



Wellesbourne BC Officers and Committee

1. President

- To be a figurehead and ambassador for the Club locally.
- To lend credibility and support for the efficient running of the Club and its objectives/values.

2. Chair

- Uphold the Club Constitution and ensure adherence to.
- Lead the Club to achieve its goals, including growth and improvement of the Club and its facilities, attraction of new and diverse members and fostering community engagement.
- Chair all relevant meetings of the Club, including the AGM, SGMs and the Spring Meeting.
- Have the casting vote at all relevant meetings of the Club in the event of equality.
- To be a signatory for the Club bank account.
- Ensure all disciplinary matters will be dealt with in line with the Code of Conduct.
- Assist the Club to fulfil its responsibilities to safeguarding.
- Ensure the Club complies to all its legal responsibilities.
- Represent the Club in dealings with Wellesbourne Parish Council and Wellesbourne Sports Association. Representation on the WSA can be delegated to another Club member, subject to approval of the Committee.

3. Vice Chair

- Support the Chair in their duties as and when required. The Vice Chair shall also assume the role of Chair in their absence.

4. Club Secretary

- Being the first point of enquiry for club enquiries.
- Keep a register of Club members' contact details and work with the Treasurer on the membership process.
- Attend to affiliations to county and national bodies, including the payment of fees.
- Conduct the correspondence of the Club.
- Custody and update of all Club documents and visibility of them to Club members.
- Administer policies which protect the interests of the Club, its Officers and its members (excluding insurance policies which sit with the Treasurer).
- Production of the Club Handbook.
- Organise and prepare the papers for all meetings of the Club, the Committee and Sub-Committees. Keep minutes and actions of them.
- To be a signatory for the Club bank account.

- Ensure efficient communication with the Club membership. – including newsletter, website and social media.
- Maintenance of the Club and Fixture Calendars on the website.
- To order authorised Club clothing from the authorised supplier.
- Maintain the Club history.
- Work with the Treasurer on potential grant applications.

5. Club Treasurer

- Manage the Club's financial affairs, including budgeting, banking, records and reporting.
- To plan the annual budget in agreement with Club committee and to monitor throughout the year.
- To provide recommendations for level of Club Membership Fees and Club Match Fees to the Committee and AGM.
- Prepare the Annual Balance Sheet for the AGM and Club Auditor.
- To be the main signatory for the Club bank account.
- Work closely with other Committee members to ensure the Club's financial stability and compliance with financial regulations.
- Oversee in conjunction with the Club Steward and other officers income collection, including membership fees, facilities hire and bar takings.
- Make all relevant payments on behalf of the Club and to seek Committee approval where appropriate.
- Administer Club insurance and indemnity policies.
- Work with the Secretary on potential grant applications.

6. Club and Men's Captain

- Foster a positive and inclusive team environment on the green and promote team spirit.
- Selection of players for league and friendly matches (in conjunction with the Women's Captain where required).
- To be the point of contact for opponents.
- Setting the positions that each shall play taking account of expertise and experience.
- Send results, in accordance with league rules to relevant league co-ordinators.
- Act as the liaison between players and the Committee.
- Coordinate entry into county and national tournaments, organising registrations, fulfilment of fixtures and ensuring compliance with the relevant competition rules.
- To represent Club at relevant County and League meetings.
- To support the co-ordination of open days and player recruitment/development activities.

7. Women's Captain

- Foster a positive and inclusive team environment on the green and promote team spirit.
- Selection of players for league and friendly matches (in conjunction with the Men's Captain when required).
- To be the point of contact for opponents.
- Setting the positions that each shall play taking account of expertise and experience.

- Send results, in accordance with league rules to relevant league co-ordinators.
- Act as the liaison between players and the Committee.
- Coordinate entry into county and national tournaments, organising registrations, fulfilment of fixtures and ensuring compliance with the relevant competition rules.
- To represent Club at relevant County and League meetings.
- To support the co-ordination of open days and player recruitment/development activities.

8. Club Steward (and assistants)

- Manage the day-to-day running and upkeep of the clubhouse (does not include building maintenance, responsibility for which sits with the Committee)
- Ensure the kitchen maintains its food hygiene rating.
- Ensure all relevant health and safety requirements that apply to the clubhouse are complied with.
- Ensure all relevant insurance requirements that apply to the clubhouse are complied with.
- Maintaining bar and catering stock.
- Responsible for the collection and banking of cash collected in the clubhouse (excludes match fees).
- To be a signatory for the Club Bank account.
- To support the arrangement of Club social events.
- Liaising with the Captains on catering and other needs for home matches.
- The person in this post is not expected to act alone – they may co-opt who they like onto a team/rota to support the day-to-day running of the clubhouse.

9. Competitions Secretary

- Organisation of internal Club competitions for all members in partnership with the Club Captain and Women's Captain.
- Maintaining the Club Competitions Rules and ensuring adherence to.
- Organisation of Finals Weekend, including umpires and markers as necessary.
- Organisation of Presentations Day, which should be combined with an evening meal if possible. However, it could happen at the AGM if necessary. Includes responsibility for maintenance of the relevant trophies.
- Organisation of the Whitehouse Triples Competition.
- Maintain the Club honours board/list.

10. Fixture Secretary (and assistants)

- Organise and maintain all Club match and friendly schedules and fixtures (in conjunction with the Club and Women's Captains).
- Liaise with other clubs to ensure logistical details are in place for all matches.
- Ensure the calendar of fixtures is produced and maintained via the Club website, in conjunction with the Club Secretary.

11. Green Maintenance Coordinator

- Co-ordinate the Volunteer Green Team to ensure that the green and surrounds are in optimum playing condition.

- Co-ordinate the maintenance work carried out by Avonmore and other external persons.
- Agree the rotation of the direction of play on the green in conjunction with the Club Captain.
- Bring maintenance updates and issues to the attention of the Committee.
- Support and, where possible, co-ordinate maintenance activities which require the wider support of Club members e.g. working parties.
- This officer is not responsible for:
 - Selection of rinks for play and setting of the rinks (Club and/or Match Captains instead).
 - Green associated Health and Safety issues (Committee instead).
 - Decisions on whether the green is playable or not during adverse weather or other extreme conditions, but should be consulted where possible (Club and/or Match Captains instead)

12. Publicity Officer

- Building a positive public image and attracting interest in the Club's activities, events and initiatives.
- In conjunction with the Club Secretary, manage the Club's communications to its members, local organisations, the Wellesbourne community and the local press.
- Market the Club to potential new players and potential sponsors.

13. Safeguarding Officer(s)

- Ensure the welfare and protection of Club members, particularly vulnerable groups such as children and adults at risk.
- Develop, implement and oversee Club safeguarding policies, conduct necessary checks, and provide guidance to create a safe and inclusive environment.
- Act as the point of contact for the reporting of safeguarding concerns experienced and/or observed by Club members. Upon receipt, handle these in line with Club safeguarding policies.

14. Club Coaches

- Lead the coaching activities at the Club.
- Deliver or enable coaching sessions to existing and new Club members.
- Maintain up to date Bowls England qualifications and up to date safeguarding training.
- Help identify and recruit additional coaches and assist with their training.
- Liaise with the Captains and other officers regarding arrangements for open days and player recruitment/development activities.

15. Additional Committee Members

- To support the Club's officers in the running of the Club.
- Attendance at Committee meetings and acting as a point of reference and advice on items under discussion.
- Note – each Voluntary Committee Member is entitled to a vote at Committee meetings when one is called for by the Chair.