



ADELAIDE BOWLING CLUB

2020/21 Financial Year

What are the Sub Committees of the Board doing this FY?

The Board, under section 4.3.1 of the Constitution 4.3.1 may “*appoint Sub-Committees, fill vacancies, make appointments, make By-Laws in conformity of the Rules of the Club and do all such acts and things that it deems advisable for carrying out and managing the business and affairs of the Club. All Sub-Committees and persons appointed for special purpose by the Board shall be subject to and sub-ordinate to the Board, which shall establish the terms of reference for each Sub-Committee. The Board shall have the power to revoke such appointments*”

At its meeting on 13th August 2020, the Board agreed to establish 4 sub-committees, each to be chaired by a Board member with representation from other Board Members and wider Membership of the Club if so desired.

Those sub-committees are as follows

Bowls Operations, Chair Steve Hicks, Subcommittee Members John Higgins

Night Owls and Super Bowls, Chair Paul Wilson, Sub-Committee Members

House and Grounds, Chair Ron Davidson, Sub-Committee Members,

Finance and Business Development, Chair Mike McDonagh, Subcommittee Members John Higgins, Bob Burton, Greg Arnfield, Phil Smyth, Mulvea McGovern



Bowls Operations – Chair Steve Hicks

Scope of Responsibilities

Oversight of the Club's:

- a) involvement in Pennant Competitions,
- b) input to Bowls Link,
- c) tournaments and championships, and
- d) BPL and Super League Teams.

Report to the Board and Members as required.

Key Performance Indicators

- 1) Successful on time entering of all teams to Metro Bowls Association.
- 2) Timely input into Bowls Link:
 - a. all Teams/player details and updating as required,
 - b. Pennant Scores/Results input accurately and on time.
- 3) Set the programme for all Club Tournaments/Championships and ensure on time completion.
- 4) Liaise with Bowls Australia, Sponsors and manage the BPL Team to achieve success for the Adelaide Pioneers.
 - a. ensure arrangements are communicated, sponsors are aware and involved, and team is supported as required.
- 5) Liaise with Bowls SA and manage the Super League team to achieve success for the Heysen Comets.
 - a. ensure training programmes are in place and communicated to the team,
 - b. select and coach the team,
 - c. ensure match day programme is communicated to all,
 - d. promote the team using Facebook and other communication tools, and
 - e. work hard with all, including the parents of junior players to ensure a successful and enjoyable Super League Season is had by all.
- 6) In general, ensure the Club Bowls Programme is under control and heading in the right direction. In particular;
 - a. coordinate player recruitment,
 - b. oversee the Club coach's programme, and
 - c. promote the Training / practice amongst all players.



Night Owls and Social Bowling – Chair Paul Wilson

Scope of Responsibilities

Oversight and development of;

- a) the Night Owls Programme, and
- b) Social bowling activities, including Sunday bowling for the public.

Report to the Board and Members as required.

Key Performance Indicators

- 1) Fill 3 greens with Night Owl players thereby;
 - a. increase our Social Membership, and
 - b. encourage participation in Pennant Competition.
- 2) Ensure we are COVID compliant at all times and that this is treated as a priority thereby;
 - a. reduce the risk of COVID-19 transmissions at Night Owls, and
 - b. avoid the club incurring substantial financial penalties for non compliance.
- 3) Establish and maintain numerous points of difference that set our Night Owls offering apart from and more attractive than other clubs, in particular;
 - a. maintain a live DJ who produces a tailored play list each week over a good PA and sound system,
 - b. provide quality meat and freshly prepared healthy selection of salads including vegetarian options,
 - c. ensure volunteers who prepare the salads have access to our club kitchen,
 - d. provide a flexible and inclusive playing format that allows for last minute walk-ins and incomplete teams being able to register 30 minutes prior to games commencing,
 - e. provide our Social Members with quality bowls and coaching sessions as required,
 - f. allow our Social Members to attend the club to practice, be coached and for them to feel they are an integral part of our club,
 - g. develop a set of Night Owls Procedures and train others so that operational responsibility for the programme can be shared amongst Board Members and the wider Club Membership.
- 4) Develop and implement a digital marketing strategy to reinstate social bowling on Sundays to its former glory.



House and Grounds – Chair Ron Davidson

Scope of Responsibilities

Maintain and improve;

- a) buildings and surrounds,
- b) greens and surrounds, and
- c) equipment used in the general operation of the Club.

Coordination and liaison with Contractors engaged to complete work on buildings and grounds.

Oversight of the work of volunteers who give their time to maintain and improve the amenity of the Club for Members and corporate clients.

Liaison with the head greenkeeper as required, for the continual improvement and refinement of work practices and facilities.

Liaison with the ABC Manager, as required, to assist in the scheduling of works.

Report to the Board and Members as required.

Key Performance Indicators

- 1) Coordinate volunteers and assist in the installation of an automated irrigation system to all three greens by the start of the season.
- 2) Replace fluorescent lighting in main bar area by the start of the season.
- 3) Install a promotional banner on the western fence by the start of the season.
- 4) Develop a fully costed plan for the barbecue area for Board and Member approval by 31 December 2020.
- 5) Develop a fully costed plan for the redevelopment of the kitchen for Board approval by 31 March 2021.



Finance and Business Development – Chair Mike McDonagh

Scope of Responsibilities

Maintain and develop efficient systems and processes for financial reporting to;

- a) The Board
- b) Members
- c) Regulatory authorities

Maintain and develop efficient financial systems, processes and reporting on;

- a) point of sale (POS),
- b) inventories, and
- c) our four core business streams, namely;
 - Pennants
 - Night Owls
 - Corporate events and venue hire
 - Social Bowls

Provide assistance and direction for marketing initiatives and operational decisions relating to our four core business streams.

Report to the Board and Members as required.

Key Performance Indicators

- 1) Reinstate and implement full functionality of the Club's POS system (Bluize), by 13 December 2020.
- 2) Replace existing financial reporting system (MYOB) with a less complex system (Xero) that operates with a greatly simplified chart of accounts and less reliance on external data entry by 31 March 2021.
- 3) Deliver accurate financial reporting on core business streams by 31 January 2021.
- 4) Improve margin on bar sales by 10% on the result for 2018/19.

