



POSITION DESCRIPTION

Bowls Director

Context / Purpose

Competition bowls is the core activity of the Club. The Bowls Director is responsible for ensuring that all the necessary supports are in place to allow the Club to be successful across all competitions and grades.

Committee Role

Decision making, overseeing and long term focus level of the committee.

Objectives

- To oversee all core bowls related matters across the club.
- To provide leadership and support to coaches, selectors, officials, players and associated volunteers.
- To provide support to the President of the club, and to the Committee to ensure the efficient operation of the club.

Responsibilities

- To be the club contact for all core bowls related matters.
- Ensure the effective and efficient operation of all core bowls operations so that competition performance is maximised at all levels.
- Establish, oversee and manage a bowls department with the purpose of recruitment of all coaches and players according to policies outlined by the club committee and ensure that all contracts are formalised and documented.
- Ensure coaches, team managers, team captains and club umpires are suitably qualified and are carrying out their duties as required.
- Ensure all players are aware of the proper attire when representing the club.
- Undertake regular reviews of all coaching staff and player performances throughout the season.
- In consultation with the coaches, coordinate the use of training facilities including preseason matches, training locations and club facilities.
- In consultation with the Committee, appoint members to fill casual vacancies on Selection Committees
- Oversee the activities of Selectors to ensure compliance with the Selections Policy.
- Maintain stocks of bowls equipment including bowls, mats and jacks.
- Be familiar with the rules and practices of governing bodies and any other body that has governance
- To give advice to the President and Committee as required.
- Attend governing body workshops and forums where required.

Relationships

- Reports to the President and Committee.
- Supports all bowls portfolio coaches, players, training staff and associated volunteers.
- Liaises with the Committee.
- Provides oversight of the following roles / subcommittees
 - Match Committee (Club Championships)
 - Tournament Directors
 - Sandbelt Bowls Region / BV delegates
 - Greens Director

- Club coaching team.
- Accredited umpires, measurers and markers.
- Selection Committees

Accountability

- The Bowls Director is accountable to the President and the Committee.
- Provide a report on any aspect of portfolio operations to the Committee when requested.
- Seek ratification from the appropriate Committee member prior to committing the club to any financial expenditure or action.

Commitment

This role is expected to require a time commitment of up to 2 hours a week.

This role forms a very strategic part of the Committee and may require considerable input from a time perspective at critical times during the season.