

Wadebridge BC: Roles and Responsibilities

A] Team Selection and Notification Responsibilities

Men's Group 2 matches (leagues, knock-out cups, 'training friendly' games v non-Gp 2 A and B teams before league season starts)	Captain, vice-captain and Men's selection committee (A, B & C team captains) Rule M2	Captain to organise and chair selection meetings, and post team sheets on notice board. A, B and C team captains to notify by email those selected and reserves (and tea boy), monitor responses and make adjustments where necessary. A, B and C team captains to collect green fees (where applicable) and fuel charges and pass to treasurer. A, B and C team captains to sign results match sheet, and submit to Gp2 for home matches.
Ladies Group 2 matches (leagues, knock-out cups, two 'training friendly' games against Camelford at the start of the season.	Captain, vice-captain and Ladies' selection committee. Rule L4	Captain to organise and chair selection meetings, post team sheets on notice board, monitor responses and make adjustments where necessary, organise tea and biscuits, collect green fees and fuel charges and pass to treasurer, and sign results match sheet, and submit to Gp2 for home matches. In the absence of the Ladies Captain at a match, a player will take responsibility.
Mixed Group 2 matches - Millennium trophy	Men's Captain and vice-captain Ladies' Captain and vice-captain Rule 10.1	Selection meeting will also decide who notifies selected players
Friendlies - Men, Ladies, Mixed	For Mixed friendlies Men's Captain and vice-captain Ladies' Captain and vice-captain. Rule 10.1 For exclusively Men's or Ladies friendlies – as per league matches.	Sign-up sheets to go on notice board at least 4 weeks before date of match. Selection sheet to go on notice board at least 2 weeks before date of match. Captains to sort it out between themselves who does what.
Competitions. Club singles/pairs/triples/fours where competitors are drawn together (either seeded or at random) - Men, Ladies, Mixed	Competition Secretaries and committees separately for their Men/Ladies competitions. Rules M5 and L8.	Competition secretaries to post competition entry sheets. Competition secretaries and committees to draw the competitions and assign deadlines for completion of each round. Competition secretaries to post the draws on the notice boards. Competition secretaries to monitor completion and enforce deadlines.

	Both Competition Secretaries and committees for Mixed competitions. Rule 16.2	For Mixed, one of the Competition secretaries will act as lead and chair of the combined draw committee. This will alternate annually between Men and Ladies, unless the committee otherwise decides.
Captains' triples	Men's Captain and vice-captain Ladies' Captain and vice-captain Rule 10.2	Post sign-up sheets on notice board at beginning of July. Draw seeded teams and establish the match schedule by 1 st August.
Events - Opening Day, Charity Day, Wadebridge v Egloshayle, Men v Ladies, Closing Day 'Events' are distinguished from 'Competitions' as being primarily opportunities to bring all players in the club together.	Men's Captain and vice-captain Ladies' Captain and vice-captain Rule 10.3	Captains agree with President the format for Opening, Charity and Closing Day play (drives, spiders, etc) Opening Day: no sign-up in advance. People turn up at least 15 minutes before start of play and teams are selected on the spot. Other Events: Sign-up sheets go on notice board at least four weeks in advance. Selection process as for Mixed Friendlies.
Finals Weekend	Lead Competition Secretary (see 'Competitions' above.)	Collect trophies from last year's winners. Schedule matches across Friday/Saturday/Sunday in consultation with the other Competition Secretary. List trophy winners and give to engraver with trophies. List trophy winners and runners-up and ensure: (a) production of certificates (certificates currently produced and printed by Kevin Jones); (b) production of Presentation Dinner programme booklet (currently, Barbara Bell updates the template; Kevin Jones does the printing).

B] List of roles

Wadebridge Bowling Club – Club Officers 2024

* Indicates member of General Committee.

*President	David Atfield
*Vice President	Barbara Swaby
*Immediate Past President	David Atfield
*Club Secretary	Andrew Phillips
*Club Treasurer	Richard Jones
*Bar Steward	Kevin Jones
Bar Committee	Barbara Swaby David Atfield Alyson Tapley Mark Tapley
Press Officer	Kevin Smith
Safeguarding Officer	Mae Bargate
Accounts Examiner	Barbara Bell
*Match Secretary (Fixtures)	George Tinker
*Green Coordinator	George Tinker
Green Committee	Andrew Phillips Richard Jones Peter Chapman Harry Tinker Graham Browning
Ladies' Section	
*Captain	Pat Archer
*Vice Captain	Barbara Swaby
*Secretary	Barbara Bell
*Competition Secretary	Mae Bargate
Competition Committee	Barbara Bell Barbara Swaby Carol May (Reserve)
*General Committee	Alyson Tapley
*	Kirsty Jones
Selection Committee	Mae Bargate Alyson Tapley Barbara Bell Barbara Swaby Pat Archer Carol May (Reserve) Di Dingle (Reserve)
Management Committee	Pat Archer Alyson Tapley Jane Walters Wendy Greig Barbara Bell

Barbara Swaby
Mae Bargate
Carol May
Di Dingle
Kirsty Jones
Jane Murphy (Reserve)

Men's Section

*Captain	Mark Tapley
*Vice-Captain	Kevin Jones
Secretary	Andrew Phillips
*Competition Secretary	George Tinker
Competition Committee	Andrew Phillips Richard Jones
*General Committee	Eddy Jones
*	Roger Priestley
*	Kevin Smith
*	Trevor Little
A Team Captain	Harry Tinker
B Team Captain	Mark Tapley
ECBL Captain	tba

C] Role Descriptions

To be added to as they are received.

Where Roles are defined in the Constitution, this document gives the cross-reference to the Section or Rule. Extensions to those definitions are included here where useful to the practical performance of the role and for handover to new incumbents.

1 Club Officers

1.1 President

Not defined in Constitution, but referred to in Rule 7.3 – chairing the General Committee.

Additional Information:

Role of the President

The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the rules of the Club, Bowls Cornwall and Bowls England and completes all legal and compliance obligations.

Responsibilities

The general responsibilities are wide and various and may include, but are not limited to, the following:

- 1 Elected annually by members at Annual General Meeting
- 2 Can serve for a maximum of three consecutive years
- 3 Chairs Annual General Meeting, General Committee Meetings and any Special Committee Meetings
- 4 Represents the club internally and externally
- 5 Supports the Vice-President in preparing to hand over Presidency
- 6 The President is ultimately accountable to club members

Skills Required

- Well organised
- Enthusiastic
- Passionate about the club and its future
- Able to work well with people
- Innovative thinker & receptive to new ideas
- Prepared to make a regular time commitment
- Friendly & outgoing
- Diplomatic
- A good communicator; both speaking & listening
- Experienced with IT / computers / email
- Able to present and speak publicly
- The President is expected to act in the best interest of members at all times and undertake the role in good faith and honesty

David Atfield, President, January 2024

1.2 Vice President

Not defined in Constitution.

- Learns the role of President.

- Stands in for the President in their absence.

1.3 Immediate Past President

Not defined in Constitution.

Attends and contributes to General Committee meetings to provide benefits of experience.

1.4 Club Secretary

Defined in Section 13.

Additional information would be useful.

1.5 Club Treasurer

Defined in Section 14.

Additional information

Beginning of the year

- The collection and the administration of annual subscriptions.

Weekly (almost daily) Tasks in Summer

- Collect and count up bundles of cash from safe. Analyse and record accordingly.
- Complete paying-in slips and visit bank to pay in cash/cheques.
- Check online bank statements for sum up receipts.
- Reimburse bar expenditure via online banking.
- Pay supplier bills via online banking.
- Administration of mileage scheme. Recording monies in/ mileage covered to link with nominated drivers.
- Recording and administration of club shirt sales.

Bi-monthly

- Preparation of treasurer reports for General Committee Meetings.

End of Summer

- Reimburse nominated drivers with calculated mileage costs.
- Collection and administration of following year's county competition Fees.

End of year

- Preparation of annual accounts for presentation at AGM.

Richard Jones, Treasurer, 14 August 2023

1.6 Bar Steward

1.6.1 Bar Sub Committee

Defined in Section 12.

1.7 Press Officer

Not defined in Constitution.

- Prepares press releases for local newspapers (if there were any) and news items for the club website.
- Maintains the club website with up to date information.

- Manages the relationship with the website designer and host, Impress51, The Platt, Wadebridge (Jaz Parkyn).

1.8 Safeguarding Officer

Not defined in Constitution.

Training required.

What is the safeguarding policy for bowls?

The Bowls Development Alliance (BDA) and the National Governing Bodies (NGBs) of bowls are committed to ensuring that everyone who participates in bowls can do so in a safe, positive and enjoyable environment. All participants are entitled to feel safe and protected from any form of abuse and neglect.

For more information, see <https://bowlsdevelopmentalliance.com/safeguarding/>

1.9 Accounts Examiner

Defined in Section 15.

1.10 Fixtures Secretary

Not defined in Constitution

Additional information would be useful.

1.11 Green Coordinator

1.11.1 Green Committee

Defined in Section 11.

1.12 Trustees

Defined in Section 3.

2 Ladies' Section

2.1 Captain

2.2 Vice Captain

2.3 Secretary

Rippon, Date and Tamar League games

- Liaise with the Group 2 ladies' secretary and ladies' secretaries from other Group 2 clubs, in January, to agree dates and times for the Rippon and Date leagues.
- Liaise with Tamar League Secretaries from other clubs in Group2 to agree dates for the Tamar evening League
- Ensure that the green is free before confirming match dates by checking the dates with the Fixtures Secretary.
- Add the dates to the Google calendar and inform the Group 2 secretaries and the Ladies Captain of the agreed dates and times.
- Check the dates with County fixtures when the 'yellow book' is available and rearrange if necessary

Pre-season meeting

- Organise a pre-season meeting in March each year to discuss arrangements for the coming season. Main areas for discussion usually include availability of members for matches; catering rota; menu options and prices; locker allocation; gardens etc
- Take the minutes and distribute
- Deal with any correspondence
- Arrange a date for the autumn meeting and AGM.

Ladies' Club competitions

- Agree play-by dates (Wednesday afternoons) for the first and subsequent rounds of the club competitions and inform the Fixtures Secretary
- Add the dates to the Google calendar

Rearranging matches

- If league games have to be rearranged for any reason the secretary must obtain 3 alternative dates from the Fixtures Secretary. When a date and time is agreed with the opposing club the Fixtures Secretary must be informed and that date entered into the Google calendar and the Ladies Captain must be informed of the rearranged date and time.

Organise the Ladies AGM

- Arrange and inform members of the date for the AGM (usually a couple of weeks before the end of the season)
- Put up the date of the meeting and request written notice of any propositions (proposer and seconder) and display at least 3 weeks before the AGM.
- Display and circulate the agenda and the minutes of the last AGM.
- Display nomination sheet for ladies' posts for the next year.
- After the AGM display the list of post-holders and inform the Club secretary

Throughout the season

- Display notices from the Group Match Secretary and Bowls Cornwall Secretary.
- Note the dates for return of information and respond by that date.
- Deal with any correspondence

2.4 Competition Secretary

2.4.1 Competition Committee

Defined in Rule L8.

2.5 General Committee

2.6 Selection Committee

2.7 Management Committee

3 Men's Section

3.1 Captain

3.1.1 Men's Captain Timetable

February

First Men's selection committee – agenda items

- Any information about members leaving the club, or rejoining after Covid
- First view of A, B and C Team players
- the 8 players nominated to the A Team
- the 8 players nominated to the Captain's Shield squad (Captain, Vice-captain and six members of the general committee)
- decide handicaps for club singles competitions
- any other business

Respond to Group 2 secretary with the nominations. (An email requesting them should arrive via the Club Secretary.)

End March/Beginning of April

Selection committee to pick A and B Teams for friendlies against non-Group 2 teams in the first week or so of the season. (In 2020 it would have been Newquay Trenance and Lostwithiel; cancelled for 2021).

Also pick Teams for first proper league matches, starting in second/third week of season.

Through the season

Men's Selection committee meetings every 2-3 weeks, picking teams with 2-3 weeks' notice so that players know where they stand.

Don't forget the trophy competitions: Top Team, Croydon Marks (A Team), Jimmy Hopper (B Team) and Grenville Taylor (C Team). The first matches will be in the Fixtures Book. Subsequent matches (where we win) should be arranged through the Fixtures Secretary.

Work with Ladies' Captain on Mixed competitions (eg Millennium Mixed Fours) and friendlies, putting up sign-up lists and making selections in reasonable time ahead of the matches.

Work with Ladies' Captain and both vice-captains on arrangements for Opening Day, Charity Day, Men v Ladies, Egloshayle v Wadebridge and Closing Day. Dates in Fixtures Book.

Captains' Triples

June

Work with Ladies Captain and both vice-captains to request and encourage members to sign-up.

July

Select squads and decide the playing schedule. The evenings allocated to Captains' Triples will be in the Fixtures Book.

In 2021 Kevin Jones looked after the league table, as he was competitions secretary and already had the Excel spreadsheets set up.

Kevin Smith, Men's Captain 2020-21

3.2 Vice-Captain

3.3 Secretary

3.4 Competition Secretary

Defined in Rule M5

3.4.1 Competition Committee

3.5 General Committee

3.6 A Team Captain

3.7 B Team Captain

3.8 ECBL Captain

New position for 2024, when the club joined this league.

Team Captain's match duties

Make sure you always have sufficient score cards - obtain from either the small cabinet in the locker room or from Derek at the bar.

Before game - Check that all players + "tea boy" have ticked the team sheet

Prepare the cards (before getting to the green if possible)

For HOME matches

Arrive at green no later than 5:30.

Collect the match fees (£2 each) as home players arrive (preferably ask the 3 home skips to collect the fees and pass on to you.)

Ask one or two of the team to set out the equipment. Often this is done without you having to ask. They will just ask which rinks are to be used - your decision.

Greet away captain when he arrives and complete the cards. Have the Wadebridge cards upside down on a table and the away captain will place his cards on top of the home cards.

Let the away captain know which three rinks are to be used and the away captain will mark the rink numbers on the back of the cards.

Complete the names on the cards.

Toss to see who has the jack on the first end. The winner of the toss chooses to either have the jack or give it to the other team.

Check that "tea boy" has arrived and if not make contact with him.

At the end of the game the scores / points need to be recorded on the yellow cards which are kept in the small cabinet in the men's room. Both captains have to sign the card. You will need to photograph it so always have your phone with you and then email it the same evening to the Group 2 league secretary, currently Andrew Nicholson at g2bcresults@gmail.com. Confirm name and details in yellow handbook at start of season.

Ask the "tea boy" what his costs have been for milk and biscuits and pay out of match fees (some may not require payment). Ask for receipts and place the receipt plus remainder of the fees money in a coin bag and put through the box at the bar entrance for the treasurer to later collect. The away team does not pay.

For AWAY matches

Prepare cards before leaving Wadebridge.

Check that all the team have arrived at the car park, except for those who have notified you that they will travel direct.

Only the 3 designated drivers do not pay on away trips, so if a team member travels direct he still pays the full fee of £2.

Collect the fees at the away venue and place in a coin bag with a note for the treasurer saying who the designated drivers are. Then sign the note and place it in the box at the bar when back at Wadebridge.

Complete the team cards with the home captain who should have his three cards upside down on the table.

Ask which three rinks are being used if it's not already obvious and write these numbers on the cards before turning them over.

Complete the names on the cards.

At the end of the match check the overall points / score with the home captain and sign his form (it won't necessarily look like ours) which he will send off to the league secretary.

Roger Smith, Men's Captain 2022

D] Other roles and tasks identified

There are several roles and tasks currently carried out by individuals in the club, but not necessarily connected with any of the defined roles in section B above. None of these roles and tasks require further definition in the Constitution.

Trustees are fully defined in the Constitution (Section 3) but are not listed anywhere. We consider that they should be listed on the website and in the Fixtures booklet.

Further roles worth listing are:

- Qualified coaches
- Qualified umpires
- Qualified markers

Bowls Bash Co-ordinator and support team – if we continue this as something explicit. Or we could generalise it to invitations to other types of club to come in for an evening or afternoon.

Organisation of

- Taster day
- Junior taster day

Currently discussed in General Committee and volunteers come forward for various aspects.

Rink layout (currently Roger Priestley)

Catering rota (currently Barbara Bell)

Kit acquisition and sale to members (previously Barbara Bell, but now George Tinker)

Locker allocation

- Ladies (Barbara Bell)
- Men – not known. We need a volunteer to take charge, establish who has which locker presently, and retrieve locker keys from former members.

Front door keys (Derek Swaby)

Bowls stickers (Andrew Phillips)

Score cards (Derek Swaby)

Ownership of Sumup account and online login ID for the Sumup Solo card/contactless reader – George Tinker
Website – currently Kevin Smith. Falls naturally into the 'press officer' remit, and can be defined as such going forward. See Section C, paragraph 1.7, above.

Instagram account – currently Harry Tinker. Similar to website, but Kevin Smith doesn't do Instagram.