

Job Description - (Games Team Leader)

Scope

Accountable to the Board of Directors, this team leader will manage, within available funding, the work required to maintain a games program for the club including National, Provincial, V&D, interclub tournaments, formal and informal Club tournaments and Club leagues.

Games oversight also includes daily draws and special draws related to social events, Club leagues and tournaments, and other tournaments which may occur from time to time.

Key Responsibilities and Duties

1. Set up and chair teams for games to assist with the games and tournaments (Interclub, V&D, Bowls BC, provincial and national).
2. Plan, schedule and conduct the draws, leagues and tournaments during the bowling season; add, delete or reschedule events where necessary according to dictates of attendance, weather and other circumstances.
3. Ensure club calendar is up to date vis-à-vis games.
4. Update player rankings (draw tag colors) to ensure fair draws.
5. Ensure the supply and good condition of the Club owned bowls. Evaluate the need for replacement or purchase of new club bowls.
6. Maintain availability and good condition of other games equipment.
7. Liaise with Greens team to ensure the daily condition of the greens is suitable for club or tournament play.
8. Liaise with Visitor Events team regarding corporate and other visitor group games/competitions.
9. Liaise with Social team re: special draws/competitions (Canada Day etc.)
10. Liaise with Communication team re: dissemination of information about daily draws, leagues and tournaments. Post information on the website.
11. Liaise with Hospitality team re: provision of hospitality for interclub events.
12. Liaise with Membership team to prepare draw tags for new members.
13. Manage Awards Day in September; distribute prizes; attend to engraving of trophies.
14. Establish annual and long-term plans. Evaluate program on an ongoing basis.

15. Liaise with Director-at-Large (Bowling) to maintain communication with Board of Directors.
16. Work with the Treasurer to prepare a yearly budget and monitor expenditures.
17. Assist with the recruitment and training of subsequent team leader of the coaching programs
18. Attend V&D meeting in January to schedule interclub events. Ensure clarity and accuracy of copy related to SPLBC that appears in the V&D Handbook.
19. Maintain a list of current retailers of bowls and bowling-related equipment for use by members.

Target Dates

Meet at V&D to agree on tournament dates listed in the Handbook.

Formulate a schedule for the season at the beginning of the season.

Ensure club calendar is up to date vis-à-vis games program.

Organize the club awards day in September.

September 2019