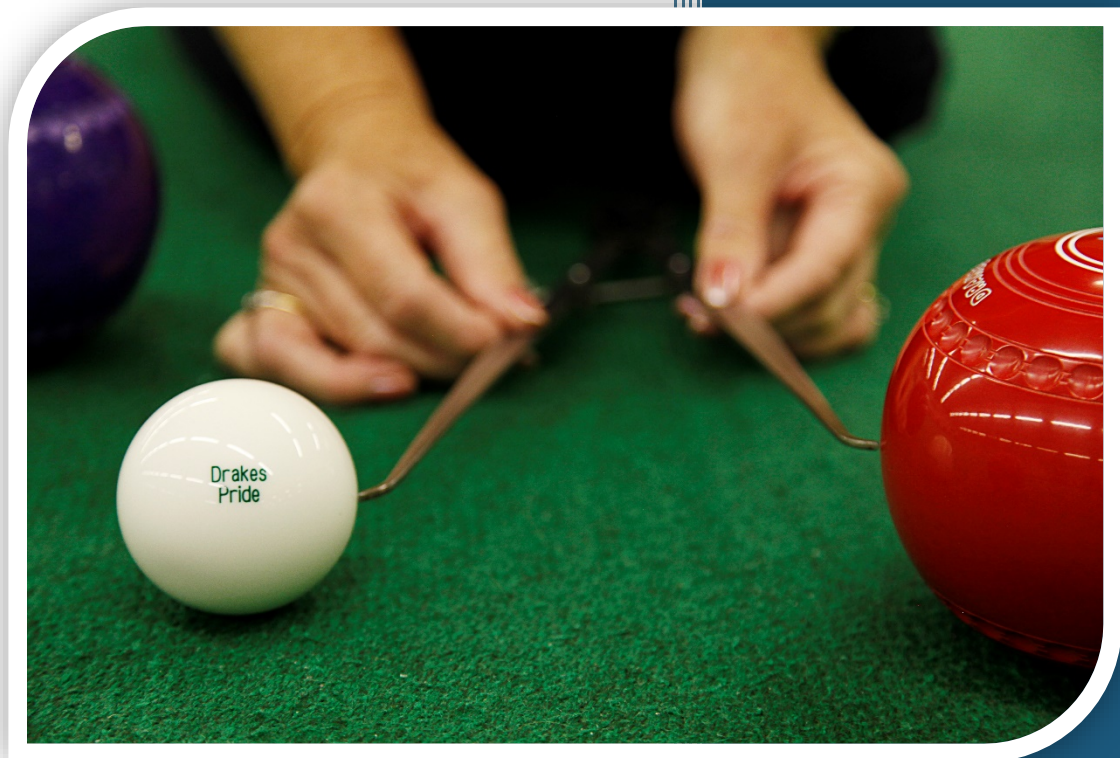




# Roles & Responsibilities



**ENGLISH  
BOWLS  
UMPIRES  
ASSOCIATION**



## **Roles and Responsibilities**

### **Chair**

**Responsible to:** Executive Committee

**Appointment:** Elected at the Annual General Meeting for a period of three years.

**Responsibilities:**

- Support the efficient running of the Association
- Chairing regular Executive Committee meetings, the Annual General Meeting (AGM) and Special General Meetings (SGM)
- Helping others to understand their roles and responsibilities
- Recruiting new committee members, taking into consideration skills, experience and diversity
- Maintaining up to date records and reference files in accordance with GDPR
- Representing the Association at events
- Assist the Association to fulfill its responsibilities to safeguarding
- Arranging handover or succession planning for the position
- Shall have the casting vote at meetings
- Has the right to call a meeting of any Executive Members at any time, if required
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Convening of a disciplinary sub-committee when necessary
- Any role deemed appropriate for the post as determined by the Executive Committee

## **Vice Chair**

**Responsible to:** Executive Committee

**Appointment:** Elected at the Annual General Meeting for a period of three years.

### **Responsibilities:**

- Shall deputise for the Chair, as necessary
- Representing the Association at events
- Has the right to call a meeting of any Executive Members at any time, if required
- Recruiting new committee members, taking into consideration skills, experience and diversity
- Maintaining up to date records and reference files in accordance with GDPR
- Assist the Association to fulfill its responsibilities to safeguarding
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Any role deemed appropriate for the post as determined by the Executive Committee

## **Secretary**

**Responsible to:** Executive Committee

**Appointment:** Elected at the Annual General Meeting for a period of three years.

### **Responsibilities:**

- Being the primary point of contact for Association enquiries
- Overseeing the day to day administration of the Association
- Organising and attending key meetings (including Annual General Meeting and Special General Meetings)
- Assist the Association to fulfill its responsibilities to safeguarding
- Helping others to understand their roles and responsibilities
- Recruiting new committee members, taking into consideration skills, experience and diversity
- Taking and distributing minutes
- Delegating tasks to Association members
- Being a member of the International Selection Committee
- Liaising with National Governing Bodies on behalf of the Association
- Dealing with all correspondence
- Maintaining up to date records and reference files in accordance with GDPR
- Arranging handover or succession planning for the position
- Arranging and organising allocations for National Championships
- Has the right to call a meeting of any Executive Members at any time, if required
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Any role deemed appropriate for the post as determined by the Executive Committee

## **Deputy Secretary**

**Responsible to:** Executive Committee

**Appointment:** Elected at the Annual General Meeting for a period of three years.

**Responsibilities:**

- Assisting with the efficient administration of the Association
- Helping others to understand their roles and responsibilities
- Maintaining up to date records and reference files in accordance with GDPR
- Assist the Association to fulfill its responsibilities to safeguarding
- Arranging handover or succession planning for the position
- Recruiting new committee members, taking into consideration skills, experience and diversity
- Has the right to call a meeting of any Executive Members at any time, if required
- Any role deemed appropriate for the post as determined by the Executive Committee
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

## **Development Officer**

**Responsible to:** Executive Committee

**Appointment:** Elected at the Annual General Meeting for a period of three years.

### **Responsibilities:**

- Taking responsibility for development planning, coordination, delivery and examination programmes for Umpires and Markers
- Being a member of the International Selection Committee
- Helping others to understand their roles and responsibilities
- Maintaining up to date records and reference files in accordance with GDPR
- Arranging handover or succession planning for the position
- Assist the Association to fulfill its responsibilities to safeguarding
- Training and appointment all development personnel and their assistants
- Promoting the improvement of the standard of umpires and markers
- Regularly reporting back to the Executive Committee on all development matters
- Supplying certificates and handbooks for Workshops, Examinations and MAC courses
- Supplying all examination papers and associated administration documents
- Has the right to call a meeting of any Executive Members at any time, if required
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Any role deemed appropriate for the post as determined by the Executive Committee

## **Treasurer**

**Responsible to:** Executive Committee

**Appointment:** Elected at the Annual General Meeting for a period of three years.

### **Responsibilities:**

- Managing the Association's income and expenditure in accordance with Association policy
- Producing an end of year financial report
- Arranging handover or succession planning for the position
- Helping others to understand their roles and responsibilities
- Maintaining up to date records and reference files in accordance with GDPR
- Identifying a suitable individual to independently review the annual accounts
- Assist the Association to fulfill its responsibilities to safeguarding
- Regularly reporting back to the Executive Committee on all financial matters
- Timely payment of invoices, expenses and bills
- Proposing amendments to annual subscriptions and payments, as appropriate
- Depositing cash and cheques that the Association receives in a timely manner
- Has the right to call a meeting of any Executive Members at any time, if required
- Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately
- Any role deemed appropriate for the post as determined by the Executive Committee



## **Membership Registrar**

**Responsible to:** Executive Committee

**Appointment:** Appointed by the Executive Committee.

**Responsibilities:**

- Managing and keeping EBUA members records up to date
- Making relevant records available to Area Secretaries, and the International Selection Committee, as appropriate
- Arranging handover or succession planning for the position
- Support the efficient running of the Association
- Attend regular committee meetings and the Annual General Meetings (AGM) and Special Meeting (SGM)
- Maintaining up to date records and reference files in accordance with GDPR
- Assist the Association to fulfil its responsibilities to safeguarding
- Has the right to call a meeting of any Executive Members at any time, if required
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Keep all members records up to date and available to Area Secretary, as required
- Produce an up-to-date list of Members annually, by the end of January

## **Safeguarding Officer**

**Responsible to:** Executive Committee

**Appointment:** Appointed by the Executive Committee

**Responsibilities:**

- Assist the Association to fulfil its responsibilities to Safeguard Children and Vulnerable adults at risk Policy
- Assist the Association to implement its Safeguarding Children and Vulnerable Adults at Risk Policy
- The first point of contact for everyone where concerns about a children's or vulnerable adults' welfare, poor practice or abuse are identified
- Implement the Association's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and local safeguarding children/adult board
- Maintaining up to date records and reference files in accordance with GDPR
- Promote anti-discriminatory practice including procedures in training and assessment to ensure that physical and hidden disabilities are taken into account to ensure Umpires and Markers can carry out the required procedures and duties.
- Hold a valid DBS (Disclosure and Barring Service) Certificate
- Training on safeguarding issues
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

## **International Selection Representative**

**Responsible to:** Executive Committee

**Appointment:** Elected at the Annual General Meeting for a period of three years, maximum two terms.

The position of International Selection Representative will be advertised to members of the Association as and when required. Applications will be made to the Development Officer and a short listing process carried out to ensure that those that apply meet the criteria and suitability of the role.

### **Responsibilities:**

- Work in accordance with the requirements of the International Selection Committee
- Assist the Association to fulfil its responsibilities to safeguarding
- Maintaining up to date records and reference files in accordance with GDPR
- Liaise with Training and Development personnel as directed by the Development Officer
- Report directly to the Executive Committee if required/invited
- Continuous assessment of all Association members for advancement to the International grade

## **Area Secretary**

**Responsible to:** Executive Committee via the Secretary

**Appointment:** Nominated by Area and ratified at the AGM

Member of Executive Committee, not Officers, and attend Executive meetings providing area reports and updates. There shall be one Area Secretary from each Area, recommended at Area level and confirmed at the AGM.

### **Responsibilities:**

- Promoting the role of Area Secretary to Association members
- Appointing County Coordinators
- Assisting in keeping the Association Membership database up to date
- Maintaining up to date records and reference files in accordance with GDPR
- Arranging handover or succession planning for the position
- Helping others to understand their roles and responsibilities
- Liaising with County Associations for points of contact for their Handbooks
- Liaising with other Area Secretaries, as necessary, e.g., for Inter-Area events
- Assist the Association to fulfill its responsibilities to safeguarding
- Arranging date for workshops and examination sessions, in conjunction with the Development Officer
- Ensuring that Workshop and Examination sessions are posted on the EBUA website
- Encouraging recruitment of new members
- Resolve disputes/complaints where possible. If they cannot be resolved, pass to the Association Secretary
- Liaising with Association Secretary and National Governing Bodies, as appropriate and ensuring suitable officials are appointed for inter-county events (including Regional Finals), liaising with County Coordinators for recommendations

- Ensuring that members receive suitable appointments pertinent to their development
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Any role deemed appropriate for the post as determined by the Executive Committee
- Providing members with an Appointment letter and Expense Form, where appropriate

## **County Coordinator**

**Responsible to:** Area Secretary

**Appointment:** Appointed by the Area Secretary

To manage the Umpires and Markers in their respective Counties on behalf of the EBUA.  
Should, ideally, be a National Grade Umpire.

### **Responsibilities:**

- Promoting the role of County Coordinator to Association members
- Ensuring County membership records are up to date and advising any changes in membership details to their Area Secretary
- Maintaining up to date records and reference files in accordance with GDPR
- Helping others to understand their roles and responsibilities
- Arranging handover or succession planning for the position
- Working in partnership with County Association and Clubs regarding events and appointments
- Assist the Association to fulfill its responsibilities to safeguarding
- Keeping a record of allocated duties to be shared with Area Secretary
- Liaising with Area Secretary regarding the organisation of Workshops and Examinations venues
- Encouraging the recruitment of new members
- Ensuring that members receive suitable appointments pertinent to their development
- Providing members with an Appointment letter and Expense Form, where appropriate

## **National Tutors and Assistants**

**Responsible to:** Development Officer

**Appointment:** Appointed by the Development Officer

The number of National Tutors is kept to a minimum to avoid dilutions of the Association training methods and to maintain consistency of the instruction being presented.

The position of National Tutor will be advertised to members of the Association as and when required. Applications will be made to the Development Officer and a selection process will be carried out from those that apply to ensure suitability of candidate. The final selection will be made by the Development Officer.

### **Responsibilities:**

- Assist the Association to fulfill its responsibilities to safeguarding
- Maintaining up to date records and reference files in accordance with GDPR
- Coordinating, facilitating and delivering training to qualified and prospective Umpires as identified by the Development Procedures

## **National Examiners**

**Responsible to:** Development Officer

**Appointment:** Appointed by the Development Officer

The number of National Examiners is kept to a minimum to maintain consistency of the examination process. They are assisted by a team of Examiners and Administrators.

The position of National Examiner will be advertised to members of the Association, as and when required. Applications will be made to the Development Officer and a selection process will be carried out from those that apply to ensure suitability of candidate. The final selection will be made by the Development Officer.

### **Responsibilities:**

- Assist the Association to fulfill its responsibilities to safeguarding
- Maintaining up to date records and reference files in accordance with GDPR
- Coordinating, facilitating and delivering examinations and assessments to qualified and prospective Umpires as identified by the Development Procedures



## **Examiners**

**Responsible to:** Development Officer

**Appointment:** Appointed by the Development Officer

The number of examiners assigned to a particular examination session is determined by the National Examiners and dependent on the number of candidates to be assessed.

Examiners will be selected locally on recommendation by the National Examiners. The names will be notified to the Development Officer prior to a period of suitable training in the role. On completion of training they will be added to the register of personnel.

Any individual who does not meet the requirements, or fails to adhere to the published procedures, will be removed from the register.

### **Responsibilities:**

- Assist the Association to fulfill its responsibilities to safeguarding
- Maintaining up to date records and reference files in accordance with GDPR
- Assisting the National Examiner in carrying out examinations

## **Training Administrator**

**Responsible to:** Development Officer

**Appointment:** Appointed by the Development Officer

The Training Administrator and assistants are responsible for the administration of all processes involved in the training and development of Umpires, including marking all workbook papers for new candidates and those applying for upgrades.

The position of Training Administrator will be advertised to members of the Association as and when required. Applications will be made to the Development Officer and a selection process will be carried out from those that apply to ensure suitability of candidate. The final selection will be made by the Development Officer.

### **Responsibilities:**

- Sending materials to candidates, e.g., welcome pack, question paper, Law Book, DVD, Home Study Manual
- Assist the Association to fulfill its responsibilities to safeguarding
- Maintaining up to date records and reference files in accordance with GDPR
- Receiving, marking and returning workbooks on behalf of candidates
- Recording and sending results to Area Secretary

## **Training Assistants and Administrators**

**Responsible to:** Development Officer

**Appointment:** Appointed by the Development Officer

Training Assistants assist the National Tutors in delivering the Training Workshop but are NOT involved in the examination of candidates.

Training Assistants will be selected locally on recommendation by the National Tutors and National Examiners. The names will be notified to the Development Officer prior to a period of suitable training in the role. On completion of training they will be added to the register of personnel.

Any individual who does not meet the requirements or fails to adhere to the published procedures will be removed from the register.

### **Responsibilities:**

- Assisting the National Tutors and National Examiners to coordinate, facilitate and administer training to qualified and prospective Umpires within the Association regions
- Assist the Association to fulfil its responsibilities to safeguarding
- Setting up and assisting with measuring exercises
- Maintaining up to date records and reference files in accordance with GDPR
- Delivering individual portions of the training programme
- Administration associated with course fees and training documents
- Assisting the National Examiners by coordinating the flow of candidates through the assessment stages, collating the assessment papers and calculating the candidate's marks

## **Mentors for Markers and Umpires**

**Responsible to:** Development Officer

**Appointment:** Approved by Area Secretaries and appointed by the Development Officer

Offering mentor support to Marker and Umpire members of the Association.

### **Responsibilities:**

- Completing assessments of Markers and Umpires
- Keeping records of such assessments and returning copies to International Selection Committee
- Maintaining up to date records and reference files in accordance with GDPR
- Giving one to one feedback and support
- Assist the Association to fulfil its responsibilities to safeguarding
- Alerting the Development Officer for the distribution of appropriate certificates
- Recommending progression routes

## **Merchandise Coordinator**

**Responsible to:** Executive Committee

**Appointment:** Approved by the Executive Committee

Coordination of approved merchandise.

### **Responsibilities:**

- Sourcing, ordering and storage of EBUA uniform, badges and approved equipment
- Seek Executive Committee approval on pricing, stock levels and ordering of merchandise.
- Receipt and dispatch of orders from EBUA Members
- Receipt and coordination of funds with the Treasurer
- Maintaining up to date records and reference files in accordance with GDPR