

Appendix A: Officers of the Club, Captains and Welfare Officer

The summary of duties for each position is as follows:-

1. President

- To represent the Club on important special events and important visitor matches; to award cups and prizes when called upon, to attend Committee and Annual General Meetings and on the latter accept the standing down of the Chairman and ask for vote on the election/re-election of the Chairman.

2. Chairman

- To Chair all relevant meetings of the Club.
- To have the casting vote at all relevant meetings of the Club in the event of equality.
- Shall be responsible for leading the Club to achieve its goals for the year. The Chairman must preside effectively over Club meetings. The Chairman should ensure that any alleged conflicts are resolved within the Club and any alleged misconduct by a Club member is brought to the attention of the Committee and dealt with appropriately.

3. Vice Chairman

- To support the Chairman in his duties as and when required. The Vice Chairman shall also assume the role of Chairman in his absence.

4. Secretary

- To keep a register of Club members' contact details;
- To conduct the correspondence of the Club;
- To keep custody of all Club documents;
- To keep full minutes of all meetings of the Club, the Committee and Sub-Committees;
- To administer such insurance policy or policies as may be needed to fully protect the interests of the Club, its Officers and its members.
- The Secretary's position may be split into two of three roles e.g. General, Membership and Minute if necessary.

5. Treasurer

- To collect all relevant fees from Club members and other parties.
- To record income and expenditure on a month by month basis and produce a monthly set of accounts including the reconciliation of Bank Statements etc. for discussion and approval of the Committee.
- Be responsible for cash taken by the bar, balancing of monies with till receipts and banking.
- To make all relevant payments on behalf of the Club that has Committee approval.
- To prepare Annual Balance Sheet for examination and present Audited Accounts for approval at the Annual General Meeting.

6. Ladies Match Secretary

- Shall be responsible for organising and maintaining all Ladies Club fixtures and any other Ladies fixtures through the Committee.
- Shall be responsible for organising and maintaining Ladies Cup, League and County Competitions and supporting the Secretary in associated administrative duties.
- Shall be responsible for organising the internal Club Competitions in partnership with the Men's Match Secretary and ensuring adherence to the Club competitions Rules.
- This position may be combined with that of the Men's Match Secretary if required.

7. Men's Match Secretary

- Shall be responsible for organising and maintaining all Men's Club fixtures and any other Men's fixtures through the Committee.
- Shall be responsible for organising and maintaining Men's Cup, League and County Competitions and supporting the Secretary in associated administrative duties.
- Shall be responsible for organising the internal Club Competitions in partnership with the Ladies Match Secretary and ensuring adherence to the Club competitions Rules.
- This position may be combined with that of the Ladies Match Secretary if required.

8. Green Keeper

- To be responsible in maintaining the green, verges and ditch in optimum playing conditions with the assistance of volunteer Bowling Members and the designated Lawn Maintenance Contractor.
- The Greenkeeper, or in his absence, an officer of the Committee, shall have the authority to decide whether the green is playable or not under adverse weather or other extreme conditions.
- To be responsible for direction of play, selection of rinks for play and setting of the rinks, or in his absence a member designated by him.
- To be responsible for all Green associated Health and Safety issues.

Captains

- The relevant team Captain shall be responsible for ensuring a full team is turned out to play each match fixture and where short of numbers shall contact bowling members that have not entered their name on the nomination sheet to encourage them to play in the fixture.
- The Captain shall be responsible for selecting from the nominations those players to play in the match and the positions that each shall play. The Captain's decision shall be final and cannot be challenged.
- In the event of a selected player being unable to play the Captain shall have the power to re-arrange the team as he/she considers necessary to take account of the expertise and experience of the replacement(s).
- Captains should ensure players are turned out and be ready to play a minimum of 15 minutes before the official Match start time.

Welfare Officer

- Child Protection - Shall be responsible for responding to any allegations, concerns or child protection incidents and reporting these to the Committee so any further necessary actions can be taken.
- Vulnerable Adults - Shall be responsible for responding to allegations, concerns or vulnerable adult incidents and reporting these to the Committee so any further actions can be taken.
- The Welfare Officer shall ensure compliance with the Club's Policy documents – 'Safeguarding and Child Protection' and 'Safeguarding Adults at Risk'.
- The Welfare Officer shall attend the following courses:-

Sports coach UK – 3hr course (this course is available at a local level, organised by the local County Sport Partnership). Provides a basic understanding and awareness of safeguarding and is ideal for any member including coaches, volunteers and in particular club welfare officers. Contact details for your nearest County Sport Partnership can be found on www.safeguardingbowls.org.

Safeguarding in Bowls - "Time to Listen" – 4hr course. This is a bowls-specific workshop designed to support club Welfare Officers. The workshop uses easy to follow, practical, bowls-related examples and case studies to enable you to fully understand your role in the club, and how you can effectively safeguard young people and adults at risk in your care. The course has been developed by the Child Protection in Sport Unit of the NSPCC but is administered by the Bowls Development Alliance. For more information go to www.safeguardingbowls.org.

- Be aware of compliance with Rule C 3.4 regarding the responsibility of Parent/s and/or Guardian/s in the supervision of their children whilst on the Club's premises. To this extent the Welfare Officer is not involved in a 'child regulated activity' and does not need a Disclosure and Barring Service (DBS) check.
- It is recognised that it is an advantage of the Welfare Officer also being a qualified Club Coach.