

Crofton Bowling Club Role Definitions

This document is intended to provide a Role Description for those Members holding or considering taking on any of the various official roles within the Club and a reminder for all Members of their duties under the Constitution.

Each Role Description is divided into two parts. The first part lists duties defined within the Club Constitution, which can only be changed by a two-thirds majority of Members at a General meeting. The associated reference on each of these is to the relevant clause within the Constitution.

The second part of each Role Description lists duties traditionally associated with the role or which have been assigned to that role by the Executive Committee. These duties may be amended or reassigned by Committee decision without the need for a General Meeting resolution.

All Members In addition to any role-specific duties.

Constitutional

- 2.6.2 Participate in Cleaning and Catering duty rotas.
- 2.6.4 Members who have asked to be considered for team selection must make themselves available if selected or give sufficient notice to the Team Captain or Selection sub-Committee for a replacement to be arranged.
- 2.6.5 (a) Ensure any guests they introduce pay the appropriate Green Fees.
- 2.6.5 (c) Ensure any Member of the Public using the green in their presence has paid the appropriate Green Fees.
- 2.6.10 Settle any amounts due for refreshments etc., before leaving the Club premises.

All Members holding any post within the Club (whether elected or appointed) In addition to any other duties specifically defined in this document.

Constitutional

- 3.6 In transacting business for the Club, must disclose to third parties that they are so acting.
- 7.3.2 Approve Bar prices, policies and opening hours.
- 7.7.1 Must adhere to the Club's Data Protection and Privacy obligations including passing on or destroying Members' personal data when no longer in a post requiring that information to be held.

Additional

- Ensure that all Club matters are conducted in accordance with (in priority sequence)
 - the Club Constitution,
 - any Club Byelaws that may be applicable at that time
 - any Club Policies, Processes or Procedures that may be applicable at that time
 - any Committee decisions made in relation to the matter.
- At all times when dealing with Club matters act in the best interests of the Club.

Executive Committee

All Executive Committee Members (in conjunction with the other Committee Members)

Constitutional

- 3.4.1(a) Manage the affairs of the Club according to the Constitution and Byelaws of the Club and cause the funds of the Club to be applied solely to the objects of the Club.
- 3.4.1(b) Ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of Members other than in the course of fair-value commercial transactions between the Club and a Member or Members in the normal course of Club business.
- 3.4.1(c) Review the future maintenance and development needs of the Club to ensure its survival and put in place appropriate strategies to try and ensure sufficient funds will be available to meet the demands of those needs.
- 3.4.2 Appoint such sub-Committees as are deemed necessary.
- 3.4.3 (a)-(c) Create, change and apply any Bye-laws (subject to ratification by next General Meeting), Policies and Procedures as are deemed necessary to successful management of the Club.
- 3.4.3 (e) Adjudicate on any matter not covered by the Constitution, Byelaws, Policies and/or Procedures.

Additional (individually)

- Attend all meetings where possible.
- Listen to and represent Members' views in Committee.
- Support Committee decisions within the Club and answer Members' questions on those decisions.
- Assist in the general running of the Club, of Club events and of external events where the Club is represented or that are taking place on Club premises.

President

Constitutional

- 3.1.3 Act as one of the signatories for cheques and/or EFT payments, subject to the provisions of Constitution clauses 7.1.3, 4 & 5.
- 3.3.5 Preside at all Executive Committee meetings when available.
- 4.4 Optionally exercise the President's ex-officio right to attend as a member of any sub-committee.
- 5.4.1 Preside at all Member meetings when available.

Additional

- Officiate at all Friendly matches and Club Events and attend Club Finals when available
- Preside at all Social functions and occasions when available.
- Act as the Committee's liaison point between the Bar Manager and the Executive Committee for all operational matters, other than stock and financial reporting/controls.
- If not able to fulfil any of these duties on a particular occasion ensure that the Vice-President (or another Committee Member) has been advised and provided with anything necessary to act as a stand-in.
- Nominate the sponsored charity for his/her year(s) of office.
- Present Club trophies and awards at whatever event is determined by the Committee to be appropriate.

Vice-President

Constitutional

- 3.1.4 In the absence of the President, undertake any duties of that role and otherwise assist the President at all times.
- 3.3.5 Preside at any Executive Committee meetings in the absence of the President.
- 5.4.1 Preside at any Member meetings in the absence of the President.

Additional

- Manage the allocation of Member's lockers, maintaining a record of locker assignments and be responsible for the management of locker keys and spares.
- Hold spare/master copies of keys to all lockable Club premises and manage the issue (as directed by the Committee) of copies of these keys.
- Liaise with the Treasurer to ensure that all fees due for lockers and/or premises keys (less any costs for cutting keys) are received by, or promptly passed to, the Treasurer.

Treasurer

Constitutional

- 3.1.3 Act as one of the signatories for cheques and/or EFT payments, subject to the provisions of Constitution clauses 7.1.3, 4 & 5.
- 7.1 Ensure all Financial provisions specified in sub-clauses 7.1.1 - 7.1.7 are adhered to.
- 7.3.7 Liaise with Bar Manager and incorporate Bar accounts and stock information into the Club financial statements.

Additional

- Prepare and present to the Committee such reports as may be necessary to keep the Committee informed on any matters affecting the Club's finances.
- Ensure that all necessary Insurance cover is obtained in a manner reflecting the best interests of the Club.
- Ensure all affiliation and/or registration fees are paid to organisations to which the Club is affiliated.
- Ensure that the Club deposit safe, Tea box and Books box are not allowed to accumulate large amounts before being emptied and that appropriate facilities are maintained to enable collection of Club monies received by other Members.
- Liaise with the Club Quartermaster to ensure appropriate stocks of Club shirts and other Club accessories are ordered and paid for.

Club Secretary

Constitutional

- 2.3.3(a) If requested, circulate to existing Members an Enrolment Pack prepared by the Membership Secretary.
- 2.6.9 Receive and put before the Committee any Member complaints.
- 3.1.3 Act as one of the signatories for cheques and/or EFT payments, subject to the provisions of Constitution clauses 7.1.3, 4 & 5.
- 3.2.1(b) Receive nominations for Executive Committee (and other elected posts).
- 3.3.2 Promptly following each Executive Committee meeting prepare, circulate to Executive Members and make available to Members on the Club website and in the Clubhouse the minutes of that meeting, indicated as subject to ratification until approved at a later meeting.
- 3.3.3 Circulate Executive Committee Members with an agenda, final minutes of the previous meeting (for approval) and associated reports and documentation at least 3 days before each Executive Committee meeting.
- 3.3.4 Call a Special Executive Committee meeting as required in accordance with the Club Constitution, providing details and agenda to Committee members.

- 3.4.3(d) Maintain and publish current versions of the Club Constitution, Byelaws, Policies, Processes and Procedures.
- 5.1.1 Prepare and circulate to members at least 14 days in advance of the proposed date a notice of and agenda for the Annual General Meeting, together with any necessary accompanying documentation including, but not limited to, notices of motion, documents for discussion or related to notices of motion and any relevant list of valid nominations for posts to be the subject of an election.
- 5.2.1(b) Receive and pass to Committee within 7 days any valid Member request for a Special General Meeting.
- 5.2.2 Prepare and circulate to members at least 21 days in advance of the proposed date a notice of and agenda for any Special General Meeting, together with any documentation necessary for the matter(s) to be discussed.
- 5.3.1 Prepare and circulate to members at least 14 days in advance of the proposed date a notice of and agenda for the Pre-Season Meeting, together with any necessary documentation.
- 5.4.2 Record minutes of all Member meetings, making them available to Members on the website and in the Clubhouse promptly following each meeting, indicated as subject to ratification until approved at a later meeting.
- 5.9 To receive, collate and count any email and/or postal votes permitted by Constitution.
- 6.1 Convene a Special General Meeting to discuss and vote on any resolution to dissolve the Club following the passing of such a motion at an Annual or Special General Meeting of the Club
- 7.3.8 Carry out regular stock checks together with one otherwise independent member of the committee and the Bar Manager. Also act as Licensee for the Club's Premises (Alcohol) Licence.

Additional

- On all occasions, in the execution of his/her duties, act under the control of the Committee.
- Handle all outgoing correspondence on behalf of the Executive Committee except where the task has been delegated by the Committee (e.g. due to requirement for technical knowledge) or forms part of the duties of another Club Official (e.g. Membership, Ladies' or Men's Secretary).
- Ensure all incoming communications to the Club are passed to the Committee and/or the appropriate person or group within the Club.
- Ensure that external organisations are notified of any Committee membership changes relevant to the Club's interaction with that organisation or requiring to be notified to that organisation.
- In the absence of any alternative Committee delegation of the task, act as liaison with Fareham Borough Council.
- Distribute Annual Subscription Renewal pack in accordance with Committee and Constitutional requirements.
- Ensure that a list of known Fixtures and Club Events is produced and made available to Members on Enrolment each year (or as soon as practical thereafter) and that relevant Programme-related content is supplied to the webmaster for inclusion on the website.
However, responsibility for the Fixture-related content rests with the Fixtures Secretary and Team Captains, while responsibility for distribution to new Members during the year rests with the Membership Secretary.
- Act as liaison between the Committee and the Facilities Manager (Maintenance Lead) for tasks required, work scheduling and funding approvals (if that post holder is not a member of the Executive Committee).
- Maintain those areas of the Club notice boards that are not dedicated to any particular Team or sub-group of the Club, clearing any outdated notices and posting new ones as needed.
- Attend G&F meetings along with the Club Captain and Fixtures Secretary.
- Distribute Member notices, circulars and newsletters as required.

Membership Secretary

Constitutional

- 2.1.2 Maintain a Register of Member details within each category of Membership.
- 2.1.3 Monitor the number of Members in any category where the numbers are limited and manage any necessary Waiting Lists(s) for those categories of Membership.
- 2.3.1(a) & (d) Receive, process as per Constitution requirements and hold (subject to Data Protection and Privacy requirements) all Membership application forms and Junior Player Consent Forms (where appropriate).
- 2.3.1(b) Authorise Temporary Memberships for a maximum period of 6 weeks (in conjunction with the Coaching Team Representative) and, if an extension is needed, submit an application to the Executive Committee.
- 2.3.1(c) At the end of each Temporary Member's period of coaching and assessment, sign off (together with the Coaching Team Representative) the Temporary Membership form to show that the Coaching and Assessment has been completed and the applicant is approved for Full Membership.
- 2.3.1(e) Advise the Executive of all Membership applications approved in each category and post their names and Membership Category on the notice board for the benefit of all Members.
- 2.3.1(f) Advise new Members how to access the Club premises, website and important documents subject to restrictions depending on category of membership.
- 2.3.3(a) Prepare and circulate (or pass to the Club Secretary for circulation) to existing Members an Enrolment Pack.
- 2.3.3(b) Send a reminder to any member failing to pay the Annual Subscription by the Enrolment Date.
- 2.3.3(c) Remove from the Member Register any Member failing to pay Annual Subscriptions as required following a reminder.
- 2.3.4(a) Receive and process any Member resignations.
- 2.4.1 Maintain current contact information for all Members in the Member Register.
- 3.1.4 In the absence of the Club Secretary, undertake any duties of that role and otherwise assist the Club Secretary at all times.

Additional

- Provide each new Member with a copy of the known Fixtures and Events list.
- Contact the Member concerned and try to determine the reasons for any resignation or failure to renew membership and report back to the Committee.
- Prepare the Cleaning rota for the season from the Membership Register after Enrolment Day and ensure that sufficient stocks of cleaning materials are purchased and maintained throughout the season.

Club Captain

Constitutional

- 4.4.2 Chair meetings of the Selection Sub-Committee and assume overall responsibility for all duties of that Sub-Committee.
- 4.4.3 Chair meetings of the Greens Sub-Committee and assume overall responsibility for all duties of that Sub-Committee.

Additional

- In conjunction with the Club Vice Captain, select teams for Friendly and (where required) Club event matches. Prepare and post on notice board all adverts, sign-up forms and team lists for these.
- Attend P&D meetings together with the Men's Secretary, reporting back to the Committee.
- Attend G&F meetings along with the Club Secretary and Fixtures Secretary, reporting back to the Committee.
- Provided the holder of this position is male, assist the Men's P&D Captain and the Club Vice Captain in connection with P&D League and associated games as required.
- Liaise with the P&D Captain and P&D Midweek Triples Captain(s) to avoid any team selection conflicts.
- Oversee the running of the G&F Colour teams by the G&F Colour Team Captains.
- If the Club Captain and Club Vice-Captain are unable to lead and take responsibility for an event that would normally be under their control, the Club Captain shall appoint another Full Member willing to take on the task and advise the Committee of that appointment.
- Ensure that sufficient stocks of chalk and scorecards for matches and Club events are maintained and available.
- Produce and post in the Royal Box the daily colour and direction of play sheets.
- Produce and post on the notice board the Tea Rota(s) for team matches.

Club Vice-Captain.

Constitutional

- 3.1.4 In the absence of the Club Captain, undertake any duties of that role and otherwise assist the Club Captain at all times.
- 4.4.2 Participate as a Member of the Selection Sub-Committee.
- 4.4.3 Participate as a Member of the Greens Sub-Committee.

Additional

- In conjunction with the Club Captain, select teams for Friendly and (where required) Club event matches.
- Provided the holder of this position is male, assist the Men's P&D Captain and Club Captain in connection with P&D League and associated games as required.
- Organise, or oversee the organisation of, the annual inter-league competition if it is being held.

Fixtures Secretary

Constitutional

- None No specific definition in Constitution, but as name implies be responsible for arranging and scheduling primarily non-League Club fixtures.

Additional

- Be responsible for the arrangements of Club friendly matches, although friendly matches involving only a specific Crofton Club team may be arranged by the Team Captain subject to rink availability.
- Attend G&F meetings along with the Club Captain and Club Secretary.
- Compile the Fixtures List, identifying any potentially clashing requirements for the Club green and taking steps directly or through the appropriate team Captain(s) to resolve these clashes.
- In conjunction with Team Captains, provide the Club Secretary with a list of known Fixtures and Club Events to be printed and supplied to Members on Enrolment (or as soon as practical thereafter).
- Ensure Rink booking sheets are available in the Clubhouse and/or online showing all Home matches and Club events to enable Member booking of rinks not required for matches.

Competitions Secretary

Constitutional

- 4.4.3 Participate as a Member of the Greens Sub-Committee.
- 4.4.4 Chair meetings of the Competitions Sub-Committee and assume overall responsibility for all duties of that Sub-Committee.

Additional

- Be responsible for the rules of all internal competitions, taking any proposed changes to those rules to the Executive Committee for approval.

- Perform necessary draws for internal Club Competitions.
- Display and monitor the Competitions sheets, collect scorecards and ensure the sheets are updated after games have been played.
- Assist Members to resolve any problems with arrangement of matches and take appropriate action in the event of matches not being completed by the round's deadline.
- If the Competitions Secretary is unable to lead and take responsibility for an event that would normally be under their control, they shall appoint another Full Member willing to take on the task and advise the Committee of that appointment.
- Ensure all trophies are purchased (when necessary), properly engraved (where appropriate) and available for presentation when required.
- Attend at whichever Club Event is being used to award trophies and assist the President with presenting them.

Ladies' Secretary

Constitutional

- 1.2 Attend all Ladies' County and P&DWBA meetings, reporting back to the Ladies' Sub-Committee and, where relevant, the Executive Committee.
- 4.4.1 Participate as a Member of the Ladies' Sub-Committee and act as liaison to the Executive Committee.
- 5.10.2 Prepare and circulate to Lady members at least 14 days in advance of the proposed date a notice of and agenda for all Ladies' Meetings, with all necessary accompanying documents.
- 5.10.3 Record minutes of Ladies' meetings, making them available to Members on the website and in the Clubhouse promptly following each meeting, indicated as subject to ratification until approved at a later meeting.

Additional

- Handle all correspondence related to the Club's Ladies' County and P&DWBA affiliations.
- Handle all Ladies' County and P&DWBA Competition entry forms and associated sections of the Club notice boards.
- Maintain the Ladies' section of the Club notice boards, posting and removing notices as appropriate.

Men's Secretary

Constitutional

- 1.2 Attend all Men's County and P&DBA meetings, reporting back to the Executive Committee.

Additional

- Handle all correspondence related to Bowls England and the Club's Men's County and P&DBA affiliations.
- Handle all County and P&DBA Competition entry forms and associated sections of the Club notice boards.
- Be responsible for any matters pertaining specifically to the Men's Club activities.

Social Secretary

Constitutional

- 4.4.5 Chair meetings of the Social Sub-Committee and assume overall responsibility for all duties of that Sub-Committee, reporting back to Executive Committee.

Additional

- Ensure that sufficient stocks of raffle tickets and basic catering requirements (tea, coffee, sugar, biscuits) are purchased and maintained throughout the season.
- Prepare and post the Catering Duty rota after the Members Register has been compiled at the beginning of each season

Committee Members having no Specific Role Title

Constitutional

- 4.4.4 Participate as members of the Competitions Sub-Committee.

Additional

- Assist the Competitions Secretary in running internal competitions, including the draw for such competitions.
- Be available to take on additional duties as requested by the Committee and to support other Committee Members in their duties as needed.

Non-Committee Posts

Men's P&D Captain

Constitutional

- 4.4.2 Participate as a member of the Selection Sub-Committee.

Additional

- Be responsible for the Men's P&D League and associated games together with the Club Captain and the Club Vice-Captain.

NB. If either the Club Captain or Club Vice-Captain is a Lady Member then in this context her role shall be taken by one of the Men's P&D Mid-Week Triples Captains.

If both Club posts are held by Lady Members and there is only one Men's P&D Mid-Week Triples Captain then the second Lady's role shall be taken by one other man from the Committee.

- Liaise with Club Captain and P&D Midweek Triples Captain(s) to avoid team selection conflicts.
- Attend all Men's County and P&DBA meetings along with the Men's Secretary

Men's P&D Mid-Week Triples Captain(s)

Constitutional

None No specific definition in Constitution.

Additional

- Organise day-to-day running of the team for which they have been appointed Captain, liaising as necessary with the Club Captain and Men's P&D Captain to avoid any team selection conflicts.
- If the Club Captain, Club Vice Captain or both are Ladies, assist the Men's P&D Captain in connection with P&D League and associated games as required.

Ladies' Captain

Constitutional

4.4.1 Chair meetings of the Ladies' Sub-Committee and assume overall responsibility for all duties of that Sub-Committee.

4.4.2 Participate as a Member of the Selection Sub-Committee.

5.10.5 Preside at all Ladies' member meetings when available.

Additional

- Be responsible for the overall running of all Ladies' teams, although the Ladies' Sub-Committee will nominate who runs each Ladies' League team (see Constitution clause 4.4.1).

Ladies' Vice-Captain

Constitutional

3.1.4 In the absence of the Ladies' Captain, undertake any duties of that role and otherwise assist the Ladies' Captain at all times.

4.4.1 Participate as a Member of the Ladies' Sub-Committee.

5.10.5 Chair any Ladies' Meeting in the absence of the Ladies' Captain.

Additional

None

Accounts Examiners

Constitutional

4.1.1(c) Examine the books and accounts of the Club at the end of the year and report back to the next Annual General Meeting.

Examine the books and accounts of the Club when requested by the Executive Committee and report back to the next Committee Meeting.

7.1.7 Examine the books and accounts of the Club at change of Treasurer during the financial year and report back to the next Committee Meeting.

Additional

None.

Bar Manager

Constitutional

4.4.6 Chair meetings of the Bar Sub-Committee and assume overall responsibility for all duties of that Sub-Committee.

7.3.7 Keep proper accounts of purchases and receipts from sale of Bar stock and provide these monthly to the Treasurer. Maintain such information as may be required to enable any statutory return or statement and payment of any excise or other duty or tax to be paid.

7.3.8 Carry out regular stock checks together with one otherwise independent member of the committee and the Club Secretary.

Additional

- liaise with and report to the Executive Committee through the Treasurer for stock and financial reporting and controls and through the President for all other operational matters.

Event Catering Lead

Constitutional

4.4.5 Be responsible to the Treasurer for all monies raised and expenses incurred relating to the event for which they are Lead. Such monies/expense receipts to be passed to the Treasurer, directly or using the Deposit Box in the Clubhouse, immediately after the function.

Additional

- Ensure the smooth running of the Catering and, if being run, the Raffle at the event(s) for which they are appointed Lead, including any necessary purchases.
- Ensure that sufficient perishable goods (e.g. milk) are purchased and available for the event for which they are Lead.
- If a raffle is to be conducted at the event organise prizes and the sale and drawing of tickets.

G&F (Colour) Team Captain(s)

Constitutional

4.4.2 Provide input to the Selection Sub-Committee when they select the G&F Colour Team squads.

Additional

- Run one of the Colour teams entered into the G&F League, including selecting a team for each match from the squad allocated to that Colour Team by the Selection Sub-Committee.
- Be responsible to the Club Captain for the administration of that team.

Coaching Team Representative

Constitutional

2.3.1(b) Monitor and manage the coaching and assessment of new Temporary Members.

2.3.1(c) At the end of each Temporary Member's period of coaching and assessment, sign off (together with the Membership Secretary) the Temporary Membership form to show that the Coaching and Assessment has been completed and the applicant is approved for Full Membership.

Additional

- Investigate and advise Members of appropriate training for those wishing to progress and/or gain qualification in Marking, Coaching and/or Umpiring.
- Where demand justifies it, guide and assist the Committee to organise any in-house courses in Marking, Coaching and/or Umpiring for members.

Election Scrutineers

Constitutional

5.7 Appointed at, and for the duration of, a Member Meeting at which voting will take place, they will count the votes and oversee any necessary ballots at that meeting.

Additional

None.

Quartermaster

Constitutional

None No specific definition in Constitution

Additional

- Maintain stocks of Club shirts and other Club accessories and provide them to Members as requested at the prices agreed by the Executive Committee.
- Ensure all monies are either paid directly to the Treasurer or forwarded to the Treasurer as soon as possible.
- Liaise with the Treasurer to ensure appropriate stocks of Club shirts and other Club accessories are ordered and paid for.

Communications Officer

Constitutional

3.2.8 Co-ordinate the Club's external communications, having overall responsibility for the content to ensure that a consistent message in line with Club and Committee policy is being delivered to the public.

Additional

- Be responsible for providing and/or monitoring the content of the Club's **external** communications via technology platforms (website, Social Media, etc) or other means (e.g. advertising posters). However, the provision of internal Club information to the website (e.g. member-only password-protected documents, Team results, archives, administrative information, etc) will remain the responsibility of the appropriate source (e.g. Committee or elected/appointed role holder).
- Ensure that all such content is conveying a consistent image and message as determined by the Executive Committee.
- By agreement with the Executive Committee appoint such other Member(s) or outside contractors as are deemed necessary or desirable to manage the different communications platforms.

Currently there is no full definition of the duties of the following roles (other than what the Role name implies).

**Facilities Manager (Maintenance Lead)
Coaching Team Lead/Representative
Health and Safety Officer**

**Safeguarding Officer
Webmaster**

**Data Protection Adviser
Rink Booking Manager**