

# Lockleys Bowling Club



# Bowls Director



## Role Purpose

Oversee all bowls related activities at Lockleys Bowling Club, strengthening our brand as a high performance club.

## Profile Responsibilities

| Responsibilities                                                      | Best Practice                                                               | Measures                                                                                                        |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Offer quality development & training programs                         | Programs foster an environment of high performance and player recognition   | <ul style="list-style-type: none"><li>• Number of Pennants won</li></ul>                                        |
| Create, manage and encourage tournament participation                 | Offer high quality tournament that are well promoted and professionally run | <ul style="list-style-type: none"><li>• Number of participants in tournaments</li></ul>                         |
| To recruit volunteer members to assist in the running of the division | A pool of members available and willing to assist                           | <ul style="list-style-type: none"><li>• Willing participation in volunteering activities</li></ul>              |
| Manage greens                                                         | Highly desirable greens that support enjoyable and quality bowls            | <ul style="list-style-type: none"><li>• Speed and quality of greens</li><li>• Cost of managing greens</li></ul> |
| Team management                                                       | Foster an environment for fair selection, with game days well managed.      | <ul style="list-style-type: none"><li>• Player retention numbers</li></ul>                                      |
| Grow new bowler membership                                            | Focussed recruitment activities and Night Owl transition processes          | <ul style="list-style-type: none"><li>• Member numbers</li></ul>                                                |

## Skills and Attributes

- Leadership
- Bowling ability/credibility/acumen
- Approachable
- Innovative
- Driven

## **Lockleys Bowling Club**

### **By-Law 5 – Greens Committee**

In accordance **with** Section **36.1** of the Constitution, the Board of Management has appointed a Greens Sub-Committee.

The sub-committee co-ordinator

- Manages and organises meetings
- Ensures that clear processes are in place to declare the greens closed should conditions deteriorate during play.
- Reports to the **Bowls Director**

#### Committee Responsibilities

- Ensures that clear two-way communication between the Greens Manager and the Greenkeeper exists at all times.
- Ensures that the Greens Manager is **always consulted before** the greens are used for any event.
- Ensures that club members and players who come to the club are made aware of the rinks allocated for play, and times of their availability.
- Maintains the external notice board notifying availability of greens and ensures that it is **always up to date**.
- Ensures that helpers are recruited, supervised and supported.
- Ensures that the club complies with all relevant legislation such as the South Australian Occupational Health and Safety Act, in the enactment of its duties.
- Ensures that any costs associated with the Greens Committee are ratified by the Board notwithstanding that from time to time discretionary spending limits may be set by the board, for which pre-approval will not be required.
- Ensures that regular reviews are undertaken to maintain a high level of standard with our greens.

## **Lockleys Bowling Club**

### **By-Law 8A – Coaching**

In accordance **with** Section **36.1** of the Constitution, the Board of Management has delegated Coaching responsibility to the Bowls Committee and recommends the use of these guidelines.

#### The Bowls Committee

- Governs all matters relating to coaching or coaching programs associated with the club.
- Organises practice sessions.
- Recruits, supervises and supports all coaches of the club.
- Ensures that appointed coaches attend the required training by Bowls SA and club records are updated.
- Ensures that the club complies with all relevant legislation such as the South Australian Occupational Health and Safety Act, in the enactment of its duties.
- Ensures that any costs associated with coaching are ratified by the board.
- Ensures that regular reviews are undertaken to ensure that a high level of coaching at the club is maintained.
- Ensures that contractors who are engaged for the purposes of coaching are compliant with any request from this committee through the Bowls Director.

## **Lockleys Bowling Club**

### **By-Law 8B —Umpiring and Measuring**

In accordance **with** Section **36.1** of the Constitution, the Board of Management has delegated Umpiring and Measuring responsibility to the Bowls Committee.

#### The Bowls Committee

- Actively recruits, supervises and supports all club umpires and measurers.
- Has authority to offer reimbursement from the club for any training course completed by any member for the purpose of qualifying as a measurer or umpire.
- Ensures that there are sufficient umpires, measurers and markers to meet tournament and pennant needs.
- Ensures that appointed officials have qualifications which are current, or reassessed when necessary, by Bowls SA, and that club records are updated.
- Ensures that umpiring equipment is kept up to date and in good condition and is available for use when tournaments or pennants are being played.
- Ensures that the club complies with all relevant legislation such as the South Australian Occupational Health and Safety Act, in the enactment of its duties.
- Ensures that regular audits are undertaken to ensure that the club has sufficient numbers of qualified officials to run all bowling events.

## **Lockleys Bowling Club**

### **By-Law 8C – Tournaments**

In accordance **with** Section **36.1** of the Constitution, the Board of Management has delegated Tournament responsibility to the Bowls Committee.

The **Bowls Director** may appoint a Tournament Director (Men) and a Tournament Director (Women), either of whom may also be the Coordinator of the Committee.

The Bowls Committee

- Coordinates and organises all tournaments within the club.
- Organises events hosted by the club on behalf of Bowls SA.
- Organises social games such as Friday pairs, winter competitions, etc.
- Ensures that appropriate flags are flown during such events.
- Ensures that all clubs and their members comply with the operational procedures and processes associated with the Lockleys Bowling Club.
- Ensures that the club complies with all relevant legislation such as the South Australian Occupational Health and Safety Act, in the enactment of its duties.
- Is empowered by the board to manage budgets in respect to running tournaments.
- To ensure that reviews are undertaken following tournaments to ensure that high standards are maintained.

## **Lockleys Bowling Club**

### **By-Law 8D – Night Owls**

In accordance **with** Section **36.1** of the Constitution, the Board of Management has delegated Night Owls responsibility to the Bowls Committee.

The Bowls Director may appoint a Coordinator for Night Owls.

The Bowls Committee

- Coordinates the social Night Owls events in accordance with conditions approved by the Board of Management each season.
- Ensures that the club complies with all relevant legislation such as the South Australian Occupational Health and Safety Act, in the enactment of its duties.
- Ensures that any costs and entry fees associated with Nights Owls events are ratified by the Board.
- Ensures that an annual review is undertaken to ensure that a high standard is maintained in running the Night Owls programme.
- Ensures that all money collected for Night Owls are appropriately managed and provided to the delegated person for banking.
- Ensures that the club and the equipment supplied for these events are maintained effectively.
- Ensures that there is a coordinated approach to raffles and prizes for these events.
- Ensures that bar and kitchen rosters are drawn up in advance and volunteers are notified of their duty times.

## **Lockleys Bowling Club**

### **By-Law 12 – Selection**

In accordance **with** Section **36.1** of the Constitution, the Board of Management has appointed a Selection Sub-Committee.

The sub-committee co-ordinator (Chairperson)

- Manages, organises and chairs meetings
- Reports to the **Bowls Director**

#### Committee Responsibilities

- Makes selections for all teams in competitions where players represent the Lockleys Bowling Club.
- Manages systems to ensure clear communications around the availability of players.
- Appoints the umpire, measurers and duty rinks of the day, for home games.
- Ensures the selection criteria of the LBC Selection Policy is understood and applied.
- Ensures that the Selectors Code of Conduct is applied and evident in meetings.
- Ensures team selections, team managers, umpires, measurers and duty rinks are posted on the club selection board and on the club website, at the conclusion of the selection meeting.
- Ensures that team and player selections are entered into the Bowls SA online portal within the required timelines.
- Ensures that score results are entered into the Bowls SA online portal as soon after the conclusion of games as possible.