



NUTANA LAWN BOWLING CLUB

STANDING COMMITTEES RESPONSIBILITIES

Spring 2022



STANDING COMMITTEES DUTIES AND RESPONSIBILITIES

1.0 The **Standing Committees** shall consist of the following and such other committees as may from time to time be needed:

Archives	Draw	Membership
Bowls and Lockers	Greens	Nominations
Cards and Visiting	Housekeeping	Property/Maintenance
Coaching	Marketing	Social

2.0 The **Chairs of the Standing Committees** shall be appointed at the Annual General Meeting (AGM). The committees shall be composed of a Chair and such other members as required; the President being an ex officio member of all committees.

All committees are accountable to the Executive and must report back to the Executive on a regular basis (Spring General Meeting and AGM) or as requested by the Executive.

3.0 The **Main Duties of the Standing Committees** shall be as follows:

- 3.1 The **Archives Committee** shall collect and maintain pictures, newspaper articles, etc. to serve as an historical record of the activities of the Club and its members in paper and/or electronic formats.
- 3.2 The **Bowls and Lockers Committee** shall maintain a current inventory record of the bowls owned by the Club, and the rentals of the lockers. Duties include:
- maintaining a current inventory of the bowls, lockers and keys
 - ensuring one additional key is available per locker
 - maintaining the security of the master locker key cabinet
 - advising Property/Maintenance Committee if locker repair is needed
 - recommending or submit a request to the NLBC Executive if additional bowls (size or type) are required
 - maintaining an inventory of bowls used by members during the Short Mat season
 - receiving and submitting funds to Treasurer for locker rentals
- 3.3 The **Cards and Visiting Committee** shall arrange for the sending of cards and/or small gifts and visits where appropriate in support of current members, past members, or close family members who are ill or who have passed. All Club members are asked to inform the Cards and Visiting Committee when acknowledgements should be considered. When appropriate, the President may place an *In Memoriam* message on behalf of the Club on the respective funeral home's obituary page. The Committee can also inform the membership when appropriate.

- 3.4 The **Coaching Committee** shall coordinate the planning and implementation of coaching programs for prospective new members before the regular bowling schedule begins each Spring and oversee Club bowling instructional clinics and training sessions throughout the season. Duties include:
- working with the Media/Publicity Committee to ensure NLBC Learn to Bowl program is advertised each year in the City of Saskatoon's Leisure Guide, Saskatoon *Bridges* newspaper and Buena Vista's Community Association Newsletter
 - arranging periodic coaching sessions for Club members and post notice of the sessions in the Clubhouse
 - providing encouragement to participate in Club activities
 - arranging training programs in cooperation with the schools to introduce young students to the sport of lawn bowling
 - assisting in training sessions provided by Bowls Sask and Bowls Canada Boulingrin
 - ensuring coaches are available for Learn to Bowl, coaching clinics and open houses
 - arranging for coaching of groups who use/rent NLBC facility
- 3.5 The **Draw Committee** shall present a program of games and tournaments, arrange for teams, make possible the play activities of the membership, guests and entries from other clubs.

Club Games and Open Tournaments - Duties include:

- organizing, planning, promoting and presenting a program of regular scheduled games (Calendar of Events) to the NLBC membership
- promoting special upcoming NLBC events (e.g., Marion Pillar, Canada Day) to other clubs
- providing for access to event sign-up (e.g., phone, e-mail, online)
- arranging the formation of balanced teams for club events and posting sign-up sheets
- ensure rinks are moved after each draw by changing direction or shifting to a different colour
- the drawmaster, in coordination with greenskeeper, will advise Club Members of the decision to cancel or continue club play in the event of inclement weather
- working alongside the Social Committee for the organization of special events including the collection and remittance of funds
- assigning a member to collect and remit funds to the Treasurer and Social Committee
- tabulating and posting results
- at the end of the season, ensuring "Perfect End" pins are ordered, names are engraved on trophies and prize winnings are presented
- maintaining a current inventory of jacks, mats, rakes and scoreboards

Provincial Events - the Host Club duties include:

- working in co-ordination with the NLBC Executive and Bowls Sask to manage the responsibilities for provincial events as outlined in Bowls Sask's Policy and Procedures Manual, Sport for All, sections H, I and K (Website: www.bowlsask.ca)

- 3.6 The **Greens Committee** shall supervise the maintenance of the greens, surrounding grass surfaces and its equipment. Duties include:
- supervising the work and maintaining communication with the greenskeeper
 - arranging contract, work schedule and payment to greenskeeper
 - communicating with the Executive on matters relating to the maintenance of the greens and its equipment including repair, replacement and/or acquisition
 - making sure that a current inventory of supplies and equipment is outlined for insurance purposes
 - ensuring greenskeeper maintains a logbook of work completed
 - advising greenskeeper of the schedule of club events and tournaments
 - requesting assistance from membership for greens maintenance that takes into account the schedule of events
 - monitoring the use of greens and ensure protective mats are used as needed based on weather conditions
 - ensuring that the upper and lower greens are used equally
 - ensuring greenskeeper maintains a clean and safe working environment and follows all safety protocols (e.g., fertilizer, chemicals, seed, storage of equipment)
 - discussing/arranging with drawmaster the set-up of greens for league play and tournaments
 - the greenskeeper will make the decision to cancel lawn bowling in the event of severe inclement weather (i.e., lightning, heavy rain)
- 3.7 The **Housekeeping Committee** shall arrange for the maintenance and cleanliness of the clubhouse other than the kitchen area. Duties include:
- communicating with the NLBC Executive on matters relating to the maintenance of the clubhouse and equipment (e.g., toilets, paper towel holders)
 - responsible for garbage and recycling
 - ensuring contract with cleaner is outlined and schedule is adjusted to align with club events
 - maintaining cleaning log of times, dates and work completed
 - maintaining bathroom paper supplies
 - maintaining communication with the Social Convenor
 - ensuring expenses are submitted to Treasurer for payment
- 3.8 The **Marketing Committee** shall consist of two groups – Newsletter and Media/Publicity. The Newsletter group will be responsible for collecting and submitting articles to the membership for information. The Media/Publicity group will arrange for the communication of Club activities through local print, electronic formats, radio/television and/or social media.

The **Newsletter Committee** shall be responsible for advising the Club membership of upcoming activities. The Committee will be chaired by the President. The President can request assistance from the Executive Committee and its membership. Duties include:

- being responsible for keeping the membership informed via paper, email and/or social media (telephone if no electronic media is available to the member)
- being responsible for collecting and submitting articles for publication to its current members, the NLBC website, Facebook, Bowls Sask and Bowls Canada Boulingrin

The **Media/Publicity Committee** shall arrange for communication, publicity or advertising via any form of printed, electronic format or social media. Duties include:

- maintaining a listing of all media contacts including their business, name, address, phone number and email
- identifying, early in the Spring, those events which should be advertised by newspaper, radio, television or social media
- preparing and developing press releases, advertising campaigns and/or information on Club activities, special event and tournaments for Club members and the public using the NLBC website, email, local print, radio and television or any form of social media
- producing an information package in order to develop and find new sponsorships
- maintaining existing sponsorship relationships
- developing and delivering initiatives to increase membership and promote lawn bowling

3.9 The **Membership Committee** shall be responsible for developing strategies to increase the numbers of members in all age and membership categories. Duties include:

- preparing a membership application to be included with the Spring newsletter
- assisting in the registration of new and current members in co-operation with the Treasurer
- following up with members from previous years who did not return
- encouraging the participation of members in playing, coaching, officiating and attending skill clinics and other training sessions

3.10 The **Nominations Committee** shall be chaired by the immediate Past President and shall include such other members as required. Duties include:

- preparing a slate of candidates for the positions on the Executive Committee and Chairpersons for the Standing Committees for consideration at the Annual General Meeting
- the election will be chaired by a member of the Nominations Committee
- additional nominations may be presented for election from the floor

3.11 The **Property/Maintenance Committee** shall carry out the repair, maintenance and replacement of the interior and exterior of the Clubhouse, Bowls Rooms, Old Shed, and exterior of the Greens Equipment Garage other than the playing surfaces of the greens. Duties include:

- communicating with the NLBC Executive on matters relating to the maintenance, repair, replacement or acquisitions needed for the Clubhouse, Bowls Rooms, Old Shed and Greens Equipment Garage

- conducting regular visual inspections and replacement/repair as required
- responsible for interior and exterior buildings' repair, maintenance, replacement and improvements
- responsible for external grounds conditions – benches, backboards, fence and signs
- ensuring regular contact with the City of Saskatoon's Revenue Branch regarding electrical and water maintenance
- maintaining, as required, contact with the City of Saskatoon's Parks and Urban Forest departments for trimming/cutting of shrubs and trees
- ensuring all equipment (e.g., security monitoring, PA system, lights, plumbing, fire extinguishers, smoke detectors and furnishings) are in functioning condition
- coordinating the Spring and Fall clean-up days with members to maintain appearance of facilities
- maintaining all locks and the security of the master set of keys

3.12 The **Social Committee** shall co-ordinate arrangements and support the scheduled club social activities, special events and tournaments. Duties include:

- consultation by the Executive Committee to the Chair of the Social Committee on National and Provincial competitions to determine how food service will be provided
- communicating to the NLBC membership the events that will be scheduled
- working with the Property/Maintenance Committee to organize a Spring and Fall clean-up of the kitchen
- recruiting, preparing and scheduling of volunteers to assist with kitchen duties during league, social events and tournaments
- purchasing of kitchen and food supplies during the bowling season
- determining the food and non-alcoholic beverage prices for special events
- requesting a cash advance for food purchases from the Treasurer
- reconciling and providing a written statement of income and expenses to the Treasurer at the end of each event
- keeping a record of what was served, quantities, number of participants and costs for future reference
- organizing the Annual NLBC Banquet which includes the location, advertising and selling of tickets