

WELSH BOWLS UMPIRES ASSOCIATION

OFFICERS & OFFICIALS ROLES & RESPONSIBILTIES

FRONT COVER

WELSH BOWLS UMPIRES ASOCIATION

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Elected Officers & Officials

Officers:

The following were elected at the Annual GERAL Meeting held in May 2025 for a period of 12 months and have signed the latest Codes of Conduct applicable to the Welsh Bowls Umpires Association

Chairman	John Jenkins	Secretary	Jon Morris
Treasurer	David Phillips	Asst Secretary	Huw Jones
Development & Recruitment Officer	Arwel Williams		
Date & GDPR Lead	Jon Morris		

Panel Members:

The following were elected at the Annual General Meeting held in May 2025 for a period of 3 years and have signed the latest Codes of Conduct applicable to the Welsh Bowls Umpires Association.

Panel Members: Alun Rees, Huw Jones & Paul Watkins

Area Representatives

The following were elected at the Annual General Meeting held in May 2025 for a period of 12 months and have signed the latest Codes of conduct applicable to the Welsh Bowls Umpires Association.

Carmarthenshire	Jon Morris	Ceredigion	Arwel Williams
Mid Glamorgan	Rhys Roberts	Mid Wales	Min Price
Monmouthshire	Huw Jones	West Glamorgan	John Jenkins
Vale of Glamorgan	Alun Rees		
Pembrokeshire	Collette Bethwaite		

Roles and Responsibilities

Chair

Responsible to: The Management Committee.

Appointment: Elected at the Annual General Meeting for a period of one year.

Responsibilities:

- Support the efficient running of the Association.
- Chairing all Management Committee Meetings, the Annual General Meeting (AGM) and Special General Meetings (SGM)
- Helping others to understand their roles and responsibilities.
- Recruiting new committee members, taking into consideration skills, experience and diversity.
- Representing the Association at events.
- Assist the Association to fulfil its responsibilities to safeguarding.
- Working within and adhering to the Association Constitution, Policies and Codes of Practice
- Arranging handover or succession planning for the position.
- Shall have the casting vote at meetings.
- Has the right to call a meeting of any Management Committee Members at any time, if required.
- Taking responsibility for personal conflicts of interest and declaring, recording, and managing these appropriately.
- Convening of a disciplinary sub-committee when necessary.
- Any role deemed appropriate for the post as determined by the Management Committee.

Secretary

Responsible to: The Management Committee.

Appointment: Elected at the Annual General Meeting for a period of one year.

Responsibilities:

- Being the primary point of contact for Association enquires.
- Overseeing the day-to-day administration of the Association.
- Organising and attending key meetings (including Annual General Meeting and Special General Meetings).
- Assist the Association to fulfil its responsibilities to safeguarding.
- Helping others to understand their roles and responsibilities.
- Working within and adhering to the Associations Constitution, Policies and Codes of Conduct.
- Recruiting new committee members, taking into consideration skills, experience and diversity.
- Delegating tasks to Association members.
- Liaising with National Governing Bodies and Bowls Wales on behalf of the Association.
- Dealing with all correspondence.
- Managing and keeping WBUA members records up to date.
- Making relevant records available to Officers and Area representatives, as appropriate.
- Maintaining up to date records and reference files in accordance with GDPR.
- Arranging handover or succession planning for the position.
- Arranging and organising in association with Panel Members and Area Representatives allocations for National Championships and other National & International events.
- Has the right to call a meeting of any Management Committee members at any time, if required.
- Taking responsibility for personal conflicts of interest and declaring, recording, and managing these appropriately.

- Sourcing, ordering and storage of WBUA uniform, badges, and approved equipment.
- Seek Management Committee approval on pricing, stock levels and ordering of uniforms and equipment.
- Receipt and dispatch of orders to WBUA Members.
- Receipt and co-ordination of sales with the Treasurer.
- Any role deemed appropriate for the post as determined by the Management Committee.

Assistant Secretary

Responsible to: The Management Committee

Appointment: Elected at the Annual General Meeting for a period of one year.

Responsibilities:

- Assisting with the efficient administration of the Association.
- Helping others to understand their roles and responsibilities.
- Taking and distributing minutes of all meetings.
- Maintaining up to date records and reference files in accordance with GDPR.
- Assist the Association to fulfil its responsibilities to safeguarding.
- Arranging handover or succession planning for the position.
- Working within and adhering to the Associations Constitution, Policies and Codes of Practice,
- Recruiting new committee members, taking into consideration skills, experience, and diversity.
- Taking responsibility for personal conflicts of interest and declaring, recording, and managing these appropriately.
- Any role deemed appropriate for the post as determined by the Management Committee

Treasurer

Responsible to: The Management Committee

Appointment: Elected at the Annual General Meeting for a period of one year.

Responsibilities.

- Managing the Association's income and expenditure in accordance with Association policy.
- Producing an end of year financial report.
- Produce regular financial reports for the Management Committee.
- Identifying a suitable individual to review and audit the annual financial accounts.
- Maintaining up to date records and reference files in accordance with GDPR.
- Timely payment of invoices, expenses, and bills.
- Depositing cash and cheques that the Association receives in a timely manner.
- Proposing amendments to annual subscriptions and payments, as appropriate.
- Assist the Association to fulfil its responsibilities to safeguarding.
- Arranging handover or succession planning for the position.
- Helping others to understand their roles and responsibilities.
- Taking responsibility for personal conflicts of interests and declaring, recording, and managing these appropriately.
- Any role deemed appropriate for the post as determined by the Management Committee.

Umpires Panel

Responsible to: The Management Committee

Appointment: Elected at the Annual General Meeting for a period of three years.

Responsibilities:

- Shall have sole responsibility for the setting of examinations for all Umpires and Markers courses.
- Shall have sole responsibility for the marking and assessment of all candidates who attend Umpiring and Markers courses.
- To liaise with the Development Officer on planning, co-ordinating and delivery of examination programmes for Umpires and Markers.
- To liaise with Area Co-ordinators on planning and delivery of refresher courses for qualified Umpires and Markers.
- Maintaining up to date records and reference files in accordance with GDPR.
- Assisting in keeping the Association Membership database up to date.
- Arranging handover or succession planning for the position.
- Helping others to understand their roles and responsibilities.
- Assist the Association to fulfil its responsibilities to safeguarding.
- Taking responsibility for personal conflicts of interest and declaring, recording, and managing these appropriately.
- Any role deemed appropriate for the post as determined by the Management Committee.

Development Officer/Recruitment Officer

Responsible to: The Management Committee

Appointment: Elected at the Annual General Meeting for a period of one year

Responsibilities:

- Taking responsibility for development planning and co-ordination of examination programmes for Umpires and Markers.
- Working in conjunction with the Panel Members for the administration of all processes involved in the training and development of Umpires and Markers for new candidates and those applying for upgrades.
- Sending materials to candidates, e.g. welcome pack, question papers, Law Book, Home Study Manual etc.
- Liaising with National Governing Bodies, County and Club Secretaries regarding their ongoing Umpiring requirements.
- Liaising with Area Co-ordinators regarding the provision of Umpires and Markers for National Events.
- To develop and implement a national recruitment policy.
- Liaising with Area Co-ordinators regarding the implementation of the recruitment policy for new umpires and markers
- Maintaining up to date records and reference files in accordance with GDPR.
- Assist the Association to fulfil its responsibilities to safeguarding.
- Promoting the improvement of the standard of umpires and markers.
- Regular reporting back to the Management Committee on all development matters.
- Supplying certificates and handbooks for Workshops, Examinations, and refresher courses.
- Supplying all examination papers and associated administration documents.
- Arranging handover or succession planning for the position.
- Taking responsibility for personal conflicts of interest and declaring, recording, and managing these appropriately.
- Any role deemed appropriate for the post as determined by the Management Committee

Safeguarding Officer

Responsible to: The Management Committee

Appointment: Appointed by the Management Committee

Responsibilities:

- Ensure the Association fulfils its responsibilities to Safeguard Children and Vulnerable adults at risk.
- To ensure the Associations Safeguarding Policy is maintained and updated in line with National requirements.
- Assist the Association to implement its Safeguarding Policy.
- The first point of contact for everyone where concerns about a safeguarding issue is suspected and or identified.
- Implement the Associations reporting and recording procedures.
- Maintain contact details of the relevant Social Care Department, Police and Safeguarding Board.
- Liaise with National Governing Bodies and Bowls Wales on Safeguarding issues.
- Maintaining up to date records and reference files in accordance with GDPR.
- Promote anti-discriminatory practice to ensure that physical and hidden disabilities are taken into account to ensure Umpires and Markers can carry out the required procedures and duties.
- Hold a valid DBS (Disclosure and Barring Service) Certificate.
- Take responsibility for personal conflicts of interest and declaring, recording, and managing these appropriately.

PLEASE NOTE: The WBUA agreed at its AGM in 2024 to adopt the services and Safeguarding Policy of Bowls Wales.

Area Co-ordinator

Responsible to: The Management Committee

Appointment: Nominated by Area Members and ratified at the Annual General Meeting.

Responsibilities:

- Promoting the role of Area Co-ordinator to Association members.
- Appointing Umpires to officiate within their area.
- Assisting in keeping the Associations Membership database up to date.
- Liaising with County Associations and Indoor Stadiums as appropriate and ensuring suitable officials are appointed for inter County and Stadium events.
- Ensuring that members receive suitable appointments pertinent to their development.
- Liaising with other Area Co-Ordinator's, as necessary for Inter-Area events.
- Arrange in conjunction with the Development Officer Umpires and Markers seminars within their area.
- Assist the Association to fulfil its responsibilities to safeguarding.
- Maintaining up to date records and reference files in accordance with GDPR.
- Arranging handover or succession planning for the position.
- Helping others to understand their roles and responsibilities.
- Encouraging recruitment of new members.
- Resolve local disputes/complaints where possible. If they cannot be resolved, pass to the Association Secretary.
- Taking responsibility for personal conflicts of interest and declaring, recording, and managing these appropriately.

Date Protection & GDPR Lead

Responsible to: The Management Committee

Appointment: Elected at the Annual General Meeting for a period of one year

Responsibilities:

- Ensure that all Data is used fairly & lawfully.
- Data is used for limited, specifically stated purposes.
- All Data is used in a way that is adequate, relevant and not excessive.
- Ensure that all Data is accurate and kept for no longer than is necessary.
- All Data is handled according to people's date protection rights.
- Ensure that all Data is kept safe and secure.
- Ensure that Data is not transferred or given to any other organisation without the consent of the individual member.