

POLICY 25 – ROLES & RESPONSIBILITIES

Links: Committee, Star Club

Specific Responsibilities & Tasks

Administrative Committee

The Administrative Committee is responsible for:

- The effective operations of the club, including preparing for and addressing the future of the club;
- Operating the club as a business in order to diversify income sources so as to generate an operating surplus to fund administration, maintenance and capital expenditures as well have funding reserves for the future;
- Appointing managers for specific positions, including those set out in the Constitution;
- Appointing working parties for other tasks set by the committee;
- Setting a clear timetable for the planning and implementation of the activities of the club throughout the year;
- Making and implementing regulations for the proper management of the club that are consistent with the Constitution;
- Interpreting the Constitution and regulations in a fair and proper manner;
- Reviewing the club's policies and Constitution as required;
- Setting the recommended membership fee structure for consideration at the AGM.

President

The President is responsible for:

- Ensuring that the planning and implementation of the club's activities is undertaken in an effective, fair and proper manner;
- Chairing the Administrative Committee and ensuring that the committee is working in an effective manner;
- Representing the club at official functions and at Bowls SA/MBA meetings;
- Taking on board comments from club members in order to properly address emerging issues;
- Keeping abreast of the progress of working parties and assisting when requested;
- Keeping members informed of upcoming events and new initiatives;
- Ensuring that nominations for the Mayoral Trophy, Life Membership and Peter Meredith Trophy are addressed in time for the relevant events;
- Drafting the President's section for the Annual Report;
- Coordinating the preparation of the Annual Report in April each year;
- Coordinating the agenda and arrangements for the AGM each year;
- Chairing the AGM and any Special Meetings.



Secretary

The Secretary is responsible for:

- Undertaking the statutory and correspondence requirements of the club as its "Public Officer";
- Maintaining the books, documents and securities of the club;
- Keeping & maintaining the seal register as well as recording the use of the seal;
- Maintaining a full register of members and membership records;
- Maintaining a back-up of club records as part of the Risk Management program;
- Placing the signed minutes of the Administration Committee on the notice board for members to see;
- Ensuring that the administration of the club is operating smoothly and in accordance with the Constitution;
- Advising Bowls SA, the Council, Federal and State MPs and other relevant organisations of the names of the newly elected Administration Committee members in May each year;
- Allocating clubhouse keys to relevant committee members and updating the Alarm Register as well as collecting keys from former members;
- Ensuring the distribution of membership fee notices, including the contact update/volunteer form, are sent to members in June each year;
- Inviting guests to the Greens Opening Day in June each year;
- Advising the MBA of the number and grade of proposed Pennant Teams in August each year;
- Ensuring that all trophies, medallions and honour boards are inscribed and up to date;
- Drafting the Secretary Report section for the Annual Report;
- Ensuring that both the Formal Notice and the Committee Nomination Form;
- for the AGM is distributed to members in April each year;
- Ensuring that completed Committee Nomination Forms are on the notice board 14 days before the AGM.

Treasurer

The Treasurer is responsible for:

- The club's budget, including all monies received, all accounts payable and all investments held in operating and capital funds;
- Maintaining account books and ensuring that all receipts and payments are recorded in their respective ledger;
- Ensuring that all monies received are banked in the club's approved accounts and recording the bank deposit slips;
- Preparing a monthly reconciliation of receipts and payments with the bank statements;
- Maintaining records of payments to the Greenskeeper;
- Maintaining any superannuation payments and records as well as any tax deductions;

- Maintaining a record of all club investments and recommending to the Administrative Committee the best reinvestment strategy when such funds are about to mature;
- Recommending any financial procedures that should be adopted by the Administrative Committee;
- Providing a budget report to each monthly Administrative Committee meeting;
- Drafting the Finance section for the Annual Report;
- Ensuring that the financial books are audited each year.

Club Manager

The Club Manager combines the Bar Manager and Greens Manager roles.

The Bar Manager's component is responsible for:

- Managing the efficient operation of all aspects of the club bar, including the requirements of the Liquor Licensing Act and the Health Act;
- Purchasing all stock and gas bottles for the bar and recording all such purchases for the Treasurer;
- Restocking the fridge, including for upcoming events;
- Establishing a bar volunteer roster to ensure proper service at events, including venue hiring events;
- Ensuring that bar volunteers have RSA certificates;
- Ensuring that RSA certificates are on display and recorded in the Volunteer Register;
- Ensuring that the bar and beer lines are cleaned on a regular basis;
- Ensuring that refund deposit bottles are returned to the depot on a regular basis;
- Maintaining a set "cash float" and providing the Treasurer with all net monies along with the required documentation specified by the Treasurer;
- Drafting the Bar Manager's sub-section for the Annual Report.

The Greens Manager's component is responsible for:

- Liaising with the Greenskeeper on the maintenance and upgrading of the greens, taking into account the club's program;
- Liaising with the Umpire of the day, if questions are raised about the greens;
- Costing any maintenance, greens up-grade proposals or equipment purchase proposals for consideration by the Administrative Committee and then ensuring that the approved actions are undertaken;
- Liaising with the Greenskeeper on the tidiness and safety of the maintenance sheds and equipment;
- Approving any greens maintenance or equipment maintenance up to \$300;
- seeking approval for proposals above that figure;
- Drafting the Greens Manager's section for the Annual Report.

Site Manager

The Site Manager role has merged the House Manager and Grounds Managers role, and incorporates an assistant to help with maintenance and implementing a program of general improvement of the premises and grounds. The Site Manager will also assist the Bar and Greens Manager.

The Site Managers component is responsible for:

- Maintaining the inside of the clubhouse in order for it to be an attractive place for members, guests and venue hirers;
- Ensuring the cleaning of the clubrooms is undertaken by a regular contract cleaning service and interim volunteers;
- Replacing tea/coffee provisions as well as water drinking cups;
- Ensuring that Pennant game afternoon tea sandwiches are available;
- Working closely with the Bar and Greens Manager on the running of upcoming events;
- Ensuring that the clubrooms are set up for upcoming scheduled events;
- Drafting the Site Manager's sub-section for the Annual Report;
- Maintaining and upgrading the club's buildings and grounds (excluding the Greens) so that they are an attractive place for members and guests;
- Identifying and obtaining competitive quotes on works to be undertaken by a licensed firm and supervising such action once approved by the Administrative Committee.

Bowls Performance Manager

The Performance Manager is responsible for:

- Working with the club coach to broaden the playing skills of all members;
- Coordinating the club's involvement in skill developing events, such as the Taylors Super Challenge Cup;
- Planning, organising, implementing and reporting on inter-club games, trial games, Pennant games and club tournaments;
- Ensuring that the club's umpires & side managers have the necessary skills and any accreditation required;
- Work with Selection Panel as required where an individual's skill level needs development;
- Drafting the Bowls Performance section for the Annual Report.

Bowls Development Manager

- The Development Manager is responsible for:
- Initiating a wide range of promotions, discussions, and events in order to increase the number of playing members of the club;
- Developing programs such as school programs;
- Continues to strive for new markets to bowls such as local residents, disabled, multi-cultural societies.

Tournament Manager

The Tournament Manager is responsible for:

- Ensuring that games and tournament material is prepared ahead of time and properly distributed by the communications group;
- Ensuring that the volunteers to manage the event have been identified and are aware of their roles;
- Drafting the Tournament section for the Annual Report.

Partnerships Manager

The Partnerships Manager is responsible for:

- Updating the club's sponsorship package on an annual basis;
- Maintaining, in association with the Treasurer, the sponsorship records;
- Contacting sponsors for their annual payments and renewal of their contracts;
- Ensuring that sponsors' signs are displayed and sponsors are promoted throughout the year in accordance with the sponsorship package;
- Encouraging new sponsors to be part of the club;
- Inviting major sponsors to social and relevant tournament events;
- Drafting the Sponsorship section, including the list of sponsors, for the Annual Report.

Social Events Manager

The Social Events Manager is responsible for:

- Establishing a schedule of social events throughout the year, including quarterly Friday night meal nights, quiz nights, Friday night drinks and the Christmas function;
- Coordinating the planning and implementation of social events with other managers, in order to promote the smooth operation of functions. Ensuring that related activities, such as raffles and prizes, are organized;
- Ensuring that all operating costs and incomes are recorded and that money is safely stored in the office;
- Investigating new forms of fundraising for the Club and recommending actions to the Administrative Committee;
- Drafting the Social Events section for the Annual Report.

Communications Manager

The Communications Manager is responsible for:

- Ensuring that all members are kept informed of coming events through Facebook and emails as well as other avenues so that they can attend club activities;
- Providing members with information on Pennant team selections;
- Ensuring that all notices are presented in an easy to read manner and use the club's corporate colours and format;
- Incorporating sponsors' material in information newsletters in accordance with the club's sponsor's package;

- Ensuring that the Club's website is updated;
- Drafting the Communications section for the Annual Report.

Night Owls Manager

The Night Owls Manager is responsible for:

- The overall establishment of the Night Owls program each year, including invitations to previous teams to play again, team registration, publicity to attract extra teams and organising volunteers to oversee each night;
- Ensuring that sufficient club members have volunteered for the Night Owl roster and that volunteers are listed in the Volunteers Register;
- Ensuring that each volunteer is fully aware of their responsibilities on the night;
- Ensuring that the team details list is complete for registration with Bowls SA;
- Ensuring that pre-registration forms are completed by team intending to play the following year;
- Drafting the Night Owls section for the Annual Report.

Bar Volunteers (also refer Policy 18)

The Bar Volunteers are responsible for:

- Selling drinks in accordance with the club's Liquor Licensing requirements;
- Ensuring that only RSA volunteers are allowed in the bar serving area;
- Recording all purchases on the cash register;
- Stocking the fridges prior to an event and at the end of the event;
- Washing the glasses and wiping down all surfaces;
- Storing till money and credit card dockets in the office safe at the end of day;
- Keeping and implementing the Incident Book; and
- Following the "Transport" and "Alcohol, Drugs and Smoking" policies.

Buildings & Grounds Volunteers

Building and Grounds volunteers are responsible for:

- Undertaking those improvements, maintenance and repairs to club's buildings
- and structures which do not require work by a licensed person;
- Identifying and recommending improvements or repairs which require work by a
- licensed person;
- Undertaking those improvements, maintenance and repairs to club's grounds,
- excluding the greens, which do not require work by a licensed person;
- Making sure that they are wearing appropriate clothing to undertake the tasks
- in a safe and protected manner;
- Using any tools and machinery in a safe and proper manner;
- Following Work Health & Safety guidelines when working; and

- Protecting the health and safety of themselves and others. Version: 1 Date Reviewed: Jun 2022 Next Review: Jun 2023 7

Club Championship Coordinator

The Club Championship coordinator is responsible for:

- Managing the Club Championship timetable so that the winners can register for the Champion of Champions competition organized by Bowls SA;
- Ensuring that in October each year, all members are invited to register for the different Club Championship competition categories, with a clear close of registration date specified;
- Holding a Friday night open draw of the games program and recording them on a games chart which will remain on public display in the clubroom;
- Setting cut-off dates for each round of games to ensure that the finals are played by the specified date;
- Disqualifying any person who, for any reason has been the main person responsible for a game not being played by the designated deadline;
- Organising the finals on a set date and ensuring that such information is made available to all members so as to encourage spectators at the finals;
- Ensuring that final players are wearing club colours;
- Ensuring that presentations to finalists are included in the Club's Awards night;
- Drafting the Club Championship section for the Annual Report.

Club Coach (paid)

The Club Coach is responsible for:

- Developing the skills of new players so that they can enjoy the game and move towards playing in a Pennant team;
- Developing the skills of all members to make them more competitive and reach the highest team grade possible according to their skills;
- Coordinating training programs to broaden the skills of all playing members;
- Providing input into the Pennant Selection Panel decisions.

Volunteer Coaches

Volunteer Coaches will be responsible for:

- Setting up drills and training agenda;
- May have input into Team Selection;
- Reinforcing coaching from external coaches Volunteer coaches will have their training paid by club.

First Aid Officers

The First Aid Officers are responsible for:

- Replenishing the first aid box in the clubroom, kitchen and Greenskeeper's shed as well as the pain relief tablets stored in the secure location;

- Ensuring that the location of the three first aid boxes are clearly marked and known by members;
- Ensuring that the defibrillator is in good working order;
- Understanding how to work the defibrillator;
- Undertaking initial first aid to members and guests and organising ambulance services if required.

Kitchen Volunteers

Kitchen volunteers are responsible for:

- Working in a safe and hygienic manner in accordance with the procedure posted on the kitchen wall;
- Being aware of the first aid kit located in the kitchen for any mishaps;
- Wiping down all bench surfaces before and after working in the kitchen;
- Turning off all required electrical equipment before leaving;
- Leaving the kitchen in a clean and tidy manner;
- Placing all rubbish in the appropriate outside bins;
- Listing any cleaning products that need to be replaced before they run out.

Members' Welfare Officer

The Members' Welfare Officer is responsible for:

- Contacting members who have not attended games or functions recently to check that they are all right;
- Checking on members who are known to be ill or needing assistance;
- Bringing to the attention of the Administrative Committee any action that should be undertaken to assist members;
- Encouraging members to make the officer aware that a member should be contacted.

Night Owls Coordinator

The Night Owl Coordinator is responsible for:

- Managing the overall operation of each Night Owls night;
- Ensuring that the supper will be available at 9.00pm on the night;
- Ensuring that all games and raffle prizes are ready;
- Conducting the game prizes and raffle section of the program;
- Ensuring that all money is recorded and stored in the office safe;
- Ensuring that the clubroom is left tidy;
- Ensuring that locking up procedures will be undertaken.

Night Owls Volunteers

The Night Owls BBQ volunteer is responsible for:

- Ensuring that the meat and salad have been purchased and are in the fridge;
- Setting up the BBQ and gas bottle as well as switching on the oven in the kitchen;

- Starting to cook no later than 5.45 pm;
- Delivering batches of cooked meat to the kitchen when players start to arrive;
- Ensuring that a volunteer is present to serve the food and collect the money;
- Cleaning the BBQ and locking the enclosure.

The Outside Night Owls volunteers are responsible for:

- Setting out mats and kitties by 6.00pm;
- Putting out crates for empty bottles and glasses;
- Providing assistance to players if requested;
- Replacing the crates when full;
- Bring in the crates at the end of the evening;
- Bringing in the mats and kitties at the end of the evening;
- Tidying up the grounds and greens.

The Registration volunteers are responsible for:

- Writing out the score cards in accordance with the games schedule by 6.15 pm;
- Ensuring that the raffle prizes and booklets have been provided;
- Ensuring that the cash float and cash box is ready;
- Marking off players on the team sheets as players pay their fees;
- Recording pizza orders for each team;
- Selling the raffle tickets as players register;
- Reminding players of any outstanding registration fees owed;
- Checking that all players have paid their nightly fee;
- Ordering the pizzas;
- Preparing the prize/lucky draw envelopes;
- Counting the income and balancing it with the registration sheet;
- Ringing the bell at 8.55pm to indicate the end of game time;
- Checking the score cards and working out the winning and losing margins;
- Recording the winning and losing margins and prize winners on the sheet;
- Recording the prize monies won by each team up to a maximum of \$100;
- Updating and displaying the games ladder table on the Notice Board.

Pennants Chairman of Selectors

The Chairman of Selectors is responsible for:

- Organizing selection meetings to select Wednesday, Thursday and Saturday Club trial and Pennant teams at a time when a majority of Selection Panel members can attend;
- Chairing the selection meetings, ensuring that all selectors have input and resolving any differing views between selectors;

- Ensuring that the selectors have spoken to the relevant skips and Side Manager before each selection meeting;
- Ensuring that the teams selected are "posted" for the information of members and include details relating to venue, side manager, umpires, duty rinks and reserves;
- Ensuring that the Communications Manager and Bowlslink volunteers are informed of the team selections;
- Maintaining a record of all teams selected and the result of matches;
- Maintaining a record of duty rinks to ensure a fair distribution of tasks;
- Ensuring that players are spoken to in order to provide them with feedback if they are selected in a lower grade;
- Investigating any selection grievance letter from a member of the Club and reporting back to that member in a fair just manner;
- Answering enquiries from other clubs in regard to substitute players;
- Preparing the Selection Report section for the Annual Report.

Pennants Selection Panel Members

The Selectors are responsible for:

- Selecting players based on current performance;
- Ensure that the relevant skips and Side Manager have been spoken to before the selection meeting to help in the selection decision;
- Ensuring that under no circumstances age, religion, gender or nationality influence selection;
- Communicating with a member in an effective manner, if it is decided to change the grade of a player or to rest a player;
- Talking to the Coach, Side Managers and Skips to enhance their knowledge of players before each meeting;
- Treating any question from a player in a fair and balanced manner;
- Treating any grievance in writing from a player to the Chairman of Selectors in a fair and balanced manner;
- Not considering a player for a higher position if a player makes themselves unavailable because of dissatisfaction with a pennants selection decision until the player has played at the level or in the position for which the player was originally selected;
- Working in a harmonious manner with the other members of the Selection Panel;
- Treating all panel discussions in confidence and supporting the panel's final decision.

Pennants Side Managers

Pennants Side Managers are responsible for undertaking the tasks in the club's Side Managers policy document and for:

- Ensuring that the Extreme Weather policy is implemented;
- Making players aware of drinking water facilities;

- Ensuring that any injured player receives the appropriate medical attention and can get home safely;
- Ensuring that the names of the players from both clubs are recorded on the Game Score Cards;
- Ensuring that the scores on the cards provided by the Skips on each rink are the same;
- Ensuring that the Side Managers from each club in the game agree on the final rink and game scores;
- Raising any behaviour problems with the other Side Manager, as per the policy document;
- Informing the club President of any need to lodge an game appeal within 14 hours;
- Ensuring that the game scores are recorded on the club's games result score board; and
- Ensuring that the scorecards are given to the club's Bowlslink score recording volunteer.

Pennant Bowlslink Recorders

The Bowlslink Recorders are responsible for:

- Recording the names of each player in each rink of that Pennants team within the specified time before the game;
- Aligning the rink names of both teams and entering the rink and team scores and game points for each home team game;
- Confirming or disputing any rink and game score or points recorded in away game;
- Checking the subsequent Bowlslink ladder results.

Umpires

The Umpires are responsible for:

- Undertaking their umpiring duties in an open and impartial manner in accordance to the Rules and Conditions of play;
- Acting in accordance with the club's Code of Behaviour and that of Bowls SA;
- Undertaking their task in a respectful and friendly manner, as they are representing the Glenelg Bowling Club;
- Checking that the umpiring equipment meets required standards and informing the committee of any changes that need to be made;
- Undertaking a Bowls SA Umpire course and associated refresher course as required.

Social Bowls Organisers

The Social Bowls Organizers are responsible for:

- Ensuring that the Extreme Weather policy is implemented;
- Making players aware of drinking water facilities;
- Registering players and collecting the game fees;
- Selecting the teams with a view to having close games;
- Distributing the cards and making players aware of their team and rink;
- Determining the winners of any prizes and presenting such prizes;

- Ensuring that the bar till, fees money and raffle money is locked in the office safe;
- Ensuring that the clubhouse will be securely locked at the end of the day.

Venue Hire Coordinator

The Venue Hire Manager is responsible for:

- Answering venue hiring questions from the public;
- Ascertaining whether the venue is available for hire on the proposed date and confirming that it will not conflict with any club activity;
- Emailing the "Facilities" or "Greens" booking form to the potential hirer;
- Recording the tentative booking name and date on the Venue Hire Calendar until the completed form and any deposit has been provided to the club;
- Confirming the venue date and details in the booking folder once the relevant form/deposit has been lodged;
- Liaising with the Bar Manager about having volunteers to manage the event;
- Drafting the Venue Hire section for the Annual Report.