



Wellington (Somerset) Bowling Club

Proposed New Management Structure-

Endorsed by the club's Executive and General Committees

Introduction

As a club we have to recognise that times are changing and the operation of all sports clubs are becoming more difficult. Health & safety, safeguarding, catering, insurance, security, licensing, data protection, contract negotiation and financial management are all becoming more and more complicated.

This is putting increasing demands on the volunteers who run the club and at the moment too much of this load is finishing on the shoulders of a small number of individuals. As a club we have grown and become more financially secure and whereas this gives us great opportunities it also creates more work. The time has come to consider if the way we currently organise the operations of the club needs to change.

At the moment we have two main committees (the Executive Committee and the General Committee) and two other committees (the Think Tank and the Social Committee). Presently the Executive Committee has three voting members and one non-voting member. The General Committee potentially comprises some twenty members, if all posts eligible were filled by a different member. Both the Think Tank and Social committees have significant membership in their own right.

Whilst some of the authorities' sphere of responsibilities and linkages of these groups are defined, others are not and this results in crossovers of activity and confusion.

Given the above it is now time to take a more businesslike approach to the running of the club and separate out the management of the club into a more functional basis (sectors), clarifying responsibilities and spreading the management load and activities. It is also important that members recognise that we have a club that is run by volunteers and it is only by helping with the responsibilities that we can continue running a successful club.

Proposal

It is proposed that we change the organisation of the management of the club to a more business-like model. We retain the Executive Committee but change the membership and responsibilities to create a series of coordinators who have a specific area of responsibility (sector) in relation to the operation of the club. The proposed roles are as follows:

Chairman
President (non-voting)
Assets Coordinator
Administration Coordinator
Functions Coordinator
Bowls Coordinator
Treasurer

This group would form the Executive Committee and meet on a monthly basis as now. The General Committee and Think Tank would be disbanded and replaced by sector sub-committees chaired by the appropriate sector Coordinator. These committees would then assume responsibility for the activities in their area, sharing the workload as necessary. These committees would number between 4 and 7 which is the optimum number for a committee. The regularity that the sub-committees meet should be decided by the Coordinator. Meetings need not necessarily all be held at the club, with virtual meetings via email or a private social network tool such as Yammer (closed group) being used.

This should spread the workload more evenly and put the various activities into a more logical arrangement. There would no doubt be some crossover and one person may occupy more than one "post" but it gives a starting point.

The Chair, Treasurer (including Assistant Treasurer) and President roles would continue largely as they are now, with the Chair having responsibility for dividing work between the four sectors¹. The other roles would cover the following areas and include many of the existing posts within their sub-committees.

We propose that not all posts are elected by the AGM. Just the ones indicated. All other posts will be chosen by that sector Coordinator and approved by the Executive Committee.

Assets Coordinator

A member of the Executive Committee the Assets Coordinator's sub-committee would cover everything to do with the club's assets – the clubhouse, the indoor rink and outdoor green and their maintenance.

Administration Coordinator

A member of the Executive Committee the Administration Coordinator's sub-committee would cover everything to do with the administration of the club and its members – membership and membership records, meetings and minutes, safeguarding and welfare, web and social media etc.

Functions Coordinator

A member of the Executive Committee the Functions Coordinator's sub-committee would cover everything to do with the provision of catering, the bar and the social side of club's activities.

Bowls Coordinator

Member of the Executive Committee the Bowls Coordinator's sub-committee would include Men's, Ladies and mixed games captains, or a representative from these selection committees if captains are chosen on a match by match basis. Also included would be the fixture secretary, indoor secretary and the outdoor competitions secretary. This committee would cover everything to do with the arranging of matches, club competitions and the selection of teams for both outdoor and indoor games and roll-ups.

¹ Our suggestion is that, from the Executive Committee as it presently operates, the secretary's work is divided between the Admin Coordinator and Bowls Coordinator. The Ladies Administrator work moves to the Functions Coordinator e.g. home match teas allocation goes to the catering Coordinator or the Functions Coordinator creates a specific post within this sub-committee with responsibility for home match teas allocation (other clubs do this)?

Organisation Structure (method of selection in red)

Executive Committee- President (AGM), Chair (AGM), Treasurer (AGM), Asset Coordinator (AGM), Administration Coordinator (AGM), Functions Coordinator (AGM), Bowls Coordinator (AGM). (7 members)

Assets Coordinator Sub-committee- Estates Manager (Exec), Maintenance officer (Exec), Greenkeeper (Exec). (4 members)

Administration Coordinator Sub-committee- Membership² secretary (Exec), Welfare Officer (Exec), Safeguarding Officer (Exec), Admin assistant (Exec), Webmaster (Exec), Publicity Officer (Exec). (7 members)

Functions Coordinator Sub-committee- Catering Officer (Exec), Home Match Teas allocator³ (Exec), Bar Steward (Exec), Social Team Rep⁴ (Exec). (4 or 5 members)

Bowls Coordinator Sub-committee- Men's, Ladies and mixed games captain or a representative from these selection committees (AGM). Fixture Secretary (Exec), Outdoor competitions secretary (Exec), indoor secretary⁵ (Exec). (7 members).

Nb: The Assistant Treasurer will be selected by the Exec.

² This role to be heavily automated eventually.

³ If the Exec/ Functions Coordinator decides this post should be created?

⁴ The social team will meet periodically.

⁵ The indoor secretary will also chair a sub-committee containing the indoor league secretaries.

Wellington Bowling Club Organisation Chart

