



Wellesbourne BC Officers and Committee

1. Chair (2025 – Chris Howarth)

- 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.
- Have the casting vote at all relevant meetings of the Club in the event of equality.
- Ensure all disciplinary matters will be dealt with in line with the Code of Conduct.
- 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.

2. Vice Chair (2025 – Peter Vale-Humphreys)

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

3. Club Secretary (2025 – Richard Tapson)

- Keep a register of Club members' contact details and work with the Treasurer on the membership process.
- 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)
- Organise and prepare the papers for all meetings of the Club, the Committee and Sub-Committees. Keep minutes and actions of them.
- Website and social media administrator in conjunction with the Publicity Officer.
- Maintenance of the Club and Fixture Calendars on the website.
- Provide Club updates and other communications to Club members in conjunction with the Publicity Officer.
- Maintain the Club history.

4. Club Treasurer (2025 – Andy Beach)

- Manage the Club's financial affairs, including budgeting, banking, records and reporting.
- Work closely with other Committee members to ensure the Club's financial stability and compliance with financial regulations.
- Manage 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.
- Prepare the Annual Balance Sheet for the AGM and Club Auditor.
- Administer Club insurance and indemnity policies.

5. Club Captain (2025 – Pat Keogh)

- Foster a positive and inclusive team environment on the green and promote team spirit.
- Selection of players for league and friendly matches.
- Setting the positions that each shall play taking account of expertise and experience.
- 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.

6. Women's Captain (2025 – Carol Baker)

- Ensure a full team is turned out to play women's friendly fixtures.
- In conjunction with the Fixture Secretary, responsible for maintaining women's friendly fixtures and the playing of.

7. Competitions Secretary (2025 – Jon Waight)

- 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.

8. Fixture Secretaries (2025 – Marilyn Langworthy and Anne Ridgway)

- 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.

9. Green Maintenance Coordinator (2025 – Malcolm Chard)

- 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)

10. Publicity Officer (2025 – Peter Vale-Humphreys)

- Building a positive public image and attracting interest in the Club's activities, events and initiatives.
- Manage the Club's communications to its members, local organisations, the Wellesbourne community and the local press (in conjunction with the Club Secretary in relation to the website, social media and newsletters).
- Market the Club to potential new players and potential sponsors.

Safeguarding Officers (2025 – David Burrows and Julia Joy)

- 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.

11. Club Coach (2025 – David Burrows)

- 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.

12. Ordinary Committee Members (2025 – Denise Edwards, Geoff Langworthy, Dave Vaughan)

- 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.