Welsh Short Mat Bowls Association

ROLES AND RESPONSIBILITIES OF OFFICERS

AND
COMMITTEE MEMBERS

(Not yet adopted by WSMBA Executive)

Last amended August 2026

This policy defines the roles and responsibilities of officers and committee members of the Welsh Short Mat Bowls Association (WSMBA) to ensure effective governance, transparency, and accountability in line with the Association's Constitution.

General Expectations

All officers and committee members are expected to:

- Act in the best interests of WSMBA and its members.
- Maintain professionalism, integrity, and confidentiality.
- Declare any conflicts of interest and abstain from related decisions.
- Foster an inclusive, respectful, and welcoming environment.
- Keep the policies and rules of the WSMBA under review, identifying any necessary changes and bringing these to the attention of the committee.
- Adhere to the WSMBA Code of Conduct, ensuring that their behavior reflects the values, standards, and expectations set out by the Association.

Officer Roles

President

- Acts as an ambassador and figurehead for WSMBA, promoting the sport and the values of the Association.
- Provides support and guidance to the committee, drawing on experience and knowledge of the sport and its governance.
- May attend committee meetings in an advisory, non-voting capacity unless otherwise specified in the Constitution.
- Represents WSMBA at ceremonial, representative, or public events as required.

- Supports the continuity and long-term vision of the Association, helping to uphold its traditions and reputation.

Chair

- Provides leadership and strategic direction for WSMBA.
- Chairs all meetings, ensuring they are conducted fairly, efficiently, and in accordance with the **WSMBA Constitution**.
- Ensures that all decisions and actions taken by the committee are compliant with the Constitution and reflect the Association's objectives.
- Acts as the official representative of WSMBA at public and formal events.
- Attends meetings of the British Isles Council and the World Council, representing the views of the WSMBA.
- Oversees the implementation of decisions made by the committee.
- Supports and liaises with other officers and committee members.

Vice Chair

- Assists the Chair in their duties and deputises for the Chair in their absence.
- Leads on **disciplinary matters** on behalf of the Executive Committee, in accordance with the **WSMBA Disciplinary Policy**.
- Acts as Chair of the Disciplinary Sub-Committee, ensuring that investigations and hearings are conducted fairly, impartially, and in line with the procedures set out in the policy.
- Ensures confidentiality, due process, and timely communication throughout disciplinary proceedings.
- May delegate or support the appointment of independent panel members where required.
- May lead specific initiatives or working groups as delegated.
- Supports continuity and succession planning within the committee.

Secretary

- Organises all meetings and prepares agendas.
- Maintains official records and correspondence.
- Maintains an official version of the rules as defined by the WSMBA Executive Committee.
- Ensures timely communication with clubs, members, and external bodies.
- Manages documentation for the AGM and elections.
- Acts as the main contact for BowlsWales, representing the views of the WSMBA and reporting as necessary to the Executive committee.

- Attends meetings of the British Isles Council and the World Council, representing the views of the WSMBA.

Minute Secretary

- Attends all committee and general meetings to accurately record minutes.
- Prepares and distributes draft minutes to the Secretary and Chair for review.
- Ensures minutes are clear, concise, and reflect decisions and actions agreed.
- Maintains an archive of approved minutes for reference and governance.
- Supports the Secretary in administrative tasks as required.

Treasurer

- Manages WSMBA's finances, including budgeting, income, and expenditure.
- Maintains accurate financial records and prepares financial reports for executive committee meetings.
- Ensures compliance with financial regulations and reporting requirements.
- Prepares and presents annual audited accounts at the Annual General Meeting.
- Oversees membership fees, grants, and funding applications.

Competition Secretary

- Prepares the Association's annual calendar of events in liaison with team managers, selectors and county representatives.
- Organises WSMBA competitions and tournaments in accordance with the Association's calendar, including arranging venues.
- Coordinates with counties, clubs, venues, and officials to schedule and deliver events.
- Manages competition entries, draws, and results, ensuring timely communication with participants.
- Ensures all competitions comply with WSMBA rules, standards, and safeguarding policies.
- Maintains accurate records of competition outcomes and submits reports to the committee.
- Supports the promotion of events and encourages participation across member counties and clubs.

Membership Secretary

- Maintains accurate and up-to-date records of all WSMBA members.
- Processes new membership applications and annual renewals in a timely manner.
- Liaises with affiliated county representatives and clubs to ensure membership information is current and complete.

- Supports communication with members regarding registration, fees, and updates.
- Provides membership reports to the committee as required.
- Ensures compliance with data protection and privacy regulations.

County Representatives

- Communicate WSMBA matters effectively to all affiliated clubs within their county, and represent their views.
- Attend and actively participate in committee meetings.
- Contribute to decision-making and support the implementation of WSMBA policies.
- Represent the interests of affiliated counties, clubs and members.
- Take on specific roles or tasks as agreed by the committee.
- Promote the sport and uphold the values of WSMBA.

Selectors

- On behalf of the executive committee, evaluate and select players for representative matches and competitions.
- Ensure selections are fair, transparent, and based on merit and eligibility.
- Work Positively with the Head Selector in building a successful Welsh Squad.
- Attend a minimum of three National finals, league winners cup, county championships, Also, attend open competitions whenever possible.
- Oversee putting down and raising of mats on practice sessions and trials.
- Be answerable, firstly to the Head selector and secondly to the WSMBA executive regarding fulfilment of duties
- Re-election on a two-year basis.

Head of selectors

- Lead the work of the Selectors.
- Attend executive committee meetings and provide reports as necessary.
- Be responsible for building a Welsh squad capable of competing for titles at international level on an annual basis.
- Attend National finals, league winners cup, county championships and open competitions.
- Organise attendance at events with the other Selectors to ensure adequate representation.
- Compile the list of trialists along with the other Selectors.
- Send invites to trialists, at least six weeks prior to the trial.
- Plan, organise and run trials and squad practise days as required, communicating with the Team Manager and Competition Secretary where appropriate.
- Along with the other Selectors, select the Welsh team required for the forthcoming event. If any disputes regarding team selection arise then the Head Selector will have the final say.

(Selection to take place within one week of the day of the trial, preferably the same day).

- Communicate selection decisions clearly and respectfully.
- Once a team is selected, inform the Team Manager of the selected team(s) so further information can be sent to the successful trialists via the appropriate communication channels. (Within one week of the selection meeting taking place)
- Communicate any and all relevant information with players during competitions and help squad members with any issues that may arise.
- Liaise with the Team Manager ahead of and during events and competitions to ensure smooth coordination.
- Re-election on a two year basis.

Team Managers

- Oversee the organisation and management of WSMBA representative teams ahead of and during events and competitions – Premier Team, A series, Ladies and U21.
- Work with the Treasurer to manage and account for finances related to events and competitions.
- Liaise with the British Isles Council and the World Council as necessary in order to ensure effective coordination ahead of international events and competitions.
- Liaise with selectors, coaches, and the committee to ensure smooth coordination.
- Identify and book suitable accommodation and make travel arrangements for players and officials.
- Ensure players are informed of match details, travel arrangements, dress code, and any other relevant logistics.
- Act as the main point of contact for players during events, providing support and guidance.
- Ensure that team members adhere to the WSMBA Code of Conduct and represent the Association in a respectful and sportsmanlike manner.
- Submit post-event reports or feedback to the committee where appropriate, including with regard to any performance or disciplinary issues.
- Team Managers roles are not required to be non-playing

Team Captain

- Team Captain(s) to be elected by the playing squad prior to each championship, ideally at the first squad practice. (Selectors are not to be considered for the role).
- Captain(s) to be informed of their responsibilities by the Head Selector upon election.
- Help with the morale of the team.
- Tossing of the coin with the opposing Captain. (International Series)
- Be a link between selectors and players.
- Be aware of situations in team matches and communicate relevant information to players.
- Be there to help squad members with any problems they may have.
- Help team members playing in Championship events to understand how things stand within their competitions.
- Give any pre competition or pre game speeches that are required.

Press Officer

- Lead Content Creation for the association, including player profiles, updates on the association and any relevant dates & documents
- Liaise with any news sources to promote Welsh Short Mat Bowls where required
- Take charge of all live streaming for all Welsh competitions and British & Worlds where possible
- Create content updating viewers on updates for British & World Championship weekends
- Liaise with Competition Secretary & Website editor on content and information required throughout the season
- Look at new ways to distribute content to viewers – i.e. Tik Tok, Instagram etc.
- Create poster templates for any squad releases and reoccurring information
- Have an understanding of sensitive information and safeguarding of members
- Create Newsletters after any major competition (link with social media posts)
- Report to executive committee on social media insights and future plans for content

Short Mat Advisor to the Bowls Wales Board

- Communicate with Bowls Wales alongside the Secretary regarding any matters arising
- Represent the interests of the Welsh Short Mat Bowls Association at Bowls Wales Board meetings
- Complete any work or actions set by Bowls Wales in relation to Short Mat Bowls
- Attend any meetings arranged by Bowls Wales and provide updates where required
- Communicate all relevant Bowls Wales updates and information to the Executive Committee
- Work alongside the Treasurer to complete grant and financial funding applications for future competitions and development opportunities
- Act as the link between Bowls Wales and the WSMBA to ensure effective communication between both organisations
- Contribute to the development and promotion of Short Mat Bowls within Wales through Bowls Wales initiatives

Safeguarding Officer

- Act as the main point of contact for any safeguarding concerns, allegations or welfare issues involving children or adults at risk within WSMBA activities.
- Ensure all safeguarding concerns are handled appropriately and in accordance with WSMBA, Bowls Wales and relevant safeguarding policies and procedures.
- Maintain appropriate confidentiality when dealing with safeguarding matters, while recognising that concerns may need to be shared with the appropriate safeguarding authorities.
- Ensure safeguarding policies, procedures and guidance are kept up to date and communicated to counties, clubs, officials and volunteers where appropriate.
- Promote a safe, welcoming and inclusive environment for everyone participating in WSMBA activities.
- Advise the WSMBA Committee, counties and clubs on safeguarding matters and appropriate action where concerns are raised.
- Encourage and monitor appropriate safeguarding training for relevant WSMBA officials, volunteers and personnel.
- Ensure appropriate procedures are followed where DBS checks or other safeguarding checks are required for relevant roles.
- Keep accurate and secure records of safeguarding concerns, actions taken and outcomes, in line with data protection requirements.
- Liaise with Bowls Wales, Sport Wales or other relevant safeguarding organisations when specialist advice or further action is required.

- **GDPR & Data Protection Officer**

- Act as the main point of contact for WSMBA members, counties, clubs and officials regarding GDPR and data protection matters.
- Ensure the WSMBA handles personal information fairly, lawfully, securely and only for appropriate purposes.
- Monitor how personal information is collected, stored, shared and disposed of across the Association.
- Ensure appropriate privacy notices, consent forms, data protection policies and procedures are in place and kept up to date.
- Advise WSMBA officers and volunteers on the appropriate handling and sharing of personal information.
- Ensure personal information is only retained for as long as necessary and that appropriate arrangements are in place for the secure deletion of records.
- Assist with requests from individuals concerning their personal data, including requests to access, correct or remove information where applicable.
- Maintain a record of significant data protection issues or breaches and ensure these are dealt with and reported appropriately.
- Promote good data protection practices and provide guidance to WSMBA officers, counties and clubs where required.
- Keep up to date with relevant UK GDPR and Data Protection Act requirements and advise the WSMBA Committee of any changes that may affect the Association.

- Liaise with the Information Commissioner's Office (ICO), Bowls Wales, Sport Wales or other relevant organisations where specialist advice is required.