



## **Tetbury Bowls Club – Role Descriptions**

Updated for 2025-26

The following officer roles are listed in the Tetbury Bowls Constitution and are presented alphabetically. Volunteers hold all roles. Some of the roles require volunteers to hold voting positions and make up the Management Committee.

<b>Bar Manager</b>	<b>2</b>
<b>Buildings Officer</b>	<b>4</b>
<b>Chairperson</b>	<b>5</b>
<b>Club Captain</b>	<b>7</b>
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<b>Communication Officer</b>	<b>11</b>
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<b>First Aider(s)</b>	<b>14</b>
<b>Fixtures Secretary</b>	<b>16</b>
<b>General Committee Members</b>	<b>18</b>
<b>Gloucestershire Bowls Association Representative(s)</b>	<b>19</b>
<b>Green Keeper</b>	<b>20</b>
<b>Ladies Captain</b>	<b>21</b>
<b>Men's Captain</b>	<b>23</b>
<b>President</b>	<b>25</b>
<b>Safeguarding Officer</b>	<b>26</b>
<b>Secretary</b>	<b>27</b>
<b>Selectors (Ladies &amp; Men's)</b>	<b>28</b>
<b>Social Secretary</b>	<b>29</b>
<b>Treasurer</b>	<b>30</b>

## Bar Manager

The bar manager of Tetbury Bowls Club plays a critical role in the success of our club, as the licensed bar offers all players and club members a welcoming, inclusive social space to enjoy throughout the year. The bar provides the club with a consistent and significant stream of income (goal is minimum of 50% of income).

The bar manager must ensure the bar operates smoothly, with enough stock and is sufficiently staffed during pre-determined games and social events (including weekends and weekday evenings).

The bar manager is accountable for all operational details to ensure the comfort, safety and enjoyment of guests, the ability of volunteer staff, and the financial success of the establishment.

### **Responsibilities**

#### Operation:

- Ensure the bar is operated in compliance with UK regulations so that the license remains valid, that the license is clearly visible and that the annual license charge is paid
- Monitor inventory of beverages and bar snacks to ensure adequate stock is maintained
- Liaise with the treasurer to requisition purchases for the bar as needed and as economically as possible from the suppliers (currently Booker and/or Tesco). This includes liaising with the social secretary in case supplies, such as tea, coffee, sugar, butter pats, toilet paper, hand towels are needed for kitchen use.
- Oversee cleanliness of the physical bar area to comply with current regulations, paying special attention to possible health hazards and code violations
- Organise the clearing of all cans, recyclable glass, and plastics in appropriate bins, liaising with buildings officer as needed
- Prepare a schedule for volunteers to cover all games/events, regularly coordinating with the social secretary and fixture secretary
- Oversee the training of volunteer staff, to include opening/closing premises, operating till, recording financial transactions, and cleaning bar area and glasses
- Resolve customer complaints promptly and according to club rules

#### Finance:

- Document and review sales and beverage costs and reconcile any discrepancies in accounting
- Ensure proper cash management, coordinating with the treasurer as needed

#### Generally:

- Organise all bar records and how to's to ensure smooth handover to the bar manager elect.
- Be a positive role model for all members of the club.

### **Policies/Regulations**

Reducing the spread of respiratory infections, including COVID-19, in the workplace	<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a>
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UK Alcohol Licensing	<a href="https://www.gov.uk/guidance/alcohol-licensing">https://www.gov.uk/guidance/alcohol-licensing</a>
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**Voting Position**

The bar manager is a voting member of the Officers of the Club. As such, the incumbent will be required to attend monthly committee meetings and the Annual General Meeting.

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## Buildings Officer

The buildings officer of Tetbury Bowls Club is a key member as they ensure that the club house, changing rooms and storage facilities meet the needs of the club's members. They will be primarily responsible for maintaining and repairing the club's structures.

### **Responsibilities**

#### **Safety:**

- Ensure that the club house, changing rooms and storage facilities are weather tight, in good condition and can be secured
- Ensure fire extinguisher(s) is tested regularly and always available on site
- Ensure exterior/interior lighting, fencing/handrails, signage, kitchen equipment, fire alarm/smoke detectors, and toilets are always operational
- Coordinate with first aider, bar manager, and social secretary on ensuring compliance with the Health and Safety at Work Act 1974 as it applies to amateur sports clubs

#### **Generally:**

- Create and maintain a building maintenance checklist
- Coordinate with the bar manager and social secretary to ensure waste and refuse are managed and collected
- Maintain clubhouse tables and chairs
- Coordinate regularly with the green keeper as needed
- Coordinate regularly with the development officer regarding any building works outlined in the club's improvement plan
- Notify the management committee of any building maintenance or works needed, particularly where a cost is involved
- Act on behalf of the management committee should works be required and work within an agreed budget
- Organise all buildings officer records and how to's to ensure smooth handover
- Be a positive role model for all members of the club

### **Policies & Procedures**

Health and Safety Executive > Amateur sports clubs	<a href="https://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm">https://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm</a>
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### **Voting Position**

The buildings officer is not a voting member of the Officers of the Club.

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## Chairperson

The chairperson of Tetbury Bowls Club primarily co-ordinates the management of the club for the benefit of its members. They are recognised as an ambassador and a principal officer for the club. The chairperson will chair and lead meetings within the club and be responsible for key decision making and leadership within the club, in consultation with other committee members.

The chairperson is most responsible for steering the club and ensuring that its practices and policies result in a thriving club. The incumbent will work closely with the other officers of the club and be a driving force on its initiatives. The chairperson will act as the spokesperson and deal with any issues of conflict which may arise. They need to be aware of the club's financial situation and how the club is functioning on a day-to-day basis. The chairperson should be familiar with the constitution and the rules and regulations, as well as the abilities and experience of the committee members.

### **Responsibilities**

#### Leadership:

- Provide direction for the club by effective leadership and management
- Oversee all day-to-day aspects of running the club with the help of the secretary

#### Finance:

- Be one of the signatories on the club cheque book (together with treasurer, club captain and green keeper)

#### Meetings:

- Determine the content and agenda for meetings (usually monthly), in association with the secretary
- Chair and control monthly meetings of the management committee, always considering the best interests of the club
- Organise and chair the annual general meeting to present the annual accounts and report, in association with the treasurer and secretary
- Coordinate with the secretary to ensure that all relevant documents are either circulated to participants in advance or are to hand at the meeting
- Have the overriding vote in any disputes regarding club business including team selection

#### Generally:

- Keep important historical records in a safe place, e.g., lease documents
- Be present at the annual presentation evening and as many social events as possible
- Help promote the club
- Manage and oversee the work of officers and other club personnel, including handling succession planning for all club positions and providing feedback where necessary
- Encourage members to take an active part in running the club
- Understand the legal responsibilities of the club
- Be a positive role model for all members of the club

- Organise chairperson records and how to's to ensure smooth handover to chairperson elect
- Manage the [tetburybowls@gmail.com](mailto:tetburybowls@gmail.com) email account to ensure prompt communication, distributing as appropriate incoming emails for action to the appropriate officer

**Voting Position**

The chairperson is a voting member of the Officers of the Club. As such, the incumbent will be required to attend monthly committee meetings and the Annual General Meeting.

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## Club Captain

The club captain of Tetbury Bowls Club enhances the sportsmanship, culture, and smooth running of the club by providing a link between members and the management committee. They play a key role in promoting and reflecting a positive image of the club. The club captain contributes to the development of the club and its players.

### **Responsibilities**

For matches:

- Work with ladies and men's selectors as part of the non-league team selection committee
- Prepare non-league team cards following selection
- Ensure that a captain is in place for all non-league fixtures, e.g. friendlies, midweek triples
- Ensure all players can travel to away matches
- Raise and lower the flag on weekend match days when captain or arrange for the predetermined match captain to carry out

On match day:

- Meet the opposing captain to make up scorecards pre-match and agree results post-match
- Collect match fees from players
- Complete the income sheet post-match
- Submit results to the communications officer for publicising

Generally:

- Be the approachable friendly face of the club.
- Ensure all new members are welcomed to the club and made aware of the facilities, general procedures, and protocols (may be delegated).
- Organise volunteers to carry out the following tasks:
  - Maintenance of non-green external areas, e.g., flower beds, planters, gate, and entry way
  - Cleaning (weekly in-season) of club house (including kitchen, toilets, main room) and changing rooms
- Report to the management committee on culture and morale of the club, representing the views and interests of members.
- Assist the men's and ladies captains in the smooth running of all club, league, and county competitions.
- Arrange the return of all trophies at the end of the season and for their engraving in good time for the presentation night.
- Be a positive role model for all members of the club.
- Organise club captain records and how to's to ensure smooth handover to club captain elect.

## **Policies/Regulations**

Bowls England Code of Conduct	<a href="https://www.bowlsengland.com/r9-code-of-conduct/">https://www.bowlsengland.com/r9-code-of-conduct/</a>
Bowls England Rules and Regulations - General	<a href="https://www.bowlsengland.com/wp-content/uploads/2025/05/BE_RulesandRegs_Apr_25.pdf">https://www.bowlsengland.com/wp-content/uploads/2025/05/BE_RulesandRegs_Apr_25.pdf</a>
Bowls England Equality Policy	<a href="https://www.bowlsengland.com/edi-statement/">https://www.bowlsengland.com/edi-statement/</a>
Bowls England Safeguarding Policy	<a href="https://www.bowlsengland.com/safeguarding/">https://www.bowlsengland.com/safeguarding/</a>

*All Bowls England policies, rules & regulations are at  
<https://www.bowlsengland.com/policies-rules-and-regulations/>*

## **Voting Position**

The club captain is a voting member of the Officers of the Club. As such, the incumbent will be required to attend monthly committee meetings and the Annual General Meeting.

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## Coach(es)

Coaches are critical to the future success of Tetbury Bowls Club and, therefore, the club seeks volunteers from its members to become coaches.

There are two levels of training involved (prices as of Dec 2025):

- Level 1 Award in Coaching Bowls
  - Course takes 2 days to complete, including completion of an assessment
  - Cost £160 [[Bowls England bursaries](#) are under review as of Dec 2024]
- Level 2 Certificate in Coaching Bowls
  - Course takes 5 days in total, followed by completion of a portfolio and an assessment
  - Cost £250 [[Bowls England bursaries](#) are under review as of Dec 2024]

For more information on coaching, visit: [Coach Bowls](#)

### **Responsibilities**

- Plan, prepare, and lead fun and safe coaching sessions, possibly working alongside other coaches and coaching assistants
- Observe and analyse skills, suggesting improvements and making players aware of their progress
- Work with ladies and men's selectors and club captain to understand better the skills development needed
- Put into action any coaching elements outlined in the club Improvement plan
- Keep management committee updated on coaching programme
- Mentor new coaches and, hopefully in the future, Young Leaders
- Maintain high ethical standards in coaching/instructing, keep up to date with knowledge, skills and qualifications
- Evaluate coaching sessions (if Level 2)
- Liaise with national governing body to access regional and national structures for talented performers
- Promote and abide by club policies, e.g., child protection, fair play, Code of Conduct, and equal opportunities
- Follow procedure for reporting accidents

### **Policies/Regulations**

Bowls England Code of Conduct	<a href="https://www.bowlsengland.com/r9-code-of-conduct/">https://www.bowlsengland.com/r9-code-of-conduct/</a>
Bowls England Rules and Regulations - General	<a href="https://www.bowlsengland.com/wp-content/uploads/2025/05/BE_RulesandRegs_Apr_25.pdf">https://www.bowlsengland.com/wp-content/uploads/2025/05/BE_RulesandRegs_Apr_25.pdf</a>
Bowls England Equality Policy	<a href="https://www.bowlsengland.com/edi-statement/">https://www.bowlsengland.com/edi-statement/</a>
Bowls England Safeguarding Policy	<a href="https://www.bowlsengland.com/safeguarding/">https://www.bowlsengland.com/safeguarding/</a>

### **Voting Position**

The coach is not a voting member of the Officers of the Club.

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## Communication Officer

The communication officer of Tetbury Bowls Club plays a supportive role in the running of the club. This role requires coordination with many different committee members and members to produce content and to promote the club.

### **Responsibilities**

#### **General**

- Coordinate, write and send regular communications and updates to members and other key stakeholders. Note: This can include sending emails on behalf of those who can't do it for various reasons: Social Secretary, Ladies Captain, Selection Committee
- Ensure communications are consistent in tone of voice and messaging
- Promote club events, using existing materials/channels or developing new, to ensure a high quality, consistent and professional look
- Manage the production of key publications, e.g., posters for open events and Bowls Big Weekend, short mat certificates, junior coaching invitations, presentation dinner table cards, the management committee poster, etc.
- Coordinate the production of updates to the honour boards, working with the competition committee and the graphic designer
- Organise the production of articles (i.e., monthly Tetbury Advertiser submission with an appropriate image), briefings, reports, and other copy; write, edit, and proofread as required
- Work with management committee as needed to prepare important communications, such as constitution changes
- In coordination with the Secretary, update the Google contact lists following changes to membership
- Produce and manage the implementation of an annual marketing and communications plan for the club, which in turn will feed into the club's business plan
- Oversee the security of all the club's Google business email accounts, e.g., changing passwords when new officers are elected, etc.
- Organise all communication officer records and how to's to ensure smooth handover
- Manage the commstetburybowlsclub@gmail.com email account to ensure prompt communication
- Be a positive role model for all members of the club

#### **Web Management**

- Maintain and manage all sections and content of the club's website seeking content from various club officers and sources. This includes updating league info, creating/posting fixtures list and social event information and the relevant sign up for fixtures/RSVP for social events.
- Report to management committee any issues and make recommendations, related to the hosting and domain subscriptions
- Manage social media channels to communicate with members and promote the club
- Manage rink booking system (i.e., Team Up) to ensure smooth operation

**Policies/Regulations**

TBC Social Media Policy	<a href="https://www.tetburybowlsclub.co.uk/policies-and-documents">https://www.tetburybowlsclub.co.uk/policies-and-documents</a>
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**Voting Position**

The communication officer is not a voting member of the Officers of the Club.

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## Development Officer

The development officer of Tetbury Bowls Club plays an integral role to ensure the future of the club. This role requires coordination with different committee members and members to promote the club. It is suggested that a team be created to spread the workload.

### **Responsibilities**

- Lead a team to produce and implement a club improvement/development plan
- Report regularly to the management committee and club members on the club improvement/development plan, i.e., work completed and next steps
- Work with management committee members and others to raise the profile, the future, and the membership of the club
- Work to provide an environment for and encourage participation of people of all ages and abilities to participate in bowls activities through various programmes
- Coordinate with the coach(es) and liaise with local schools and other neighbouring clubs to develop a program that will introduce players to bowls
- Liaise with community groups, businesses, and sporting clubs in the area to introduce people to playing bowls
- Organise all development officer records and how to's to ensure smooth handover
- Manage the [devcttetetburybowlsclub@gmail.com](mailto:devcttetetburybowlsclub@gmail.com) email account to ensure prompt communication.
- Be a positive role model for all members of the club

### **Helpful Links**

Club Matters	<a href="https://buddle.co/">https://buddle.co/</a>
Bowls Development Alliance	<a href="https://bowlsdevelopmentalliance.com/club-development/club-development-programme/">https://bowlsdevelopmentalliance.com/club-development/club-development-programme/</a>

### **Voting Position**

The development officer is not a voting member of the Officers of the Club.

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## Dolphins Hall Liaison

As Tetbury Bowls Club leases the green and clubhouse from the Dolphins Recreation Centre Trust, it is important that we have a central point of contact with the trustees. The liaison will play an integral role to ensure a close working relationship.

### **Responsibilities**

- Liaise between the two organizations to communicate and coordinate activities, serving as the official go-between for both organisations
- Review the Dolphins Hall website and the minutes of trustee meetings to keep up-to-date on future plans that may affect the club and its immediate surroundings
- Bring to the management committee's attention any issues that may arise

### **Voting Position**

The dolphins hall liaison is not a voting member of the Officers of the Club.

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## First Aider(s)

Tetbury Sports Club as a duty of care to all members and visitors to the club. The first aider of Tetbury Bowls Club gives immediate help to someone who is ill or injured on club property. In the case of a minor injury (e.g., minor burns, sprains, cuts, and bruises), the first aider will help. However, in more serious cases (e.g., stroke, seizure, heart attack, heatstroke, dehydration), they will contact emergency services and reassure the casualty while waiting for help.

The first aider(s) will be expected to have a minimal level of first aid training, such as Basic First Aid, Emergency First Aid and/or Sports First Aid qualification. When they are on club property, they will be on call and required to assist all members/visitors.

### **Responsibilities**

In an emergency, first aider responsibilities are:

- Manage the incident and ensure the continuing safety of themselves, bystanders, and the casualty
- Assess any casualties and discover the nature & cause of their injuries or illnesses
- Arrange for further medical help or other emergency services to attend. Usually by making an emergency phone call to 999.
- Provide appropriate first aid treatment that they have been trained to do, and that is reasonable in the circumstances
- Provide a handover when further medical help arrives
- Fill out any paperwork as required following the incident.

If trained, the first aider is to provide immediate, potentially lifesaving, medical care, before the arrival of further medical help. This could include performing procedures such as:

- Placing an unconscious casualty into the recovery position
- Performing Cardiopulmonary Resuscitation (CPR)
- Using an Automated External Defibrillator (AED)
- Stopping bleeding using pressure and elevation
- Keeping a fractured limb still and supported

The first aider will:

- Ensure that the first aid kits are adequate and well kept and that location of the nearest AED is clearly displayed in the club house.
- Work with the building officer, bar manager, and social secretary to conduct risk assessment and produce emergency procedures as part of the Health and Safety at Work Act 1974.
- Organise and maintain the club's first aid incident information/reports and how to's to ensure smooth handover to the first aider elect.
- Be a positive role model for all members of the club.

## Policies/Procedures

<b>Health and Safety Executive &gt; Amateur sports clubs</b>	<a href="https://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm">https://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm</a>
St John Ambulance > <b>Basic sports first aid training</b>	<a href="https://www.sja.org.uk/courses/individuals-community-groups/sports-first-aid/book-sfac/">https://www.sja.org.uk/courses/individuals-community-groups/sports-first-aid/book-sfac/</a>
St John Ambulance > <b>Emergency First Aid at Work</b>	<a href="https://www.sja.org.uk/courses/workplace-first-aid/emergency-first-aid/book-efaw/">https://www.sja.org.uk/courses/workplace-first-aid/emergency-first-aid/book-efaw/</a>

## Voting Position

The first aider(s) is not a voting member of the Officers of the Club.

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## Fixtures Secretary

The fixtures secretary of Tetbury Bowls Club is responsible for organising all non-league external club matches, i.e., weekend friendlies and midweek triples. Consequently, they play a role in promoting and reflecting a positive image of the club. This position requires regular collaboration and coordination with the ladies/men's league and club captains, selection committee, webmaster, etc.

### **Responsibilities**

#### **Arrange fixtures with other clubs**

- Offer, accept, and confirm all non-league fixtures:
  - In line with agreed guidelines, where possible
  - Keeping to the standardised week schedule, where possible
  - Considering the schedule for club competitions and 'open'/public events
  - Coordinating closely with league and club captains to:
    - Maximise the use of the green
    - Avoid the potential for key player conflicts
- Manage non-league fixtures correspondence via [fixtrestetburybowls@gmail.com](mailto:fixtrestetburybowls@gmail.com), and ensure the contact list is current
- Build relationships with other clubs and explore opportunities for new playing fixtures
- Handle any complaints that arise regarding fixtures
- Contact opponents to confirm format/team numbers to facilitate 'keeping' the fixture whenever possible, e.g., borrowing or lending players, reducing/increasing rinks needed
- Rearrange fixtures, update number of rinks as and when required and inform team/club captains, selection committee, and comms officer/webmaster
- Publicise all non-league fixtures well in advance to allow members to indicate their availability
- Notify relevant captain if there is an unexpected change in team, fixture format, etc.

#### **Produce a Fixture List**

- Incorporate league matches and midweek triples fixtures as well as ad hoc club and other special events (e.g., club competitions, county competitions, etc.)
- Share with the communication officer/webmaster for incorporation of fixtures into the website's diary, creation of online availability 'sign up' sheets, etc.
- Book the necessary rinks via the online rink booking calendar
- Provide paper copies for the club notice board and members as needed

#### **Communicate fixtures and teams to players**

- Email a weekly 'what's on' list of fixtures and competition information to keep members informed
- Email the team selection to all players, acting as a key contact should a player become unavailable. This is done on behalf of and in close coordination with the Selection Committee.



**Liaise with management and competitions committees**

- Seek management committee approval on (i) upcoming season's rink fees, (ii) mileage rates, and (iii) fees for incoming tours
- Discuss upcoming year's fixtures with both committees to get input on start/closing gala dates, Bowls Big Weekend and other public events, competition dates, etc.

**General**

- Organise volunteers to provide tea & biscuits and staff the bar for all non-league fixtures, in coordination with the bar manager
- Organise and maintain a repository of all correspondence related to the fixtures arranged in the year, e.g., incoming request, confirmation details, contact information, etc.
- Organise and maintain historical fixtures information and how to's to ensure smooth handover to the fixtures secretary elect
- Be a positive role model for all members of the club

**Voting Position**

The fixtures secretary is a voting member of the Officers of the Club. As such, the incumbent will be required to attend monthly committee meetings and the Annual General Meeting.

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## General Committee Members

The general committee consists of a maximum of 5 officers who make up part of Tetbury Bowls Club's Management Committee. Together with the following officers, the general committee members participate in a monthly meeting in order to manage the overall running of the club.

### **Responsibilities**

- Make decisions on behalf of club members always considering the best interests of the club
- Follow the guidance provided by the constitution
- Act on behalf of the club as determined by the management committee
- Maintain confidentiality of discussions as required
- Be a positive role model for all members of the club

### **Voting Position**

The members of the general committee are voting members of the Officers of the Club. As such, the incumbent will be required to attend monthly committee meetings and the Annual General Meeting.

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## Gloucestershire Bowls Association Delegate(s)

This description is to be written.

### **Voting Position**

The GBA delegate is not a voting member of the Officers of the Club.

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## Green Keeper

The green keeper of Tetbury Bowls Club is an essential member as they have the role of preparing and maintaining the green that is fundamental for the club's performance and member enjoyment. S/He is supported by an Assistant Green Keeper. In season, the green keeper and/or his team are likely to visit the club daily, particularly working before the green opens at 11:00 am.

### **Responsibilities**

#### Green:

- Establish a team to maintain the green, including winter maintenance
- Work with third-party contractor on the management of the green, checking their insurance and safety legislation compliance
- Water, seed, weed, mow, aerate, and fertilise the green as scheduled and in coordination with third-party contractor
- Ensure compliance with all requirements of materials used on green maintenance
- Mark out rinks in compliance with Bowls England Rules & Regulations

#### Equipment:

- Keep all green keeping equipment in good working order
- Liaise with coach(es) to ensure all green playing equipment is well maintained
- Ensure all bowls equipment and machinery is secured when not in use and stored appropriately when not in use
- Ensure that machinery such as grass mowers are used only by authorised members

#### Generally:

- Organise all green keeping records and how to's to ensure smooth handover
- Be a positive role model for all members of the club

### **Helpful Links**

Sports Turf Maintenance > Bowls Green (training)	<a href="https://www.groundstraining.com/courses/bowls-green-maintenance/">https://www.groundstraining.com/courses/bowls-green-maintenance/</a>
Bowls England > Green Advice	<a href="https://www.bowlsengland.com/greens-advice/">https://www.bowlsengland.com/greens-advice/</a>
Bowls England > Greens Maintenance Bursaries <i>Note: Applicants can seek a 50% reimbursement bursary from Bowls England</i>	<a href="https://www.bowlsengland.com/greens-bursaries/">https://www.bowlsengland.com/greens-bursaries/</a>

### **Voting Position**

The green keeper is a voting member of the Officers of the Club. As such, the incumbent will be required to attend monthly committee meetings and the Annual General Meeting.

The Assistant Green Keeper is not a voting member.

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## Ladies Captain

The ladies captain of Tetbury Bowls Club is responsible for coordinating all ladies only league matches. They play a key role in promoting and reflecting a positive image of the club. The ladies captain contributes to the development of the club and its players.

### **Responsibilities**

League representative:

- Register teams for appropriate leagues and/or cup competitions
- Coordinate with the fixtures secretary to ensure league games are included in the fixtures list
- Organise league team practice sessions
- Represent the club at county and district meetings (can be delegated)

For matches:

- Captain all ladies league team(s)
- Publicise the draws in good time for players to know the date, venue and start time
- Advise selected reserves, as necessary
- Ensure all players can travel to away matches
- Prepare team cards
- Meet the opposing captain to make up scorecards pre-match and agree results post-match
- On home matches, complete result cards and submit results as stipulated for the competition
- Coordinate volunteers for at-home match refreshments

Generally:

- Submit results of home or away matches to the communications officer for publicising
- Organise and maintain records of players, position, and results to aid future match selection
- Liaise with the men's captain for mixed county and district matches
- Identify with the coach(es) and coordinate players to enter county matches, collecting and submitting payment to the relevant bodies in good time for the entrants to take part
- Assist the club and men's captains in the smooth running of all club, league, and county competitions.
- Be a positive role model for all members of the club
- Organise captain records and how to's to ensure smooth handover to ladies captain elect
- Is supported by the ladies vice captain

### **Policies/Regulations**

Bowls England Code of Conduct	<a href="https://www.bowlsengland.com/r9-code-of-conduct/">https://www.bowlsengland.com/r9-code-of-conduct/</a>
Bowls England Rules and Regulations - General	<a href="https://www.bowlsengland.com/wp-content/uploads/2025/05/BE_RulesandRegs_Apr_25.pdf">https://www.bowlsengland.com/wp-content/uploads/2025/05/BE_RulesandRegs_Apr_25.pdf</a>
Bowls England Equality Policy	<a href="https://www.bowlsengland.com/edi-statement/">https://www.bowlsengland.com/edi-statement/</a>
Bowls England Safeguarding Policy	<a href="https://www.bowlsengland.com/safeguarding/">https://www.bowlsengland.com/safeguarding/</a>

*All Bowls England policies, rules & regulations are at  
<https://www.bowlsengland.com/policies-rules-and-regulations/>*

**Voting Position**

The ladies captain is a voting member of the Officers of the Club. As such, the incumbent will be required to attend monthly committee meetings and the Annual General Meeting.

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## Men's Captain

The men's captain of Tetbury Bowls Club is responsible for all men only matches. They play a key role in promoting and reflecting a positive image of the club. The men's captain contributes to the development of the club and its players.

### **Responsibilities**

League representative:

- Register teams for appropriate leagues and/or cup competitions
- Coordinate with the fixtures secretary to ensure league games are included in the fixtures list
- Organise league team practice sessions
- Represent the club at county and district meetings (can be delegated)

For matches:

- Captain all men's league team(s)
- Publicise the draws in good time for players to know the date, venue and start time
- Advise selected reserves, as necessary
- Ensure all players can travel to away matches
- Prepare team cards
- Meet the opposing captain to make up scorecards pre-match and agree results post-match
- On home matches, complete result cards and submit results as stipulated for the competition
- Coordinate volunteers for at-home match refreshments

Generally:

- Submit results of home or away matches to the communications officer for publicising
- Organise and maintain records of players, position, and results to aid future match selection
- Liaise with the ladies captain for mixed county and district matches
- Identify with the coach(es) and coordinate players to enter county matches, collecting and submitting payment to the relevant bodies in good time for the entrants to take part
- Assist the club and men's captains in the smooth running of all club, league, and county competitions.
- Be a positive role model for all members of the club
- Organise captain records and how to's to ensure smooth handover to men's captain elect
- Is supported by the men's vice captain

### **Policies/Regulations**

Bowls England Code of Conduct	<a href="https://www.bowlsengland.com/r9-code-of-conduct/">https://www.bowlsengland.com/r9-code-of-conduct/</a>
Bowls England Rules and Regulations - General	<a href="https://www.bowlsengland.com/wp-content/uploads/2025/05/BE_RulesandRegs_Apr_25.pdf">https://www.bowlsengland.com/wp-content/uploads/2025/05/BE_RulesandRegs_Apr_25.pdf</a>
Bowls England Equality Policy	<a href="https://www.bowlsengland.com/edi-statement/">https://www.bowlsengland.com/edi-statement/</a>
Bowls England Safeguarding Policy	<a href="https://www.bowlsengland.com/safeguarding/">https://www.bowlsengland.com/safeguarding/</a>

*All Bowls England policies, rules & regulations are at  
<https://www.bowlsengland.com/policies-rules-and-regulations/>*

**Voting Position**

The men's captain is a voting member of the Officers of the Club. As such, the incumbent will be required to attend monthly committee meetings and the Annual General Meeting.

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## President

The president of Tetbury Bowls Club provides leadership and support to all its members and is responsible for creating an environment that is fair and a fun experience for all members involved. The reputation and image of the club is regularly represented through the president. Therefore, the president aims for the highest levels of efficiency, together with sound ethical and moral standards.

### **Responsibilities**

- Provide leadership for the club and its members
- Ensure the management of the club remains open, positive, and progressive
- Help others to understand their roles and responsibilities
- Work with the management committee to ensure the necessary skills are represented on the committee
- Be unbiased and impartial, give clear direction and set a positive role example for all members of the club
- Help promote the club, undertaking public/ceremonial duties as needed, communicating regularly with presidents of other clubs, and assisting in the development of partnerships with sponsors, local government, and other organisations
- Encourage members to take an active part in running the club
- Be actively involved in developing, monitoring, and reviewing the club's overall strategic plan, in consultation with the management committee
- Have a sound understanding of the sport of bowls, the club constitution and organisational structure and the club's legal responsibilities
- Ensure rules and constitution are respected and observed by everyone involved
- Represent or delegate representation on behalf of the club at meetings and any other official events or functions
- Organise president records and how to's to ensure smooth handover to president elect.

### **Voting Position**

The president is a non-voting member of the Officers of the Club.

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## Safeguarding Officer

The safeguarding officer of Tetbury Bowls Club works to ensure that the club is a safe and friendly environment for all members, particularly those at risk.

### **Responsibilities**

- Assist the club to implement its safeguarding policy that reflects the Bowls England Safeguarding Bowls Policy
- Assist the club to identify areas for development to ensure a safe, welcoming environment
- Be the first point of contact for any issues identified concerning members' welfare, poor practice or abuse
- Ensure all incidents and concerns are dealt with in accordance with TBC policy
- Ensure that all relevant members and volunteers can access appropriate safeguarding training
- Ensure all appropriate procedures for recruitment of volunteers are in place
- Maintain contact details for adult social care, the police, and child social care
- Advise on safeguarding issues
- Maintain confidentiality
- Organise all safeguarding officer records and how to's to ensure smooth handover to the safeguarding officer-elect
- Be a positive role model for all members of the club

### **Policies/Regulations/Helpful Links**

Bowls England Code of Conduct	<a href="https://www.bowlsengland.com/r9-code-of-conduct/">https://www.bowlsengland.com/r9-code-of-conduct/</a>
Bowls England Rules and Regulations - General	<a href="https://www.bowlsengland.com/wp-content/uploads/2025/05/BE_RulesandRegs_Apr_25.pdf">https://www.bowlsengland.com/wp-content/uploads/2025/05/BE_RulesandRegs_Apr_25.pdf</a>
Bowls England Equality Policy	<a href="https://www.bowlsengland.com/edi-statement/">https://www.bowlsengland.com/edi-statement/</a>
Bowls England Safeguarding Policy	<a href="https://www.bowlsengland.com/safeguarding/">https://www.bowlsengland.com/safeguarding/</a>

### **Voting Position**

The safeguarding officer is a voting member of the Officers of the Club. As such, the incumbent will be required to attend monthly committee meetings and the Annual General Meeting.

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## Secretary

The secretary of Tetbury Bowls Club plays an integral role as they are the primary administrator for the club. The incumbent is responsible for ensuring that all the affairs of the club are carried out in a smooth and transparent manner.

### **Responsibilities**

#### Meetings:

- Coordinate regularly with the chairperson to prepare the agenda for management committee meetings
- Ensure that proper notification is given to the management committee and club meetings as specified by the constitution
- Draft minutes and maintain records of the management committee
- Provide a summary of management committee minutes and distribute to all club members via [secretarytetburybowls@gmail.com](mailto:secretarytetburybowls@gmail.com) and notice board, coordinating with the communication officer as needed

#### Memberships:

- Collect, compile, and put forward new membership requests for election at the management committee
- Send out welcome packs to new members

#### Generally:

- Update the club's constitution as necessary when agreed by the Management Committee, circulating to committee members when completed to ensure they are kept informed
- Manage the general correspondence of the club except for that assigned to others
- Ensure that the records of the club are maintained as required and made available when required by authorised persons. These records may include founding documents, member lists of all committees, management committee minutes and decisions made, financial reports and other official records.
- Coordinate regularly with other members, such as the social secretary, communications officer, treasurer, and chairperson
- Act on behalf of the club as determined by the management committee
- Be a positive role model for all members of the club
- Manage the [secretarytetburybowls@gmail.com](mailto:secretarytetburybowls@gmail.com) email account to ensure prompt communication
- Organise the secretary's records and how to's to ensure smooth handover to secretary elect

### **Voting Position**

The secretary is a voting member of the Officers of the Club. As such, the incumbent will be required to attend monthly committee meetings and the Annual General Meeting.

## Selectors (Ladies & Men's)

The Tetbury Bowls Club selectors are responsible for identifying players to create strong teams, particularly for league competitions. The ladies & men's selectors together with the club captain form the Selection Committee. This role requires regular collaboration with the coach(es) and captains during the playing season to gather feedback on ability and performance.

### **Responsibilities**

- From the list of available players, select the strongest team taking into consideration:
  - Position to be filled in the team
  - Immediate past performances
  - Compatibility with other members of the team
  - Any other criteria deemed appropriate
- Keep a winning team together, where possible
- Treat all selection meetings as strictly confidential
- Provide the selected team lists to the captains in good time so they can advise players if they are playing
- Be first point of contact if a player has a grievance with selection
- Maintain clear and regular communication with the coach(es) and captains
- Organise and maintain team selection information and how to's to ensure smooth handover to the selectors elect
- Be a positive role model for all members of the club

### **Voting Position**

The selectors are not voting members of the Officers of the Club.

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## Social Secretary

The social secretary of Tetbury Bowls Club is responsible for organising social events for the club throughout the year, including out of season activities where non-members are invited. Social events provide the club with a moderate stream of income (goal is minimum of 25% of income).

The social secretary is accountable for the overall operation and cleanliness of the kitchen, ensuring that there is enough cutlery and crockery available and the equipment is functioning. They must also pay attention to possible health hazards and code violations.

### **Responsibilities**

#### Events:

- Liaise with committee members to establish a programme of social events to cater for all ages and interests of club membership
- Organise all social events, coordinating bookings, and managing attendance. For example, weekly bingo or quiz nights
- Produce a calendar of social events to be shared with all members and publicised on the website
- Coordinate volunteers to help staff social events, donate products for sale or use, and set/clean up premises
- Coordinate with the communications officer on the promotion and communication to members through club email, social media, and website
- Assess the safety of proposed events and venues
- Document and review event costs and reconcile any discrepancies in accounting

#### Generally:

- Work with the treasurer to determine and agree a 'social events' budget
- Understand and comply with the food hygiene regulations
- Complete the relevant food hygiene catering courses (level 1 and 2)
- Organise all social event records and how to's to ensure smooth handover to the social secretary-elect
- Be a positive role model for all members of the club

### **Policies/Regulations**

Health and Safety Executive (HSE) > Catering and Hospitality	<a href="https://www.hse.gov.uk/catering/">https://www.hse.gov.uk/catering/</a>
Food Hygiene for Catering Courses	<a href="https://food-safety.org.uk/">https://food-safety.org.uk/</a>

### **Voting Position**

The social secretary is a voting member of the Officers of the Club. As such, the incumbent will be required to attend monthly committee meetings and the Annual General Meeting.

## Treasurer

The treasurer of Tetbury Bowls Club is an extremely important responsibility because they manage the club's money, its collection, and disbursement. The incumbent is responsible for keeping accurate books that will enable them to give a full financial report whenever requested. The treasurer should do their best to see that everything is done meticulously so that there are no doubts about their or the club's integrity.

Note: The treasurer's records are open to inspection by the club's officers at any time.

### **Responsibilities**

#### Annual budget:

- Prepare the annual budget in coordination with club officers, present it to the management committee for approval
- Generate a financial statement annually for presenting to an auditor for approval
- Prepare annual account information to share at annual general meeting

#### Financial records:

- Reconcile bank statements, presenting brief overview at monthly meetings informing the management committee of the club's financial strengths and weaknesses
- Maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration

#### Finances:

- Collect annual member subscriptions, billing members for any unpaid amounts
- Coordinate with the secretary and forward the membership roster to the management committee
- Check and reconcile the bar till, keeping the float at the correct level and the change topped up. This requires attention at least weekly during the season, less in winter.
- Disburse funds and pay bills promptly as approved by the management committee
- Collect, record, and deposit all monies from matches, club social events, bar activity, merchandise sales

#### Generally:

- Transact business through the club's bank account
- Hold the club cheque book and be one of four signatories (other signatories are the chairperson, club captain, and green keeper)
- Check the club's post box weekly (as sole post box key holder), distributing incoming correspondence to the relevant officer for action/information
- Organise all treasurer records and how to's to ensure smooth handover to the treasurer-elect
- Be a positive role model for all members of the club

**Helpful Guidance**

Club Matters> Managing Money	<a href="https://buddle.co/learning-and-support-resources/money-matters">https://buddle.co/learning-and-support-resources/money-matters</a>
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**Voting Position**

The treasurer is a voting member of the Officers of the Club. As such, the incumbent will be required to attend monthly committee meetings and the Annual General Meeting.

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