



OFFICER ROLES APRIL 2024

Spencer Melksham Bowls Club
Beanacre Road
Melksham
SN12 8AG

Richard Thurston
Secretary

Spencer Melksham Bowls Club

Executive Committee

Club Captain.

Fixture
Secretary

Treasurer

Club Vice
Captain

Secretary

Green
Manager

Non-Executive Committee

Event
Manager

Club
Competition
Manager

Building
Maintenance
Manager

National/County
Competition
Co-ordinator

Safeguarding
Officer

Publicity
Co-Ordinator

Sponsorship
Co-Ordinator

Social Media
Co-Ordinator

Team
Captains

Spencer Melksham Bowls Club

1. Club Captain
2. Club Vice-Captain
3. Secretary
4. Treasurer
5. Fixture Secretary
6. Green Manager
7. Event Manager
8. Club Competition Manager
9. National/County Competition Co-ordinator
10. Building Maintenance Manager
11. Coaching Team
12. Team Captains
13. Selectors
14. Sponsorship Co-ordinator
15. Publicity Co-ordinator
16. Social Media Co-ordinator
17. Safeguarding Officer

Spencer Melksham Bowls Club

CLUB CAPTAIN

Job Description

The Club Captain is responsible for providing leadership and direction to the Club's organisation.

- Must be a Full member of the Club.
- Is an Executive Officer of the Club and attends monthly committee meetings.

Specific Duties:

- To represent Club at relevant County and League engagements.
- To represent Club at relevant County and League AGMs.
- To approve Club expenditure.
- To liaise with Secretary regarding Club administration.
- To liaise with Events Manager regarding Social events.
- To liaise with Fixture Secretary in developing Club yearly Calendar.
- To liaise with Sponsorship Co-ordinator regarding Sponsorship events.
- To liaise with National/County Co-ordinator regarding Championship/Competitions.
- To assist in selecting Teams for relevant Club sponsored National Championships, County and League Competitions in accordance with Club selection criteria.
- To select players for Mixed Friendlies and liaise with relevant person for catering.
- To formally welcome players to the Club on Mixed Friendly home matches when required.
- To liaise with Club Vice Captain regarding the Club Captain v Club Vice Captain game.
- To act as mediator in any unresolved dispute between players and/or the club.
- To attend Spencer Sports and Social Club AGM.
- To Chair Club meetings and AGM.
- To compile a report for the Club AGM.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literature.

Notes: Can delegate when unavailable to attend.

The role of Club Captain alternates between the Ladies and Men every alternate year.

Spencer Melksham Bowls Club

CLUB VICE CAPTAIN

Job Description

The Club Vice Captain is responsible for providing advice and assistance to the Club Captain.

- Must be a Full member of the Club.
- Is an Executive Officer of the Club and attends monthly committee meetings.

Specific Duties:

- To represent Club at relevant League and County engagements.
- To deputise for Club Captain when they are unavailable.
- To act as player advocate in any disputes between players and/or the club.
- To be willing to represent the Club at meetings and matches if required.
- To attend Spencer Sports and Social Club AGM.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literate.

Notes: Can delegate when unavailable to attend.

The role of Club Vice Captain alternates between the Ladies and Men every alternate year.

Spencer Melksham Bowls Club

SECRETARY

Job Description

The Secretary is responsible for the administration of the Club and acts as the main point of contact for all matters relating to the Club.

- Must be a Full member of the Club.
- Is an Executive Officer of the Club and attends monthly committee meetings to present a report on Club administration.

Specific Duties:

- To organise and attend key Club meetings:
 - To prepare, in conjunction with the Club Captain, the agenda for monthly Club meetings,
 - To take minutes of meetings and circulate to Executive and Non-Executive committee as appropriate with the agenda,
 - Arrange and notify members of the AGM.
 - To compile a report for the Club AGM.
- To maintain a database of Club members:
 - Maintain and update Club Registration information for Bowls Wiltshire,
 - Submit membership list to Spencer Sports and Social Club.
- To deal with all correspondence, keep records and to report all important matters received at relevant Club meetings.
- To ensure that all members are kept informed of dates, times, and venues for meetings, giving proper notice as detailed in the Club's constitution.
- To maintain complete and update copies of the Club's Constitution, Rules, and other organizational documents.
- To provide blank team sheets and ensure stock is available in the folder in the Club house for team Captains.
- To ensure sufficient stock of Score Cards and Match Envelopes.
- To Liaise with other site users.
- To circulate information received from Bowls England / Bowls Wiltshire / West Wilts / Mid Wilts / North Wilts / NORWEST / SEIDAL and other clubs as relevant.
- To be willing to represent the Club at meetings and matches if required.
- To represent the Bowls Club at Spencer Sports and Social Club meetings.
- To attend Spencer Sports and Social Club AGM.
- To be a signatory for the Club Bank account.
- To liaise with Treasurer, Club Competition Manager and National/County Co-ordinator for the arrangements of the "Signing On" meeting, publishing and sending out of membership forms.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literature

Spencer Melksham Bowls Club

TREASURER

Job Description

The Treasurer is responsible for providing sound financial administration to all aspects of the Club's funds so that they are properly managed and accounted.

- Must be a Full Member of the Club.
- Is an Executive Officer of the Club and attends monthly committee meetings to present a financial report.

Specific Duties:

- To maintain financial accounts of the Club showing all entries relating to Income and Expenditure during the Financial year.
- To plan the annual budget in agreement with Club committee and to monitor throughout the year.
- To oversee the management of any Membership fees that are payable to the Bowls Club.
- To oversee the payment of registration fees to: Bowls England, Bowls Wiltshire, other leagues and Spencer Sports and Social Club.
- To oversee the financial side of all Club activities, such as sponsorship, social and fundraising events.
- To ensure all invoices and payments are made and deposited in a timely manner.
- To be the main signatory for the Club Bank and saving accounts.
- To ensure Club Insurance policies are up to date and relevant.
- To liaise with Secretary for the arrangements of the "Signing On" meeting, take subscription money for membership and relevant competitions.
- To liaise with Sponsorship Co-ordinator on sponsorship and Grant matters.
- To liaise with Green Manager on contract negotiation in relation to green maintenance.
- To order authorised Club clothing (Shirts and Jackets) from authorised supplier.
- To be willing to represent the Club at meetings and matches if required.
- To represent the Bowls Club at Spencer Sports and Social Club meetings.
- To attend Spencer Sports and Social Club AGM.
- To prepare an annual end of year Club financial report for the AGM in sufficient timeframe to enable the appointed Scrutineers to audit the accounts.
- To provide recommendations for level of Club Membership Fees and Club Match Fees for the coming season at the AGM.
- To compile a report for the Club AGM.
- To keep all records and accounts safely for the duration of office and to hand them over in their entirety to their successor. This includes registering new bank signatories when handing over the Club's bank accounts.

Desirable Skills:

- Have access to internet.
- To be computer literate.

Spencer Melksham Bowls Club

FIXTURE SECRETARY

Job Description

The Fixture Secretary is responsible for ensuring the Club delivers a well-balanced list of fixtures to fulfil the Club's and Member's needs.

- Must be a Full Member of the Club.
- Is an Executive Officer of the Club and attends monthly committee meetings to present an update on fixtures.

Specific Duties:

- Men's League Fixtures - Receive fixture lists for from various leagues and plan calendar for year to ensure no conflicts. Club currently involved with:
 - Bowls Wiltshire – 4 x 4 Rink League (Thursday evenings),
 - Mid Wilts - Men's Triples League (Wednesday evenings),
 - West Wilts - White Horse League Tea and Biscuits (Tuesday afternoons).
- Ladies League Fixtures - Receive fixture lists for from various leagues and arrange and confirm match dates and times. Club currently involved with:
 - NORWEST- Triples League (Wednesdays evenings),
 - Bowls Wiltshire - Triple League (Thursdays evenings),
 - SEIDAL League (Tuesday afternoons).
- Mixed League Fixtures - various leagues and plan calendar for year to ensure no conflicts.
- To liaise with Fixture Secretaries of other clubs to arrange Mixed Friendly Games at home or away.
- To liaise with Fixtures Secretaries from other clubs to coordinate fixtures and adjust as necessary.
- To liaise with Captains, and Green Manager to ensure green availability and coordinate any revisions/changes.
- To compile Fixture List of all League/Mixed Friendly/Club matches and display on boards.
- To liaise with Sponsorship Co-ordinator regarding production of Members Handbook.
- To produce "Rink Booking" sheets and folder.
- To ensure that Club Members are made aware of any fixture changes throughout the season.
- To liaise with Social Media Manager regarding updating Club website with fixtures.
- To arrange meeting with Club Captain, Green Manager, Club Competition Manager, Event Manager and Secretary to develop Club yearly calendar.
- To be willing to represent the Club at meetings and matches if required.
- To compile a report for the Club AGM.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literate.

Spencer Melksham Bowls Club

GREEN MANAGER

Job Description

The Green Manager is responsible for coordinating the activities necessary to manage the green and ditches so that the members enjoy a successful season.

- Must be a Full Member of the Club.
- Is an Executive Officer of the Club and attends monthly committee meetings to present an update on the green.

Specific Duties:

- To liaise with Contractor on all aspects of Club green maintenance to ensure green type "Thicker sward of grass" remains playable throughout open season and recovers during closed season.
- To liaise with Treasurer regarding renewal of annual maintenance contract.
- To liaise with Treasurer on contractor spending requirements to maintain Club green as "Thicker sward of grass".
- To ensure contractor documents in Club "Green Maintenance Folder" chemicals used on the green and COSH documents are available in Club Pavilion.
- To advertise to those attending the club; players and spectators when chemicals are used on the green.
- To rotate green rink markers to minimise wear.
- To ensure watering system is maintained and to close and drain watering system during winter months.
- To water green as deemed necessary to enable green remains playable throughout season.
- To ensure machinery is maintained in a safe condition and used appropriately by suitably trained personnel.
- To roll green as required.
- To ensure surrounding grass and ditches are maintained in safe and tidy condition.
- To be willing to represent the Club at meetings and matches if required.
- To compile a report for the Club AGM.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literature.

Spencer Melksham Bowls Club

EVENTS MANAGER

Job Description

The Events Manager is responsible for creating exciting, interesting social events for the Club.

- Must be a Full Member of the Club.
- Is a Non-Executive Officer of the Club and attends committee meetings as required.

Specific Duties:

- To arrange Club Social events.
- To liaise with relevant officers of the Club regarding events such as
 - Open days,
 - Captains Day,
 - Special Event,
 - Presentation Dinner.
- To ensure the fiscal viability of all events.
- To liaise with Fixture Secretary in developing Club yearly Calendar.
- To compile a report for the Club AGM.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literate.

Spencer Melksham Bowls Club

CLUB COMPETITIONS MANAGER

Job Description

The Club Competitions Manager is responsible for delivering a well-balanced set of internal Club competitions which Club members can participate in.

- Must be a Full Member of the Club.
- Is a Non-Executive Officer of the Club and attends committee meetings as required.

Specific Duties:

- To use Membership forms to determine entries to Club Competitions.
- To arrange the Club Competition draws.
- To determine handicaps, drawn pairs seedings and other matters.
- To determine Competition rules in conjunction with committee.
- To post Club Competition schedule onto Notice Board.
- To arrange Club Finals.
- To arrange for the Club Competition Honours boards to be updated annually.
- To arrange for the Club Trophies and cups to be engraved.
- To arrange prizes for Club Competitions.
- To announce the winners and runners-up at the Clubs Annual Presentation Dinner.
- To liaise with Fixture Secretary in developing Club yearly Calendar.
- To compile a report for the Club AGM.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literature.

Spencer Melksham Bowls Club

NATIONAL/COUNTY COMPETITION CO-ORDINATOR

Job Description

The National/County Competition Co-ordinator is responsible for ensuring that all members of the club have the opportunity to enter National Championships and County Competitions as appropriate.

- Must be a Full Member of the Club.
- Is a Non-Executive of the Club and attends committee meetings as required.

Specific Duties:

- To ensure that all National and Individual National Championships competition entry forms are communicated to the membership and posted on the relevant notice boards.
- To ensure that all County Competition entry forms are communicated to the membership and posted on the relevant notice boards.
- To ensure that all Inter-Club Competition entry forms are communicated to the membership and posted on the relevant notice boards.
- To update Bowls Wiltshire Registration system with Club entries for National Championships and County competitions.
- To ensure Bowls Wiltshire Competition entries are submitted by due dates and liaison with Treasurer to ensure fees paid.
- To ensure West Wiltshire Competition entries are submitted by due dates and liaison with Treasurer to ensure fees paid.
- To ensure Mid Wilts Competition entries are submitted by due dates and liaison with Treasurer to ensure fees paid.
- To ensure all other competitions are advertised to club members.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Has a good working knowledge of County and National Bowls Structures.
- Have access to internet.
- To be computer literature.

BUILDING MAINTENANCE MANAGER

Job Description

The Building Maintenance Manager is responsible for coordinating the activities necessary to manage the structure of the Club buildings and the area surrounding the green.

- Must be a Full Member of the Club.
- Is a Non-Executive of the Club and attends committee meetings as required.

Specific Duties:

- To prepare a plan of works for the upcoming season prior to approval by the committee.
- To liaise with Treasurer a budget for the improvement/upkeep of Club assets.
- To arrange working parties:

Beginning of season

- Pavilion cleaned,
- Ditches cleaned and mats laid,
- Cut grass surrounding green,
- Cut hedges/trees.

During Season

- Flower beds maintained,

End of Season

- Pavilion cleaned,
- Ditches cleaned and mats removed,
- Cut grass surrounding green,
- Cut hedges/trees.
- To be aware of how the watering system works etc.
- To be willing to represent the Club at meetings and matches if required.
- To compile a report for the Club AGM.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literature

Spencer Melksham Bowls Club

COACHING TEAM

Job Description

The Coaches are responsible for encouraging and improving the bowling ability of the Clubs membership.

- Must be a Full Member of the Club.
- Is a Non-Executive of the Club and attends committee meetings as required.

Specific Duties:

- To provide coaching to new members at start of season.
- To provide coaching sessions before start of seasons (Basics, Roles, Tactics, Measuring)
- To provide regular coaching sessions for members and to respond to specific coaching needs.
- To be aware of changing trends and terminology in coaching.
- To attend relevant training sessions to ensure qualifications are kept up to date.
- To liaise with Club Captain and other officers of the club regarding arrangements for "Big Bowls Weekend" and other recruitment events.
- To attend recruitment events.
- To compile a report for the Club AGM.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literature.

Spencer Melksham Bowls Club

TEAM CAPTAINS

Job Description

The Team Captains are responsible for selecting the team.

- Must be a Full Member of the Club.
- They are Non-Executive Officers of the Club and attends committee meetings as required.

Specific Duties:

- To be the point of contact for all opponents with their contact number listed in relevant League competition handbooks.
- Select teams and positions based on Spencer Melksham Bowls Club Selection criteria.
- To ensure Green is set prior to play commencing and all equipment cleared away at the end of the game.
- To formally welcome all opponents to the club on match day before the commencement of the game.
- Represent the club at County, League and District meetings and relevant AGMs.
- Understand the rules of Bowls and the league Competitions.
- Administration
 - Selects teams and positions,
 - Informs players,
 - Arrive 30 minutes before games starts to introduce yourself to opposition captains and sort out score cards (names, positions etc),
 - Check green set out prior to play commencing and all equipment cleared away at end of the game.
 - Ensure Match Fees are collected and passed in relevant envelope to Treasurer,
 - Send results, in accordance with league rules to relevant league co-ordinator and retain score card for future reference.
- Club House responsibilities
 - Runs raffle as necessary,
 - Arrange catering as necessary,
 - Arrange for housekeeping duties at end of game (Washing up, vacuuming etc)
 - Is responsible for ensuring security of Pavilion, Shed and Toilets at end of game,
 - Speech welcoming opposition as necessary,
- To compile a report for the Club AGM.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literature.

Spencer Melksham Bowls Club

SELECTORS

Job Description

The Selectors are responsible for selecting teams to play in competitions sponsored by the club subject to Spencer Melksham Bowls Club Selection criteria.

- Must be a Full Member of the Club.
- They are Non-Executive Officers of the Club and attends committee meetings as required.

Specific Duties:

- To assist Club Captain or Club Vice Captain in selecting Club teams for:

National Competitions:

- Top Club,
- Club Two Fours,
- The Tony Allcock Trophy.

Bowls Wiltshire:

- BW 4 x4 League,
- BW Ladies Triples League,
- Wiltshire Ladies Top 10,
- Tourist Trophy.

West Wiltshire

- West Wilts 4 x 4 Knockout.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literature.

Spencer Melksham Bowls Club

SPONSORSHIP CO-ORDINATOR

Job Description

The Sponsorship Co-ordinator is responsible for maintaining existing Sponsors, obtaining New Sponsor agreements, and applying for suitable grant applications.

- Must be a Full Member of the Club.
- Is a Non-Executive of the Club and attends committee meetings as required.

Specific Duties:

- In discussion with Committee, identify sponsorship needs.
- To be the main contact for sponsors and sponsorship arrangements.
- To foster and maintain good relationships with sponsors.
- To writing letters to prospective and existing Sponsors to outline options, closing sponsorship deals.
- To liaise with Sponsors regarding:
 - Suitable graphics for signs, adverts etc,
 - Obtain approval of signs/adverts/flyers from Sponsors,
 - Maintaining Regular contact with Sponsors,
 - Issuing Members handbook to Sponsors,
 - Ensuring sponsors are included on Internet (banner),
 - Shirt sponsorship,
 - Sponsorship events
 - Ensuring payment of sponsorship costs.
- To find and apply for grants from Bowls England and local community.
- To liaise with Treasurer regarding financial information required by Grant applications.
- To manage production of Members Handbook.
- To be willing to represent the Club at meetings and matches if required.
- To compile a report for the Club AGM.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literate.

Note: If possible do NOT duplicate Sponsors (i.e., only one funeral director at a time).

Spencer Melksham Bowls Club

PUBLICITY CO-ORDINATOR

Job Description

The Publicity Co-ordinator is responsible for ensuring newsworthy items appear in the local newspaper.

- Must be a Full Member of the Club.
- Is a Non-Executive of the Club and attends committee meetings as required.

Specific Duties:

- Write, edit and proofread articles, briefings, reports and other copy, as required.
- Liaise with Social media keepers to ensure continuity of articles.
- Liaise with Treasurer on costs involved with advertising.
- To liaise with Sponsorship Co-ordinator to ensure maximum exposure is achieved.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literature.

Spencer Melksham Bowls Club

SOCIAL MEDIA CO-ORDINATOR

Job Description

The Social Media Co-ordinator is responsible for ensuring the social media; Internet and Facebook Pages are maintained and updated with relevant current information.

- Must be a Full Member of the Club.
- Is a Non-Executive Officer of the Club and attends committee meetings as required.

Specific Duties:

- To ensure information is updated.
- To ensure no personal data is available on site without permission.
- To ensure Club members have access to relevant information.

Facebook Public Site

- Information regarding club activities to encourage new members.
 - No personal information,
 - No financial information.

Facebook Private Site

- Only available to current Spencer Melksham Club Members.

Spencer Melksham Web site

- To encourage new membership and illustrate activities within local community.
- To ensure Club member have access to relevant information i.e.:
 - News,
 - Club Competitions,
 - Fixtures,
 - Selections,
 - Events,
 - Photo Gallery,
 - Sponsors,
 - Calendar,
 - Historical information,
 - Club Constitution,
 - Club Rules.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literature.

Spencer Melksham Bowls Club

SAFEGUARDING OFFICER

Job Description

The Safeguarding Officer is responsible for creating a safe environment for all members of the Club.

- Must be a Full Member of the Club.
- Is a Non-Executive Officer of the Club and attends committee meetings as required.

Specific Duties:

- To ensure policies are available on Notices Boards.
- To ensure Club policy is in line with Bowls England current policy.
- To deal with safeguarding issues when required.
- To maintain competence in safeguarding issues and attend training sessions as required.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

Desirable Skills:

- Have access to internet.
- To be computer literature.