

Bowls Scotland – Events Operational Group

Purpose of the Group

This operational group aims to support Bowls Scotland to plan, organise, deliver, and evaluate the Bowls Scotland's domestic competitions: Hamilton Trophy, Ladies Top Ten, Ladies Under 25 Pairs, Youth Events etc.

Roles of Responsibilities

- Arrange venues and oversee the delivery of the competitions
- Organise area coordinators to support delivery of the competitions
- Responsible for player registration
- Distribute scorecards and collate results
- Record results on website
- Organise the medal ceremonies (trophies, medals etc)
- Manage and delegate tasks to volunteers
- General office admin
- Support the Competitions & Events Team
- Maintain confidentiality of sensitive information

Membership of the Group

The group is made up of:

- Bowls Scotland Competition and Events Officer – Chair
- Bowls Scotland's Competition and Events Coordinator
- Minimum 6 members
- Additional individuals may be invited to attend the group in advisory positions where deemed appropriate.

Members will commit to attending the scheduled working group meetings.

Meetings

- Meetings will be held bi-monthly either face to face or virtually.
- Meeting agendas and supporting documentation will be prepared and issued by the Chair/BS Staff in advance of all meetings.
- A record of all meetings will be taken by the Chair/BS Staff and circulate to group members.