

DOUBLEVIEW BOWLING CLUB (INC)

BOWLS COMMITTEE CHARTER

Purpose

The Bowls committee is in place to oversee and administer all areas of the club regarding Bowls events and activities.

Structure

The committee shall be comprised of the following members;

- **Chairman** – Bowls Director from the Management Committee
- **Club Captains (Male & Female)** – as appointed by the Management Committee under the Club-By Laws. The Bowls Director may also be a Club Captain.
- **Match Committee Reps (Male & Female)** – as appointed by the Management Committee under the Club By-Laws.
- **Chair of Selectors (Male & Female)** – as appointed by the Management Committee under the Club By-Laws.
- **Other Committee Members** - as appointed by the Management Committee in conjunction with the Chairman with specific expertise relating to Bowls such as Umpires or Coaches.

Objectives

The objectives of the Bowls Committee are as follows;

- To promote, oversee, organise and operate the Bowls activities and events of the Club in alliance with the strategic objectives of the club.
- To ensure the various Bowls sub-committees (Selection and Match) are performing as required under the Guidelines and Policy statements.
- To ensure the club has enough volunteers to cover the Bowls requirements for umpiring and coaching.

Roles and Responsibilities

Bowls Committee

- Overall responsibility for the administration of bowls activity in the Club. To meet on a monthly basis and otherwise as required or requested by the Bowls Director.
- To encourage member participation in bowls events and activities.
- To promote Doubleview Bowling Club especially in terms of Bowls participation and to attract and encourage new bowlers.
- To liaise with club staff (Manager and Greenkeeper) to ensure all bowls events operate effectively.
- Ensure official records of club and association event winners are updated on honour boards and club website on an annual basis.
- To develop fixtures of all Club events and ensure all entry forms, procedures for entry and the conduct of events are carried out in accordance with guidelines as detailed in the Club by-laws.
- Prepare a budget for the season's bowls activities.
- To assist in the production of the Members' Handbook.
- To liaise with Bowls WA as required for association events.
- To report via the Bowls Director to the Management Committee.

Bowls Director

- Convene and chair meetings of the Bowls Committees on a monthly basis. Convene and chair pre-season, mid-season and end-of-season meetings (if required) for lawn bowls.
- Represent the Club at all official functions, tournaments and Bowls WA events held at the Club or appoint a proxy when unavailable.
- To oversee the preparation of a budget for the season's bowls activities – including setting entry fees and prize money for Club events
- Responsible for coordinating production of the Members' Handbook.
- Acts as mediator in any unresolved dispute between a player and selectors.
- Attend and report to the monthly Management Meeting.

Role of the Club Captain(s)

The Club Captain (Men and Women) shall be appointed as per the club By-Laws.

- To be the point of contact for all opponents with their contact number listed in the Bowls WA handbook.
- To be the leader of the playing group by encouraging club cohesion across all divisions
- To formally welcome all opponents to the club on match day before the commencement of the game.
- May act as a player advocate in any appeals.
- Reports to the Bowls Director thus providing a direct link between the playing group and the Management.
- To establish and organise (or delegate organisation) of any non-championship bowls events. These events shall be considered in the best interests of the club in regards to the promotional, development and participation of bowls.

Review of Charter Document

This document is to be reviewed by the Management Committee at the first meeting of the committee following every Annual General meeting.

Review Date

1st Draft – July 2014