

## **DISTRICT YOUTH CO-ORDINATOR Role Descriptor**

### **PURPOSE**

To lead and support the delivery of Bowls Scotland aims and objectives for young bowlers in a district setting.

### **MAIN FUNCTIONS AND DUTIES**

- District Youth Co-Ordinators (DYC) are the designated representatives of the clubs in a District leading on Youth Bowling Development and Competitions over a term of 4 years.
- District Youth Co-Ordinators (DYC) are representatives of the clubs in a District with a 4-year remit, leading on Youth Bowling Development and Competitions.
- DYC's should represent and maintain a working relationship with all the clubs in their District. Where possible, DYC's should engage with all local clubs at least once per season.
- DYC's should also meet with District Co-Ordinators regularly and maintain consistent communication to ensure consistency throughout the District.
- Attend meetings organised by Bowls Scotland which inform them on matters affecting their clubs. These should be considered as mandatory and DYC's should attend all when required.
- District – In partnership with Bowls Scotland's National Development Officers, DYC's should attend District Forums.
- Nationally – There will be virtual and/or face-to-face meetings when required throughout the year. Maximum of 4 per year.
- Arrange venues and oversee the delivery of Stage 1 of the Bowls Scotland National Youth Championships.
- Update scores electronically and within agreed timescales.
- Attend Youth District Finals and communicate with District Winners.
- Communicate with local authority Sports Development/Active Schools Co-Ordinators to aid local clubs where possible.
- DYC's are provided the opportunity to attend the Bowls Scotland Nationals Stage 2 and to offer their services as a volunteer. All volunteers will be assisting with delivery of the Stage 2 Championships, however this is not a mandatory element of the role.
- Support any directives issued by Bowls Scotland such as changes to the Laws of the Sport and to ensure all clubs are aware of the draws and the Rules and Regulations for Stage 1 and Stage 2 of the National Championships.

## **MAIN FUNCTIONS AND DUTIES cont.**

- Answer questions about the sport from players, umpires, clubs and members of the public. If the answer is unknown by the DYC they should contact a Bowls Scotland staff member in the first instance or by contacting their appointed mentor.
- When attending any Bowls Scotland competition, the DYC should be aware of the rules and regulations governing that competition. (Please note, DYC's are not in an Umpiring role at these competitions).
- Attend any club functions invited to within their District, where appropriate; for example – Youth Bowls events, opening of greens, presentation of prizes, gala dinners, or any other ceremonies/anniversaries.
- Attend Youth related club or bowls events they are invited to within their District, where possible.

## **SKILLS / ATTRIBUTES**

- Approachable and Good Listener.
- Confident and Effective Communicator, including chairing and facilitating meetings.
- Tactful and Discreet.
- Well-organised and able to delegate.
- Enthusiastic and a good motivator.

## **REQUIREMENTS**

- Be a member of a Bowls Scotland club within the District they are representing.
- Promote and deliver Bowls Scotland values of Collaboration, Inclusivity, Integrity and Clarity.
- Access to a mobile phone to be able to communicate effectively with clubs/Bowls Scotland.
- Access to a computer and experience in using Word, Excel and Emails. It would be desirable to have experience in online platforms for hosting meetings and online membership systems.
- Have a basic understanding of the laws of the sport & Bowls Scotland National Championship Rules.
- Attend appropriate training.
- Sign and adhere to the Bowls Scotland Code of Conduct and Social Media Policies.

## **TRAINING AND SUPPORT**

- Child Wellbeing and Protection in Sport Workshop (renewed every 3 years).
- District Youth Co-Ordinator Induction Programme.
- District Youth Co-Ordinator Mentor Programme.
- Any other appropriate individual Training Needs will be considered.

## **KEY RELATIONSHIPS**

- District Co-Ordinators.
- Clubs (with and without Youth Bowlers).
- National Development Officer.
- Competitions and Events Co-Ordinator.
- Coach & Volunteer Manager.
- Wider Bowls Scotland staff and volunteers.
- Local Active Schools Co-Ordinator.
- Players and parents.

## **OTHER INFORMATION/TIME COMMITMENT:**

- Any successful DYC candidate will be accepted into the role only after they become a full member of the PVG Scheme with Disclosure Scotland. Anyone returning an unacceptable PVG Check or refusing to complete this process will be unable to take up the DYC role.
- DYC's may on occasion claim travel expenses for certain duties out with their District with prior consent from appropriate Bowls Scotland staff member.
- DYC's can remain in their role for up to a period of 4 years before a formal recruitment process must be conducted.
- DYC's are required to adhere to all relevant Bowls Scotland policies and procedures.
- The recruitment of DYC's will be governed by the Bowls Scotland Articles of Association.