. The Executive should ensure the organization has a system for keeping accurate records if government agencies or donors request them. The Executive should help create and maintain a code of ethics for the organization. Ultimately, the Executive is responsible for ensuring that the Club complies with all relevant laws and regulations.

Financial Oversight

The Club Executive is required to provide financial oversight for the organization. The Executive will monitor the financial activity to ensure the approved budget goals are met, review programs and services expenditures, and place internal controls to prevent loss, theft, or confusion, using current best practices. The Executive will monthly review the latest balance sheet and income statement.

Planning

The Executive is responsible for both short-term and long-term strategic planning. In conjunction with key staff and volunteers, the Executive needs to make realistic plans that consider the organization's vision, the community's needs, and the external context in which the Club operates. The Executive is responsible for planning for accountability and evaluating the strategic plan once implemented, reviewing the cost of operating programs, appropriate levels of cost, and whether programs or services should be initiated or discontinued.

Programs and Services

Executive members should have detailed knowledge of who participates in or takes advantage of our major programs and services. They should be watching for participation trends in the numbers and categories of people served. The Executive will decide what portion of the annual budget is devoted to programs and services after reviewing what is working or not working and what needs improvement. The Executive is to develop a way to measure your programs' success and participants' satisfaction with their experience in your programs.

Ensure Adequate Resources

Executive members should want your organization to succeed! And they should be willing to help raise money to ensure the organization has the resources it needs to succeed. All Executive members should be involved in fundraising in some capacity during the year.



Courtenay Lawn Bowling Club

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Meetings

Executive

Executive meetings are held monthly, and all meeting minutes are available to view on the website.

Meetings for Members

Fall AGM (annual general meeting), where the executive members are elected, plans, and decisions are made. Often presentations of financial statements, and proposed budgets, committee reports, happen here. SAGM (Spring annual general meeting) where members discuss ideas, plans and decisions are made for the summer.

A special meeting of the membership may occur when there is an urgent matter and for any non-budgeted items with:
capital expenditure over \$500.

operating expenses over 10% of the overall budget.

Either of these items is required to be approved at a special meeting of the general membership.

Annual Membership Fees

Membership fees are set at the Spring Annual General Meeting and are due by May 1st each year.



Courtenay Lawn Bowling Club

Members Handbook

Volunteers

Our club volunteers are the Club's backbone, and without volunteers, it would be nearly impossible to have a great club such as ours. Below are the available volunteering opportunities. As a thank, you, members who volunteer will play the 2-4-2, Friday aggregate and Saturday and Sunday drop-ins for free.

Games assistants	Assist the Games Chair to run some club events such as 2-4-2 events, Friday aggregate, Saturday and Sunday drop-in draws. Training by the games chair.
Greens assistants	Members help with cutting the grass on the green, and the grass around the greens requires a time requirement of between one and three hours.
Club Coaches	Provide new bowler program instruction and assist members to improve their game.
Tournament assistants	<p>The Club hosts several tournaments each year, and assistance is required to: Help set up the greens and put equipment away after the event. A time requirement of approximately 20 to 30 minutes before and after. Markers are needed for singles competitions. Training is provided as needed. It involves 4 to 6 hours over two days, depending on the number of markers.</p> <p>The selling of 50/50 tickets for about 4 hours over a two-day event. Some Bartenders are needed throughout the season. Training is required (done online) and involves about two hours at the end of the day's event. Help in the club kitchen to put out snacks, lunch and tea and coffee. This involves about 2 to 3 hours over a 2-day event.</p>
Membership committee	Established to organize advertising for our open houses (up to three open houses per outdoor season) and to provide support for new members to ensure they achieve the best possible experience at the Club.
Club kitchen committee	Help is required to put on the tea and coffee and put out any snacks as needed. Some planning and shopping are needed for both club events and tournaments, and a committee is a great way to work together.
Club committee	This committee is a communication tool between members and the Executive and may meet once a month, typically during the playing season. Great way to bring ideas and solutions to the table.
Historical committee	We are established to pay respect to our past members and achievements. It can take place during the off-season and include monthly meetings over approximately four months.
Club photographers	Takes candid photos of league and tournament play during the season; photos are posted on our website as appropriate and on social media.



Courtenay Lawn Bowling Club

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Club executive positions	<p>These positions are chosen by the membership at the fall AGM and include:</p> <ul style="list-style-type: none">• President• Vice-president• Treasurer• Secretary <p>The Executive appoints the positions of Games Chair and Greens Chair.</p>
General tasks	<p>Other tasks come up occasionally, and some help may be needed that may require a few minutes of a member's time.</p>
Garden	<p>Our flower bed at the fenced entrance and a few hanging baskets need care and a green thumb over the summer. Two or three members will make short work of this job.</p>
Health Monitoring	<p>During times of national or local health issues, volunteer monitors are in place to ensure members' bowling activities are undertaken to meet the prescribed safety protocols.</p>



Courtenay Lawn Bowling Club

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Club Etiquette

#	Item	Description
1.	Volunteering	Volunteers form the foundation of Courtenay Lawn Bowling Club. All members are expected to volunteer for various tasks during the year. See the above chart with the opportunities to volunteer.
2.	Games and equipment	Members are expected to help set up and take down equipment for games.
3.	Be positive and supportive	<p>Do not openly criticize the playing surface or other teammates or opposition players.</p> <p>Do not openly criticize your teammate for a poor shot. Nobody intends to deliver a poor shot.</p>
4.	Pets	Dogs are not permitted within the club perimeters. Exceptions can be requested from the club executive for service dogs with documentation.
5.	Youths	Youths are encouraged to bowl under the supervision of an existing club member and club coach.
6.	Footwear	When playing or working on the green, please ensure that you are always wearing flat-soled shoes.
7.	Security	If you are the last to leave the clubhouse, whether playing a game or practicing, ensure that all doors are firmly locked, including the gate.



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Game Etiquette

#	Item	Description
1.	Dress appropriately for all activities.	Typically, whites or matching team wear are worn for competitions. Denim wear (blue jeans, cut-offs) is not acceptable for competitions. While playing club league or casual bowling, the dress can be comfortable clothes (if in doubt, check with an executive member or a club coach). Do not wear anything that could embarrass yourself, other players, or spectators.
2.	Be punctual	Contact the Club or your skip if you know whom that is if unavoidably delayed before game time. Telephone: 250-338-8222.
3.	Greetings and good wishes	Shake the hands of opponents and teammates and offer your good wishes before and after a game.
4.	Compliment all good shots	Compliment both opponents and teammates when they make a good shot.
5.	Be positive and supportive	Do not openly criticize the playing surface, particularly if you are a guest of another club. Do not openly criticize your teammate for a poor shot.
6.	Be respectful and gracious	When an opponent's shot goes in your team's favour and vice versa, be respectful and admit to a possible fluke.
7.	Winning or losing	Be a gracious winner and a good loser and make every effort to play with others of all abilities whenever possible.
8.	Be ready	When it is your turn, be ready to bowl.
9.	Stand behind the bowler	Stand behind the bowler who is bowling and refrain from distracting them.
10.	Be courteous to others	Refrain from making loud noises or sudden movements during your game and the games close to you.
11.	Stay in your rink	Stay in your rink and avoid moving into the neighbouring rinks.
12.	Changing ends	Walk quickly down the center of your rink when changing ends. If your team does not have control of the mat, do not pause at the head.
13.	Delivering shots	Do not distract a player preparing to deliver a shot, either by standing too close, talking too loudly or moving when in their line of sight.



Courtenay Lawn Bowling Club

Members Handbook

Game Etiquette

#	Item	Description
14.	Lines of vision	<p>Do not obscure your opponent's view of an incoming bowl.</p> <p>Do not follow the bowl up the green. This obscures your opponent's view. If you follow the bowl up the green, you must reach the head before your bowl does.</p>
15.	Pay attention to your game	Keep your attention on the game, so you know what is happening and when to respond.
16.	Changing ends	Once the points are agreed on, the losing team's lead rakes the bowls and leaves them a meter to the mat's right and a meter behind the mat. The lead of the winning side positions the mat and delivers the jack.
17.	Mat possession	The mat changes ownership when the last bowl delivered comes to a complete stop.
18.	Protecting the green	Do your best to deliver your bowl smoothly onto the green. Please use the green mats when you notice that your bowls are leaving divots in the green. Do not drop bowls onto the green from the verge. Keep drink containers or bowls containers off the playing surface.
19.	No smoking	No smoking within the Club's fenced area; if you have to smoke, please do it outside the park.
20.	Interactions	Be pleasant and polite and avoid profanity.
21.	Violations	Please report violations to the games chair or Club's vice-president.



Courtenay Lawn Bowling Club

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Communication

Website

Resources	Include videos on lawn bowling, results, news, calendar of events, etc.
Player development	Information about how to book a session for player development. Programs available for all members include: <ul style="list-style-type: none">• New Bowlers program,• Second, third year and beyond
Calendar	The calendar contains details for all activities, league games, club events, social events and meetings.
Schedules Results & Standings	All club league schedules, games, results and standings are organized by our Games Chair and are listed on the website. Generally (and subject to change as needed) Mondays are the 2-4-2 drop-in games, Tuesdays change from mixed pairs, and gender pairs (men and women), Wednesdays include scotch pairs, triples, 4's, and other events, Thursdays are the Webber singles, Division 1 and 2, Friday Aggregate is a drop-in event on Friday evenings, and Saturday and Sunday afternoons are both drop-in events also.
Club members' information	Member's contact information is only available to members in good standing.
News	Information about competitions and competitors, both past and present, include winners' names and members' standings. News from lawn bowling News Canada
FAQ's	Looking for some answers, check our FAQ page; this is an excellent resource for commonly asked questions.
Club History	Club details of our history are here, and we are looking to build more history information and details about the Club and the people who were here from the past and the present.



Courtenay Lawn Bowling Club

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Courtenay Wick:

The weekly email publication called the Courtenay Wick is sent to all members, usually on a Tuesday, and contains the information for all the events, games, and activities at the Club for the following week.

A copy of the Wick will be posted in the clubhouse for those who do not have an email.

Email:

We use the "MailChimp" email system for communication with our members. MailChimp provides a secure environment for our Club's communication. *The entire **Mailchimp** application is encrypted with TLS. Login pages and logins via the **Mailchimp** API have brute force protection.*

[Click here to check out "MailChimp security information."](#)

Member Outreach

For members without an email address, our outreach person updates them over the phone. For members who, for some reason, signed up to play and are not showing up, the outreach person checks in with them to see if everything is all right.

Player Development

New Bowlers Program.

CLBC provides a mandatory new bowler coaching program developed to ensure you get the most out of your game. You must complete the new bowler program before playing in league competitions. Our coaches will lead you through the following elements of the game, including but not limited to:

1. Bowl Anatomy
2. Stance and delivery
3. Weight Control
4. Basic rules of the game
5. Signals used in the game
6. Basic head building
7. Bowling Etiquette

Experienced Bowler

For the experienced bowler, we provide advice, encouragement, and technique analysis. Over time a person's body can change, and what worked before sometimes needs a slight adjustment. Our coaches can help you identify those adjustments sooner rather than later. It is simple. Just ask a coach to have a look at your concern. A coach will not interfere in your game unless you ask them.



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Clinics

Throughout the season, coaches will provide several clinics on many bowling topics.

Club Schedules and League Games

The games chair submits the schedules for league games, and members sign-up sheets are on the website. Deadlines to sign-up are one week before the start dates. If you are unable to register online, please let the games chair know your wishes.

All events and league events that are suitable for new bowlers are labelled "new bowler approved."

Club Tournaments

During the season, Courtenay Lawn Bowling Club (CLBC) hosts tournaments for other clubs and provincial events. As the host club, CLBC provides the location, refreshments, umpires and, of course, our volunteers who make the event great for participants.

Many of our bowlers participate in other club tournaments and compete for the winning positions. It is a great way to meet other bowlers from other communities.

Interclub

The Interclub is a competition between Nanaimo, Parksville, Qualicum, and Courtenay, combining competition and socializing. These games occur on certain Monday evenings, and all clubs travel to each Club bringing four teams of triples, two women's teams and two men's teams to try and win the honour of first place each year. It is a good competition for new bowlers, and all bowlers have an opportunity to experience different greens and meet other bowlers.

Open Tournaments

Clubs host open tournaments, which are open for teams with bowlers from more than one Club. For example, two bowlers from CLBC could invite a bowler from another club and enter the competition. Another excellent opportunity to bowl with people from other clubs.



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Games

League games consist of 14 ends, and teams are made up of the following:

Singles	Two teams of one player	Each player uses four bowls. Usually, the game is finished when one person reaches 13 points.
Pairs	Two teams of two players	Each team has two players and one player is the lead, and the other is the skip. Each player uses four bowls, starting with the two leads who deliver their four bowls, then the two skips deliver their four bowls.
Triples	Two teams of three players	Each player uses three bowls. The two leads deliver their bowls, followed by the two-thirds. The players change ends, and the two skips deliver their bowls.
Fours	Two teams of four players.	Each player uses two bowls. Beginning with the leads, deliver their bowls, followed by the second players and the thirds. All players change ends, and then the skips deliver their two bowls.

All games begin with a toss of a coin to see which team goes first, and the lead from that team throws the first jack. Each team takes turns until all players have bowled all their bowls, and the skips and other team players change ends so the skips can deliver their bowls.

Winter Activities

Bowling indoors	Short mat. There are a Wednesday afternoon and a Saturday afternoon indoor winter competition using the short-mats. Members are awarded prizes for both these competitions.
Social games nights	Over the winter months, Courtenay Lawn bowling club books the clubhouse for fun and food. Usually, members bring appetizers, and there are several small tables set out for different games.

Smoking

Smoking is not permitted while inside the perimeter fencing, in the clubhouse or the parking lot.



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Awards Night

The annual awards night is usually held with the fall AGM meeting, and it is a great time to honour our members' efforts, successes and celebrate these and other milestones that occurred over the past year.

Medical History

We recommend that members complete our medical emergency document and place a copy in their bowls bag and another copy in the medical file in the bowls shed.

1984 Courtenay Lawn Bowling Club previously located in Lewis Park





Courtenay Lawn Bowling Club

Members Handbook

New Member Information

Shoes

Flat soled shoes are required to use the green. Shoes with a maximum of 1/8 inch grooves are permitted. Anything over 1/8 inch can damage the green.

Bowls

The Club has several sets of loaner bowls for new members to use until they obtain their own set of lawn bowls.

Typically, new bowlers use a club set of bowls until they determine what size and type of bowls they wish to use. You can find a set of secondhand lawn bowls on sale either at our Club or another club.

Clothing

For training, club league games, and drop-in events, the dress is casual, and it should be appropriate for a sporting environment. Please dress for the weather. It is good practice to wear a hat and to use sunscreen when bowling. On cool and rainy days, please wear a waterproof jacket. Some people find it applicable to bring a change of clothing with them when it rains.

Tournament Clothing

Teams can wear white shirts and shorts, white shirts and coloured shorts or matching shirts and shorts. Denim (blue jeans, cut-offs) clothing is not acceptable. The only colour you cannot wear during a tournament is a redshirt because this colour is reserved for the umpires.

Club Equipment

The Club provides all the essential equipment to play bowls:

- Mats
- Jacks
- Rakes
- Scoreboards
- Scorecards
- Club Bowls
- Club Ubi launcher

Players Equipment

Players are required to provide the following equipment:

- Hat (to keep the sun off)
- A measure
- Cloths to wipe the bowls
- Bowls (eventually)
- Bowl carrier (bowl bag) for your bowls
- Water bottle
- Appropriate clothing for the weather
- Flat soled shoes

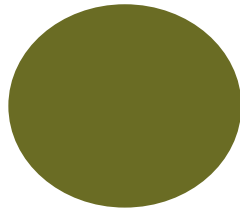
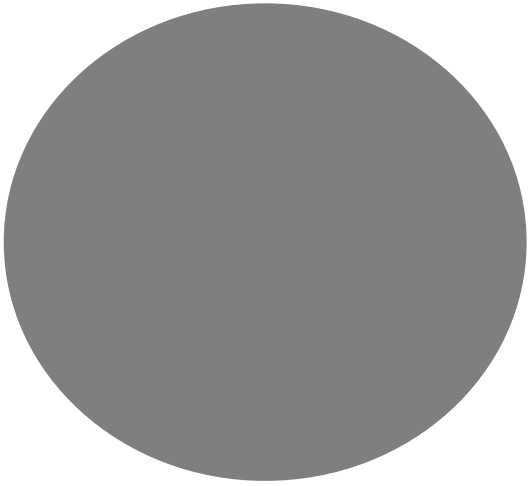


Courtenay Lawn Bowling Club

Members Handbook

Revisions

Date	Section	Item #	Description	Revised by



Garden Project





Courtenay
Lawn Bowling Club
Michael Lynch
Past President CLBC

GARDEN PROJECT 2021-2023

1



2



3



4



AREA 3 B

APPROXIMATE COST \$780

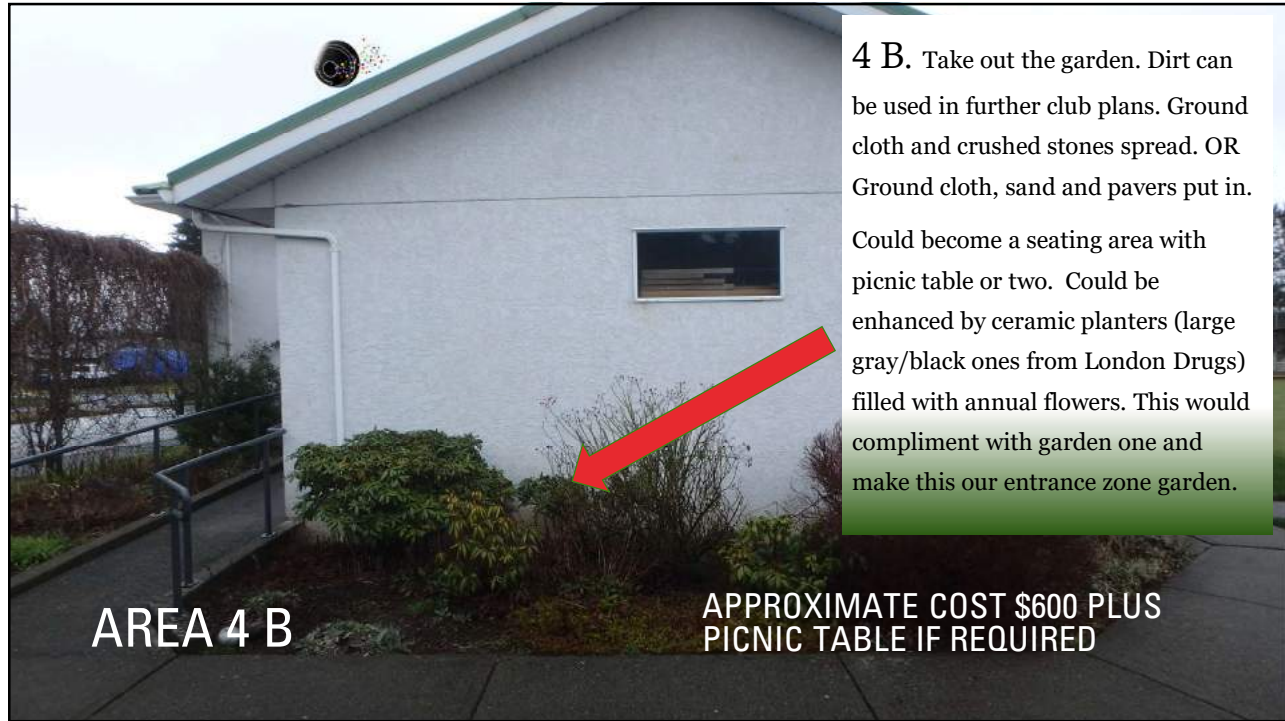
5



AREA 4 A

APPROXIMATE COST \$780

6

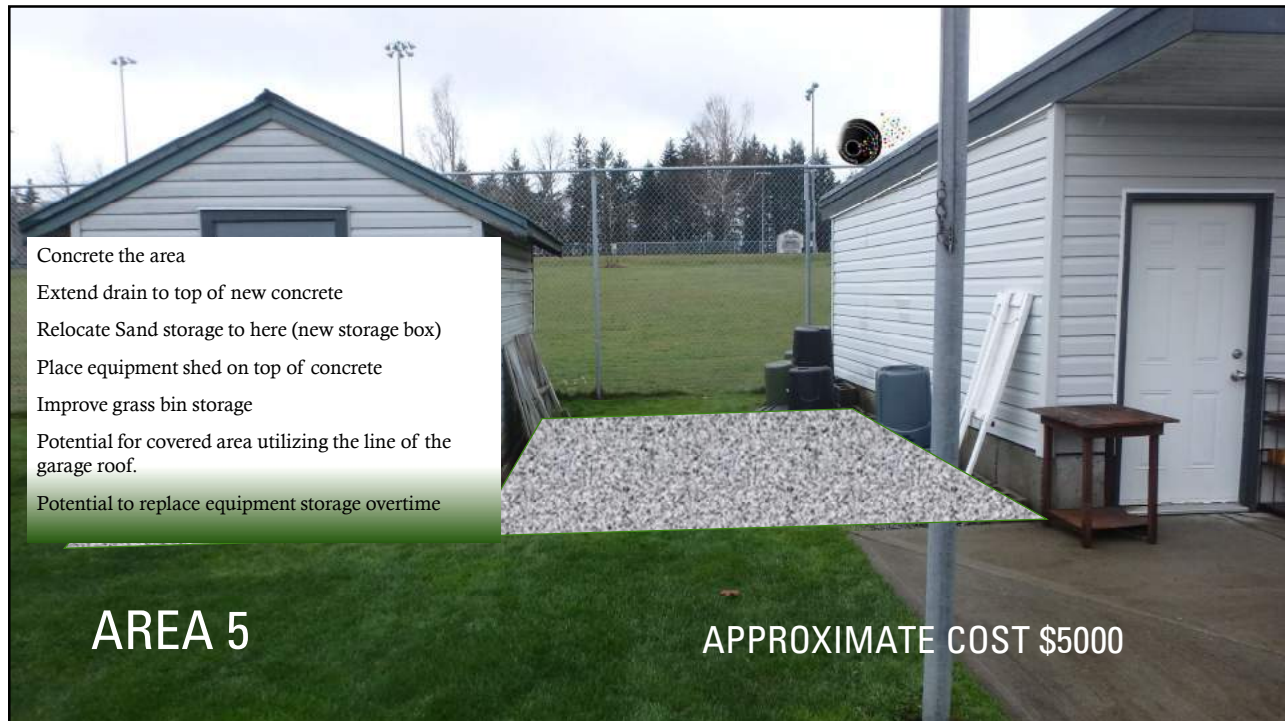


4 B. Take out the garden. Dirt can be used in further club plans. Ground cloth and crushed stones spread. OR Ground cloth, sand and pavers put in. Could become a seating area with picnic table or two. Could be enhanced by ceramic planters (large gray/black ones from London Drugs) filled with annual flowers. This would compliment with garden one and make this our entrance zone garden.

AREA 4 B

APPROXIMATE COST \$600 PLUS PICNIC TABLE IF REQUIRED

7

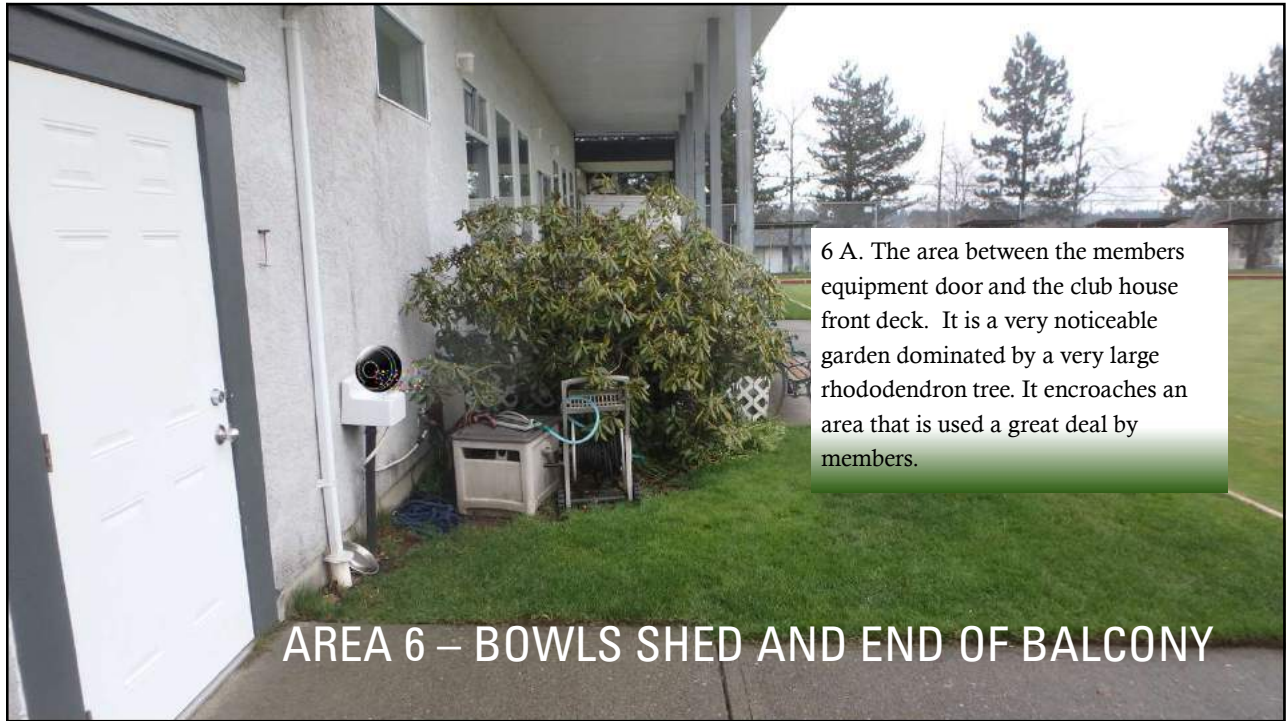


Concrete the area
 Extend drain to top of new concrete
 Relocate Sand storage to here (new storage box)
 Place equipment shed on top of concrete
 Improve grass bin storage
 Potential for covered area utilizing the line of the garage roof.
 Potential to replace equipment storage overtime

AREA 5

APPROXIMATE COST \$5000

8



6 A. The area between the members equipment door and the club house front deck. It is a very noticeable garden dominated by a very large rhododendron tree. It encroaches an area that is used a great deal by members.

AREA 6 – BOWLS SHED AND END OF BALCONY

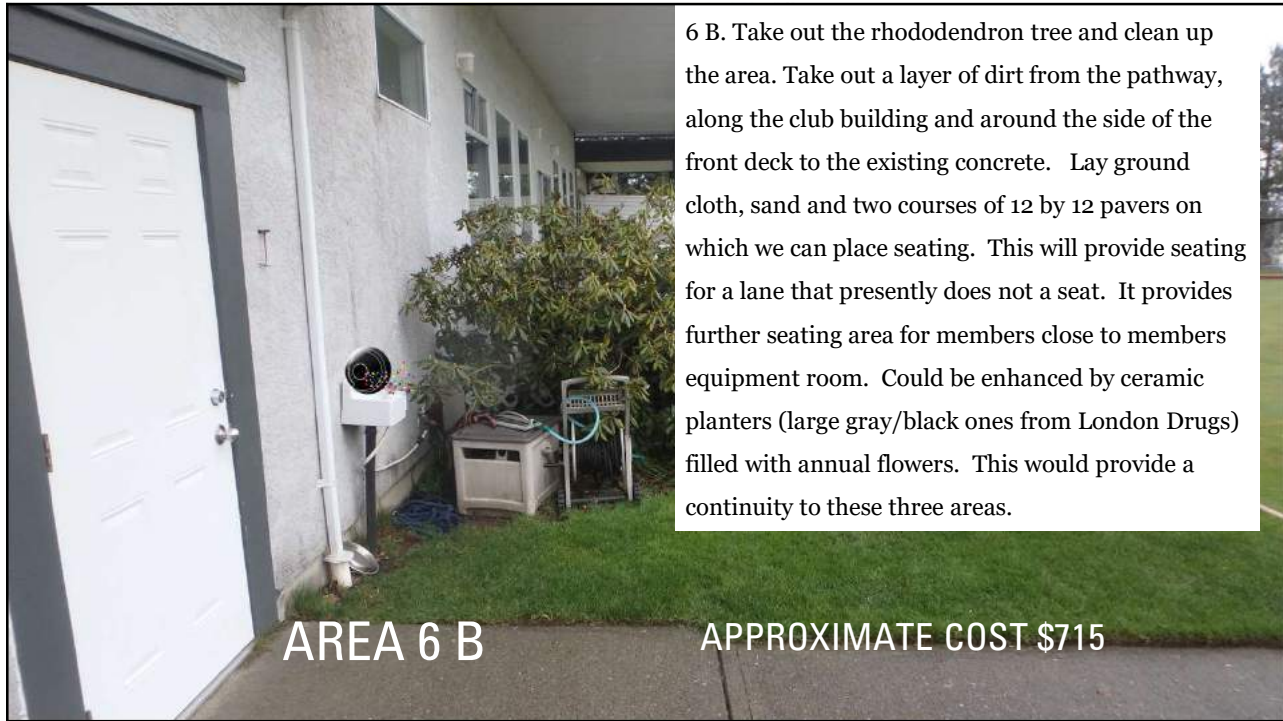
9



Remove plant
 Cleaning up this area poses challenges. The rhododendron tree does not respond well to being pruned and shaped. It does not address the undergrowth and possible problems with large planting in close proximity to our club house. Creative suggestions from our members and on going maintenance will be needed if our members decide to keep this rhododendron tree.

AREA 6 A APPROXIMATE COST \$0

10

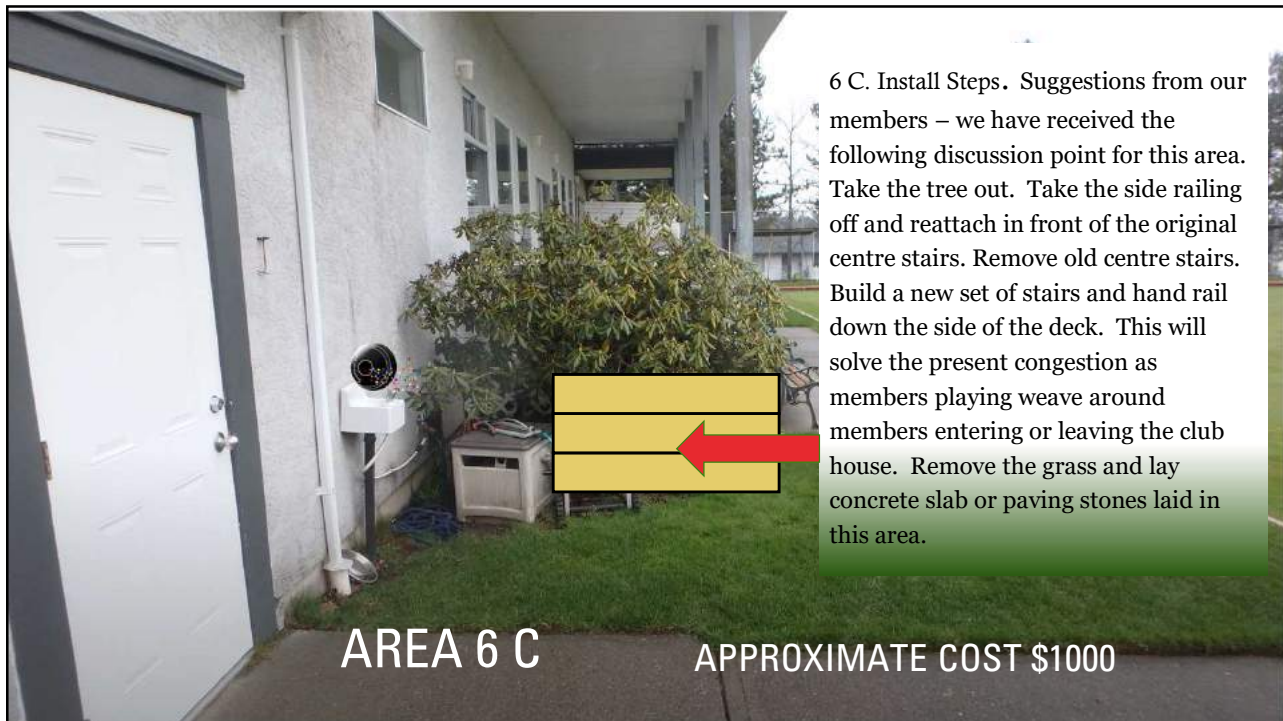


6 B. Take out the rhododendron tree and clean up the area. Take out a layer of dirt from the pathway, along the club building and around the side of the front deck to the existing concrete. Lay ground cloth, sand and two courses of 12 by 12 pavers on which we can place seating. This will provide seating for a lane that presently does not a seat. It provides further seating area for members close to members equipment room. Could be enhanced by ceramic planters (large gray/black ones from London Drugs) filled with annual flowers. This would provide a continuity to these three areas.

AREA 6 B

APPROXIMATE COST \$715

11

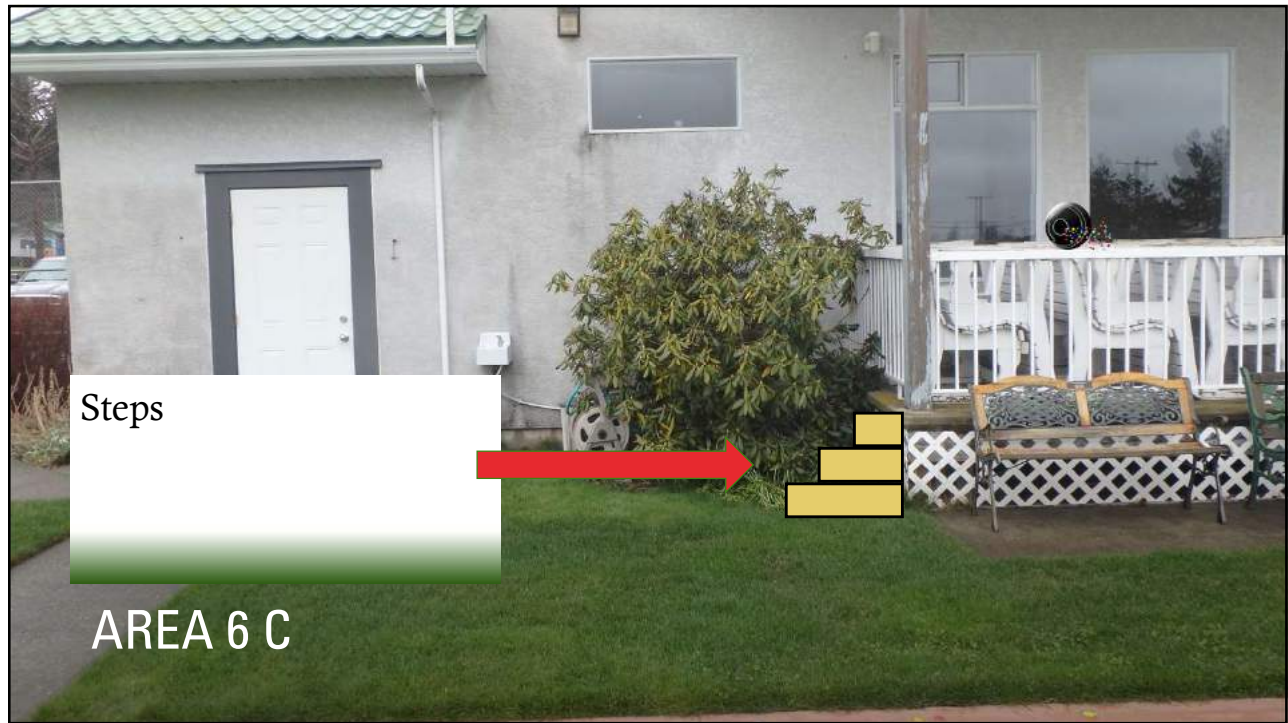


6 C. Install Steps. Suggestions from our members – we have received the following discussion point for this area. Take the tree out. Take the side railing off and reattach in front of the original centre stairs. Remove old centre stairs. Build a new set of stairs and hand rail down the side of the deck. This will solve the present congestion as members playing weave around members entering or leaving the club house. Remove the grass and lay concrete slab or paving stones laid in this area.

AREA 6 C

APPROXIMATE COST \$1000

12



13



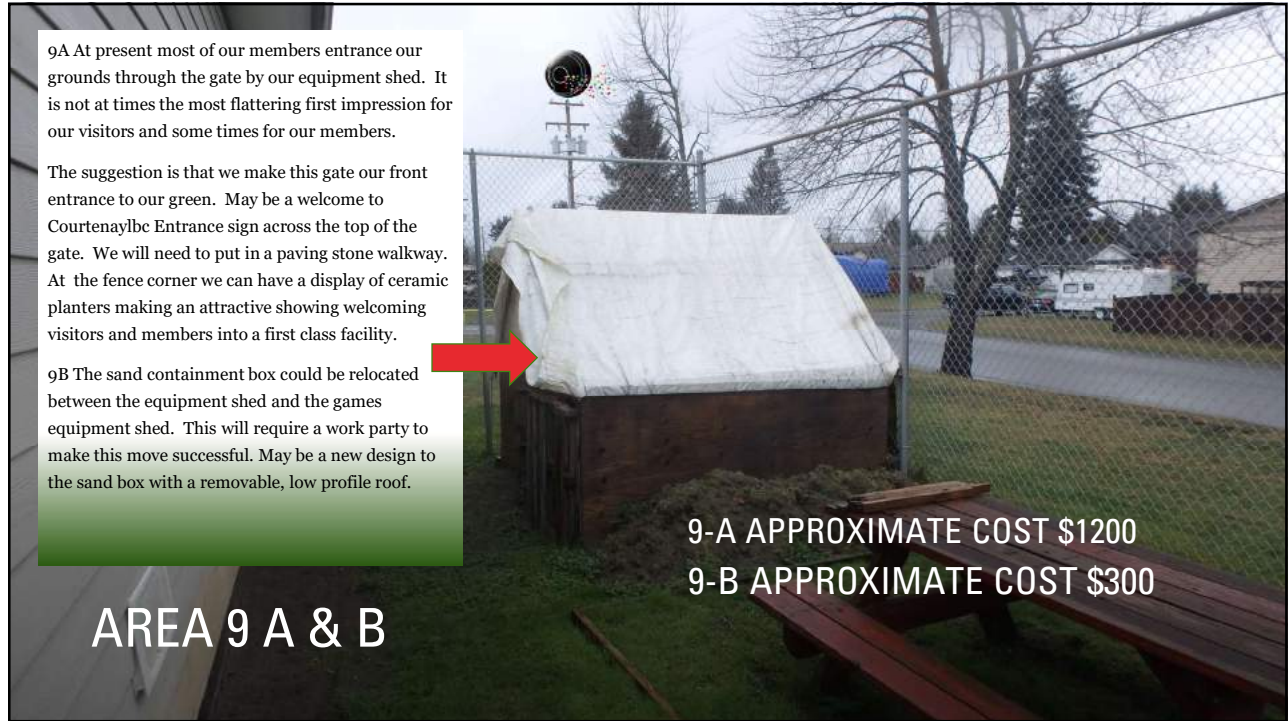
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15



16




17



18

**AREA 10 – FENCE LINE
ADJACENT TO
KILPATRICK**


10 APPROXIMATE COST \$300

10 This is the zone along side the fence on the left parallel to Kilpatrick Ave (facing away from the club house-east?) At present there is nothing.

Discussion Point A. Tall planters (14 to 16 inches high, 14 inch diameter) on a concrete base – 12 x 12 paver. The paver will allow the greens crew to work around the planter. The number of planters and spacing to be collectively decided by our greens crew and our garden coordinators. Tall double wall planters are readily available. They should all be similar in shape, (round) size and colour (grey?) Watering would be an issue that needs an easy, cost effective solution. Fortnightly fertilizing would need to be organized. Wind is a major factor to consider and a solution needed from our collective efforts.

19

**AREA 11 – FENCE LINE
FACING FOOTBALL
FIELD**


11 APPROXIMATE COST \$1395

11. Plant dwarf Japanese maples (*acer palmatum*) along the fence line. The dwarf Japanese maple is small – up to a metre high – with a neat layered shape. There are a variety of colours and leaf shapes. We could plan to have three (3) varieties planted in groups of five (5). This will extend the plantings around the fence by two places. Each Japanese maple to be planted between the fence posts in a D shaped plot. The back of the D is six (6) feet and the centre of the D extends four (4) feet. The plot to be outlined in 8 x 4 pavers to allow our greens crew to work around the plot easily. We can mulch this tree area in ground cover.

20

Approximate Costs for Garden Upgrading 2021-2023

Area	Location	Items	Sum of Cost
1A	Entrance to green	Signage	200
1A Sum			200
2A	Equipment shed	Signage	200
2A Sum			200
3A	Immediately to the left of our entrance gate	Plants	100
		Soil	90
		Sprinklers	100
3A Sum			290
3B	Immediately to the left of our entrance gate	Delivery	100
		Gravel	90
		Ground Cloth	26
		Pavers	235
3B Sum			451
4A	On the left following the ramp entrance path	Delivery	100
		Gravel	135
		Ground Cloth	25
		Labour	100
		Materials	120
		Plants	100
		Soil	100
		Sprinklers	100
4A Sum			780
4B	On the left following the ramp entrance path	Delivery	100
		Gravel	135
		Ground Cloth	25
		Materials	120
		Plants	100
		Soil	20
		Sprinklers	100
4B Sum			600
5A	Between Equipment Garage and Bowls Equipment Shed	Concrete Pad	5000
5A Sum			5000
6A	The area between the members equipment door and the club house front deck.		0
6A Sum			0
6B	The area between the members equipment door and the club house front deck.		715
6B Sum			715
6C	The area between the members equipment door and the club house front deck.		1045
6C Sum			1045
7A	Six hanging baskets on the front deck.	Baskets	65
		Plants	100

7A	Six hanging baskets on the front deck.	Soil	24
		Sprinklers	100
		Paint Columns	50
7A Sum			339
8A	Planters in front of our kitchen windows	Plants	100
		Repair planter	100
8A Sum			200
8B	Planters in front of our kitchen windows	Delivery	50
		Edging Kit	50
		Gravel	120
		Pavers	1030
		Polymeric sand	50
		Rentals	250
		Sand	150
8B Sum			1700
9A	Close to Kilpatrick Ave.	Delivery	50
		Gravel	45
		Pathway pavers	642
		Rentals	100
		Sand	45
		Signage	300
9A Sum			1182
9B	Close to Kilpatrick Ave.	Relocate sand box	300
9B Sum			300
9C	Close to Kilpatrick Ave.	Install sign facing Kilpatric	1200
9C Sum			1200
10	Along the fence on the left parallel to Kilpatrick Ave	Pavers	35
		Planters	80
		Plants	50
		Soil	32
		Sprinklers	100
10 Sum			297
11	Along fence facing football field	Delivery	50
		Ground Cloth	75
		Pavers	360
		Rentals	100
		Soil	200
		Sprinklers	250
		Trees	360
11 Sum			1395
7B	Central Steps	Remove Steps	20
		Install handrail kit	150
		Install PVC lattice	30
7B Sum			200
Grand Total			16094

Strategic Planning Ranking Report



Over the winter months, the Club began its journey into Strategic Planning, and as we moved through the process, I was asked why we are doing this. It is a reasonable question. There are several reasons. It is an opportunity for the members to have a more significant input to their Club's decision-making and help the Executive better understand how the members feel about the Club. This process results in a greater buy-in from the members. It is a good business practice to review where we are going and how we can get there.

Some of the benefits of Strategic Planning are:

- Organizations with a written strategic plan tend to grow.
- Strategic Plans help to communicate our vision to sponsors.
- Strategic Plans help build sustainability within the Club.

The twelve-member committee (six women and six men) has completed the strategic plan's following components.

1. They established Guiding Principles for the Club.
2. They completed a Strengths, Weaknesses, Opportunities and Threats analysis (SWOT).
3. They prioritized the SWOT out-comes.
4. They have developed SMART goals/objectives for the top five SWOT out-comes.

Next steps:

Approval of the Strategic Plan by the membership.

Upon approval, the Executive will establish and publish a timeline showing when the goals are to be completed and the responsibility for each goal.

You will see from the SAGM documents that some of these goals have excited the members. They are already asking for approval.

Regards

Dick

Dick Divine
President Courtenay Lawn Bowling Club
Email: president@courtenaylbc.com
Web: courtenaylbc.com

Strategic Planning Ranking Report



CLBC - Guiding Principles

Accountability

Integrity

Dedicated to ensuring all club actions are honest, transparent, and communicated clearly, to assure a trustworthy environment.

Accountability

Accountable to our members, volunteers, and external partners for the organization's behaviour.

Inclusivity

Lawn Bowling embraces all players of all ages, abilities, and interests; we encourage social wellbeing and a sense of community.

Member Safety

Our players, coaches, officials, volunteers, and visitors have a right to be free from harassment, abuse, unethical behaviour, and discrimination.

Citizenship

We conduct our business in a socially responsible and ethical manner. We respect the law, support universal human rights, protect the environment, and benefit the local communities.

Passionate

For the Club

Passion for our sport holds our standards high and allows us to engage others in advancing our mission.

Player Development

We will provide all players with the opportunity to enhance their skill level and challenge them to be the best players they can be regardless of their level of knowledge and physical ability.

Section 1.01 Empowerment

Empower our members to achieve and grow through support, coaching and encouragement.

Respect

Section 1.02 Respect for Members

We hold our present and past members in high esteem. We respect and celebrate their efforts and accomplishments.

Section 1.03 Respect for the game

To be innovative and progressive in the sport while honouring the game's rules, traditions and history.

Strategic Planning Ranking Report



Section 1.04 Respect for each other

Respect for each other Fundamental for our success is how well we treat: each other, the opponent, the coaches, and officials. The Club fosters an environment where members feel that they are valued, heard, and appreciated.

Innovation

Section 1.05 Innovation

Embrace doing things differently and trying things not tried before. Create environments in which members are given the resources to push boundaries and achieve growth.

Build relationships with businesses and organizations to promote growth and awareness of the Club and the sport.

Explore innovative and effective economic development and sustainable opportunities.

Celebrate

Section 1.06 Success

We continue to celebrate our members' successes, our teammates, the opposition, and the officials.

Strategic Planning Ranking Report



Results from the SWOT ranking process.

The results indicate that we are concerned about the retention of members. In both 2018 and 2019, the churn rate (number of first-year and experienced bowlers choosing not to return for the following year) was 24%.

1. A churn rate of 24% is hard on the Club.
2. New members likely account for 70% of the Executive and coach's time.
3. This significant time investment negatively affects the Club's ability to progress:
 - a. Executive's time spent assisting new members rather than running the Club.
 - b. Large amounts of coach's time spent on new bowlers that are members for one year.
 - c. Reduces the member's ability to perform during competitions.
 - d. Increases volunteer burnout.
 - e. Adverse effects on member morale.

	Year						
	2015	2016	2017	2018	2019	2020	2021
Registered Members	48	50	55	83	82	42	
Female	26	27	30	50	44	18	
Male	22	23	25	33	38	24	
Social				4	2	0	
Life			1	1	1	1	
New Members				20	20		
Quit				20	20		
Churn Rate				24%	24%		
Average Age	70	70	71	71	71	72	

The table below shows the combined results of your ranking from the recent SWOT analysis.

Objectives	Ranking	Percent
Membership, attracting, retention	39	30.47%
Community Awareness	18	14.06%
Club Culture	16	12.50%
Use of the green	13	10.16%
The appearance of the club grounds	10	7.81%
Competition from similar organizations	8	6.25%
Lack of non-league games	6	4.69%
Marketing	5	3.91%
Liquor License	5	3.91%
Sponsorships	4	3.13%
Communications	4	3.13%
Grand Total	128	100.00%

Strategic Planning Ranking Report



Objectives.

Objectives are grouped with the top five identified weaknesses and threats. The number and letter are used in the smart goals to identify which item/s the suggested goal addresses.

1. **Membership, attracting, retention**
 - a. Shrinking Membership
 - b. Retention of New Bowlers
 - c. Ageing Membership
 - d. Attracting New Members
 - e. Lack of A Recruitment Target Plan
 - f. Lack of Targeting Younger Members
 - g. Lack of Membership Diversification
2. **Community Awareness**
 - a. Low Visibility
 - b. Low Social Economic Area
 - c. Low Community Awareness
3. **Club Culture**
 - a. The lack of interest in some members to improve their skills
 - b. Volunteers burn out
 - c. Not family-friendly, resistant to change.
 - d. Member complacency.
4. **Increase the utilization of the green**
5. **The appearance of the club grounds**

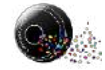
Strategic Planning Ranking Report



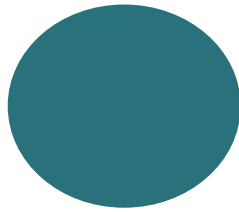
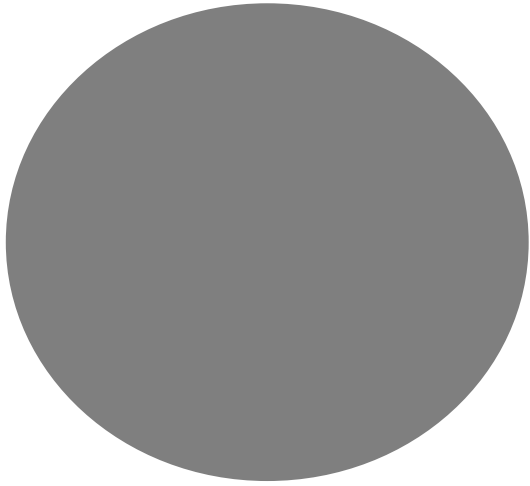
Goals – Objectives (in no order)

#	Goal	Relates to				
		1	2	3	4	5
1	Host once a week (during the daytime) a modified league game of reduced number ends and reduced jack length to start June 2021 to accommodate the senior bowlers and increase the use of the green	A C			ALL	
2	Host one corporate event before September 30 th , 2021, to increase community awareness	D	C			
3	Host one family day tournament (Moms/Dads/Kids/Grandkids/Friends and Friends Kids) before September 30 th , 2021, to improve member diversification.	D		C		
4	Develop a plan in concert with the City of Courtenay to upgrade the bowls club gardens and signage to increase the facility's appeal and be undertaken in several phases between 2021 and 2024.		A C	ALL		ALL
5	Produce video interviews with club members about why they play the game and what they enjoy about the game by September 2021 to increase the sport's awareness.	D G	A			
6	Seek approval for the Club to obtain an LCB license by December 2021 to increase socialization.	B				
7	Develop a marketing plan by February 2022 to attract new bowlers to the Club.	A B C D				
8	Provide a 50% discount for all second-year bowlers by December 2021 to encourage them to return to play in the second year.	B				
9	Advertise a 50% discount for all new members by December 2021 to attract new members	D				

Strategic Planning Ranking Report



		Relates to				
#	Goal	1	2	3	4	5
10	Contact the local Pickle Ball organization with an excess of members by May 2021, offering them the opportunity to bowl.	D	A			
		1	2	3	4	5
11	Establish a corporate league, i.e., Beer, Bowl & BBQ, fixed price per head by April 2022 to increase the sport's awareness.	D			ALL	
		1	2	3	4	5
12	Develop many training games to challenge the member's skills by June 2021 to develop additional skills and build confidence.	A		A		
		1	2	3	4	5
13	Develop a mentoring program for new members by May 2021 to increase member retention rates by 5%.	B D		B		



Mentoring Program





Courtenay Lawn Bowling Club

Mentoring Program

Why do we need a mentoring program?

We can see from our Strategic Planning process that the number of new bowlers returning for the second year is too low. During a player's first year, we bomb bared them with coaching and asked them to play league games and be active with all good intentions. We may think our Club is game-centric as we do little to address the new bowler as a person. I think we believe every new bowler that joins the Club understands the jargon and can relate to the process. What does the new member do? They go to the first friendly face and ask them or do not ask anybody and the result is they may leave the Club. So why not give them a friendly face to talk to in the first place, i.e. a mentoring program.

We have many members with a lot of knowledge and experience both in the game and how the Club operates. We do not use this knowledge and experience to our benefit.

What is a mentoring program?

- A mentoring program is typically on a one-to-one basis.
- A mentor shares their knowledge and experiences about the Club.
- A mentor will talk to and spend time on the green with the new bowler.

Benefits for the new bowler.

- A positive environment to learn about the game and Club.
- A feeling of community for the new bowler
- Provides a resource to decode the Club and the game
- Reduces the time it takes for a new bowler to assimilate into the game and the Club.
- Help build future Club leaders.
- The new bowler experiences increased levels of self-confidence.

Benefits for the mentor

- An opportunity to give back to the Club.
- They share their knowledge and experiences.
- Help a member to succeed
- Gains a greater understanding of the Club
- They experience an increased personal satisfaction.
- Gain recognition for your skills and experience
- Opportunity to learn from the mentee.

Benefits for the Club

- Builds a stronger club
- Increases retention rates for new bowlers
- Increases engagement in Club events
- Increased engagement rates for the experienced bowler
- It enhances the image of the Club.