

## **DISTRICT COORDINATOR Role Descriptor**

### **PURPOSE**

To lead and support the delivery of Bowls Scotland aims and objectives within a district setting.

### **MAIN FUNCTIONS AND DUTIES**

- Represent their clubs and maintain a working relationship with all the clubs in their district. This should preferably be, where possible, a face to face meeting(s) at least once per season. District Coordinators within the same district should hold a joint meeting annually. Communication to their clubs should be maintained by whichever method is considered appropriate to keep the clubs updated with any relevant information
- Attend meetings organised by Bowls Scotland which inform them on matters affecting their clubs.
  - District – In partnership with Bowls Scotland’s National Development Officers, a minimum of one face-to-face meeting each year to be held with additional virtual meetings arranged as and when required
  - Nationally - There will be a minimum of one face-to face meeting each year to be held in a central location in Scotland. Additional virtual meetings may be called as and when required
- Arrange venues and oversee the delivery of Stage 1 of the National Championships
- Update scores electronically and within agreed timescales
- Attend District Finals and communicate with District Winners
- Attend the National Championship Stage 2 and to offer their services as a volunteer. They will also act as liaison between their District qualifiers and the controlling body, ensuring their representatives know the arrangements for the games they are participating in
- 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 one and stage two of the National Championships
- Answer questions about the sport from players, umpires, clubs and members of the public. If the answer is unknown by the District Coordinator they should contact the Bowls Scotland office in the first instance or by contacting their appointed mentor
- When attending any Bowls Scotland competition, the District Coordinator should be aware of the rules and regulations governing that competition. A District Coordinator should carry the current yearbook and Laws of the Sport when on duty as a reference source. (Please note, District Coordinators are not in an Umpiring role at these competitions)
- Attend any club functions invited to within their district; for example - opening of greens, presentation of prizes, gala dinners, or any other ceremonies/anniversaries

## **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 member club within the District they are representing
- Promote Bowls Scotland and deliver to Bowls Scotland values of Collaboration, Inclusivity, Integrity and Clarity
- Have access to a mobile phone and email account to be able to communicate effectively with clubs/Bowls Scotland.
- Have access to a computer and experience in using Word, Excel and emails. It would be advantageous to have experience in other software and technology including online platforms for hosting meetings and online membership systems.
- Have a basic understanding of the laws of the sport/National Championship Rules
- Attend appropriate training
- Sign and adhere to the Bowls Scotland Code of Conduct

## **TRAINING AND SUPPORT**

- Child Wellbeing and Protection in Sport Workshop (renewable every 3 years)
- District Coordinator Induction Programme
- District Coordinator Mentor Programme

## **KEY RELATIONSHIPS**

- Other District Coordinators & Local Clubs
- National Development Officers
- Competitions and Events Coordinator
- Coach & Volunteer Manager
- Wider Bowls Scotland staff and volunteers

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

- District Coordinators may on occasion claim travel expenses for certain duties out with their District with prior consent from the Competition & Events Manager.
- District Coordinators can remain in their role for up to a period of 4 years before a re-election process must be conducted
- Ideally there should be two District Coordinators within each District – one to primarily oversee the Gents Competitions and one to oversee the Ladies Competitions
- District Coordinators are required to adhere to all relevant Bowls Scotland policies and procedures
- The recruitment of District Coordinators will be governed by the Bowls Scotland Bye Laws