



# **COWPEN AND CROFTON WELFARE BOWLS CLUB**

## **CLUB GUIDELINES**

### **SUBJECT: COMMITTEES TERMS OF REFERENCE**

The Clubs structure consists of three elements; the Management Committee, the Men's Section Committee and the Women's Section Committee.

In order to ensure the smooth running of The Club, it is very important that all three committees work within the confines of their respective 'Terms of Reference' and do not stray into discussing or making decisions that are not within their sphere of authority.

Broadly speaking, The Management Committee deals with any issue that affects the entire Club and the Men's and Women's Section committees deal only with gender specific issues e.g. selection of men only teams and women only teams respectively. The following is for guidance and is not intended to be exhaustive:

(Note: where required, tasks may be delegated to a working party or individual)

#### **Management Committee**

The Management Committee deals with:

- Club insurances;
- Club finances;
- Green and club house maintenance;
- Health and Safety;
- Policy and procedures;
- Formal discipline procedures;
- Team registrations;
- Club events e.g. open days, presentation nights;
- Fund raising events;
- Coaching
- Welfare (Including child and vulnerable adult protection)
- Recruitment and retention
- Clubmark

## Section Committee's

The Section Committee's deals with:

- Team selections;
- Team transport;
- Team events e.g. Christmas lunch;
- Informal discipline of section members;
- Health and Safety before and during a match;

**Note:** It is customary for the Men's Section Committee to select the teams for the 'open leagues' e.g. Northern and Blyth Valley

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