Brush Bowls Club

Volunteering



Introduction

Brush Bowls Club is managed by volunteers. The Club would not continue to function without the dedication of its volunteers. Volunteers undertake a variety of important roles on the Committee, as non-Committee Officers, as Team Captains and in a variety of other ways.

Members are encouraged to volunteer and put themselves forward for election for officer or team captain positions at an AGM, or to contact a member of the Committee regarding other activities of interest to them. New volunteers bring a new perspective and fresh ideas building on their individual skills and energy.

The Volunteering Charter

Volunteers can expect:

- To be respected for their knowledge and skills.
- To be given support towards relevant personal development and training opportunities.
- To be valued as an individual
- To have support, feedback, appreciation and encouragement.
- To have the opportunities to contribute to improvements in all areas of the Club.
- To have clear guidelines within which to carry out tasks.
- To have a safe working environment.

Brush Bowls Club expects its volunteers:

- To be committed to the ongoing management and development of the Club.
- To treat other volunteers and Club members with respect.
- To have a flexible approach to tasks.
- To carry out their tasks to the best of their ability.
- To discuss any concerns with an appropriate member of the Committee.
- To consult the appropriate person if in need of help or guidance.

The Benefits of Volunteering

Some of the benefits to individuals and the Club from volunteering include:

- Gaining insight into what is necessary to manage Brush Bowls Club.
- Ensuring that the Club meets the obligations set out in its constitution.
- Personal satisfaction from contributing individual expertise and experience.
- Connecting with other people and developing new relationships.
- Sharing in the progress, success and future of the Club.
- Learning and practicing new skills.
- Having fun working alongside other people.

Details of Volunteer Roles

1. Club Officers:

Listed below are Management Committee and Non-Committee Officer roles.

Management Committee	**Non-Committee Officers**
President	Green Ranger
Vice-President	Fixture Secretary
Secretary	Competitions Secretary
Treasurer	Head Coach
Membership Secretary	Catering Manager
Safeguarding Officer	Volunteer Co-Ordinator
Development Manager5	Trustee
Bar Manager	Trustee
Events Manager	Trustee
Maintenance Manager	Trustee
Publicity Officer	Auditor
Sponsorship and Fundraising Officer	Auditor
Past-President	

2. Supporting Roles

Several Club Officers require a team of volunteers to support them in their roles. These include (but are not limited to) bar staff to support the Bar Manager; a maintenance team to support the Maintenance Manager; and a catering team.

In addition, volunteers are required to support a range of additional activities such as:

- Hosting County matches
- Supporting Open Days
- Providing summer Barbeques
- Supporting social events

3. Bowling Match Responsibilities

Listed below are roles that are responsible for organising bowling matches in which members of Brush Bowls Club participate.

Match	**Role**
County Matches	Club Captain
League Teams	League Captains
Club Competitions	Competitions Secretary
Friendly Fixtures	Fixture Secretary

Confidentiality

Volunteers should regard all information they have access to or are given during their tenure as being confidential unless advised otherwise. No confidential information should be released to a third party without first seeking the agreement of the Committee and/or the individual concerned, as appropriate. Volunteers should not disclose personal details (e.g. home address, telephone number) to third parties and should always use the Club address when an address is needed.

Brush Bowls Club will fulfil its duty to safeguard information provided on Membership Application Forms and will treat such personal data in accordance with GDPR.

Expenses

Out of pocket travel expenses will be paid only if:

- The volunteer travels away from their normal volunteering base.
- The volunteer obtains written agreement in advance from a Committee Member and on production of receipts.

Expenses over £25.00 will normally be paid by BACS.