

SCPA EXECUTIVE COMMITTEE - ROLES & RESPONSIBILITIES

OVERVIEW

This paper gives an outline of the roles and responsibilities of positions held on the Executive Committee. The role descriptions give a broad overview but there is scope for individuals to bring their own skills, knowledge and expertise to the role. Some of the roles have additional details and these are attached as appendices.

President

- Chair SCPA Executive Committee meetings, Full Council meetings, Annual General Meeting and any Extraordinary General Meeting.
- Represent the Region's interest at National level and be the focal point for Pétanque England's Board.
- Agree items of expenditure in consultation with the SCPA Treasurer and be a co-signatory for cheques and other payment authorisations.
- Support and attend SCPA events.
- Be a member of the Executive Playing Committee and an ex officio member of all Standing Committees.
- Appoint scrutineers where appropriate at the Annual General Meeting and when required for Ballots.

Vice President

- Deputise for the President in their absence.
- Advise the Executive Committee on procedures and ensure compliance with the Constitution.
- Ensure SCPA constitution remains aligned to PE rules and propose changes where needed.
- Monitor the involvement of clubs and give advice on opportunities and ways of increasing their participation.
- Organise the Annual Celebration & Awards Evening.
- Be a member of the Regional Playing Committee.

Secretary

- Undertake the administration of the affairs of SCPA and be a focal point for Regional communications.
- Take Minutes at all meetings and email to SCPA Executive Committee and Club Secretaries.
- Keep a file of all minutes and correspondence and archived material.
- Organise and run the Secretary's Cup Competition.
- Collate and update details of all SCPA Clubs annually.
- Provide itemised receipts of all SCPA monies used to carry out the above.

Treasurer

- Manage all financial affairs of SCPA with due diligence and maintain the Books of Account.
- Ensure SCPA remains solvent at all times.
- Manage SCPA's bank accounts and be a co-signatory for cheques and other payment authorisations.
- Complete banking procedures for all income and expenditure in a reasonable time frame.
- Prepare reports, including details of payments received online or by cheques for the Executive Committee.
- Provide statements of SCPA's financial position to Executive Committee and Full Council Meetings.
- Present audited accounts of SCPA's financial affairs to the Annual General Meeting.
- Liaise with SCPA sponsors and ensure funds are spent and ring-fenced as agreed.
- Advise the Executive Committee on major events and financially manage these.
- In consultation with the SCPA Executive Committee define and prioritise where, when and what should be spent.

Membership Secretary

- Support members in applying for and renewing Pétanque England membership and provide technical support for accessing PE's online systems
- Manage Junior PE memberships and renewals, and provide information to Junior Coaches
- Liaise with SCPA Treasurer regarding member payments made via bank transfer and other means
- Assist club secretaries with PE club affiliation applications and renewals where needed
- Manage transfer of members between clubs
- Report membership numbers, trends, analysis and concerns to the committee
- Liaise with Petanque England on any membership issues.

Competitions Secretary

- Organise and run all SCPA Competitions ensuring all preparations are in place.
- Compile, print and distribute Playing Packs at the beginning of each season.
- Send competition monies and expense receipts to SCPA Treasurer.
- Manage the administration for the Pétanque England Inter-Regional Competition and ensure entry to the various Champion of Champions competitions.
- Purchase, store, and distribute SCPA kit and liaise with the Treasurer over payment for the kit.
- Chair the SCPA Playing Committee and inform the Executive Committee of recommendations and decisions.

League Fixtures Secretary

- Develop, organise and run the Regional League Fixtures Programme and collate results.
- Organise and run the Regional Winter & Summer Doubles Competitions
- Compile, publish and distribute the Annual Fixtures Booklet
- Ensure all league trophies are engraved and ready for the Annual Celebration & Awards Evening
- Provide the webmaster with updates to maintain the Roll of Honour for Regional Competitions and Squads.
- Be a member of the Regional Playing Committee

Promotions Secretary

- Actively promote the sport of pétanque with positive news and information via the website blog and social media on a regular basis.
- Support the region and clubs in promoting events and assist in developing targeted publicity as and when requested.
- Develop and organise promotional and publicity materials for the Region.
- Seek opportunities for raising the profile of Petanque through events and local media coverage.

Regional Coaching Coordinator

- Be the central point of contact for all coaches across the Region and collate data on coaching activities being undertaken at local and regional level.
- Liaise with PE on coaching matters and provide regional information and updates quarterly.
- Organise regional coaching events to develop skills of players at various levels.
- Support club coaches and encourage regular coaching sessions for new members
- Be a member of the Regional Playing Committee

Youth Development Officer

- Promote and develop the game of pétanque with younger people
- Seek out schools and youth membership organisations where it would be possible to introduce the game. Arrange coaching sessions with the SCPA Junior Coach.
- Attend meetings with other YDOs to ensure commonality of approach.
- Assist the SCPA Junior Coach at Junior training days and Junior Team selection.
- Contact local papers and magazines to promote Juniors and their achievements.
- Must hold a current DBS certificate and renew it in line with PE policy.

Junior Coach

- Coordinate the growth of Youth play across the Region
- Liaise and coordinate with SCPA Youth Development Officer.
- Organise Junior coaching sessions, training days and team selection.
- Organise Junior Award training and testing by appropriate testers.
- Liaise with the parents on matters concerning their children.
- Enter SCPA Junior teams to Regional and National events (National Youth Squad).
- Accompany Junior teams to Regional and National events and arrange transport and accommodation where necessary.
- Be a member of the SCPA Playing Committee (when required, to advise on matters affecting juniors and on the selection of Junior team for the Inter Regional Championships).
- Must be a qualified PE coach and hold a current DBS certificate and renew it in line with PE policy.

Safeguarding Officer

- Assist the Region in implementing PE Safeguarding Policy, providing advice and guidance. Advise clubs in the Region of recommended safeguarding practice and liaise with clubs own safeguarding contact.
- Act as first point of contact for anyone in the Region wishing to raise an issue about safeguarding of juniors or vulnerable adults. Respond to any allegations or concerns promptly and appropriately and report any such concerns to the Regional President and PE Safeguarding Officer immediately. Thereafter liaise with PE over any subsequent actions.
- Uphold confidentiality at all times, in line with principles of data protection and human rights.
- Process ID documents to allow DBS checks to be completed and renewed in line with PE policy.

Regional Umpire

- As a PE qualified umpire, ensure proper conduct and compliance with playing rules and regulations.
- Ensure that there is umpire coverage for all Regional competitions and National competitions held in the Region as required by the National Umpires Commission.
- Attend meetings of the National Umpires Commission and to inform the Region of decisions and policies made by Pétanque England's Management Committee and the Umpires Commission.
- Advise on matters relating to the rules of the game.
- Be a member of the Regional Playing Committee
- Must hold a PE Umpire qualification and hold a current DBS certificate and renew it in line with PE policy.

Webmaster (not a member of the Executive Committee)

- Manage the SCPA website, ensuring it remains secure, accessible and relevant. This includes regularly updating WordPress core and plugins and renewing web hosting package when necessary.
- Update static web pages as requested by committee members, to keep content up-to-date and relevant including role of honour and other archive records.
- Manage and monitor the Leagues databases and modify each year as requested by League Fixtures Secretary, to suit league structure and number of entries.
- Publish news posts throughout the year, based on information supplied by clubs or region. Check and edit text for readability and consistency. Select, edit and upload suitable images to go with each post.

SCPA Playing Committee comprises of:

Competitions Secretary (Chair)

President

Vice President

League Fixtures Secretary

Regional Coaching Coordinator

Regional Umpire

Junior Coach (when appropriate)

The responsibilities of the Playing Committee include:

- Setting the Rules for all SCPA Competitions.
- Resolving issues and clarifying matters that arise through SCPA competitions.
- Arranging for Team Managers for the Pétanque England Inter-Regional Competition.
- Assisting in selection of junior team for the Inter-Regional Championship

Appendices

Additional Information: Competitions Secretary Role

Regional competitions organised by the Competitions Secretary include: SCPA Qualifiers & Masters, SCPA Triples, Doubles & Singles, SCPA Precision Shooting, SCPA Junior & Adult/Junior, Mixed Doubles (organised by Cobbetts), and IWD Doubles (organised by Hassi)

- Take entries, plus entry fees, before closing date and on the day if necessary.
- Confirm venue and catering arrangements and inform members.
- Provide scorecards for each event according to agreed format
- Run the competition on the day
- Organise trophies/prizes for the competition
- Send monies with original supporting receipts to the SCPA Treasurer.
- Produce a report of the day, with full results to be published on SCPA website.
- Arrange for an umpire to officiate at SCPA Competitions.
- Arrange for a deputy to organise if necessary.

Additional Information: League Fixtures Secretary Role

- Send out League Application Forms to all clubs and collect entry fees.
- Collate entries and finalise structure of Leagues
- Compile fixture lists, contacts list, League Rules and results sheets
- Receive match results, check and collate details.
- Produce regular League Results and Table updates and post on SCPA website.
- Verify League players against the SCPA membership list
- Arbitrate in any disputes regarding League matters.
- Arrange trophies for League winners for the Annual Awards Evening.
- Ensure that the perpetual trophies for SCPA Leagues are at the Annual Awards Evening
- Organise the SCPA Summer Doubles and Winter Doubles.
- Send out entry forms, collect entries and entry fees, carry out draw, produce fixtures, produce contact lists, update rules, send out paperwork, collate results, notify finalists, arrange use of venue & food, purchase prizes, organise final, send results to SCPA webmaster.
- Take delivery of annual trophies and add SCPA inserts.
- Ensure that the perpetual trophies for SCPA Competitions are at the Annual Awards evening and purchase new perpetual trophies as required.
- Compile the Annual Fixture Book ready for printing (Including National, SCPA and Club Fixtures, Roll of Honour, League winners, SCPA squad, SCPA Committee, Club Contacts, National results and representation, Junior Award Scheme, club fundraisers, charity events, umpires, coaches, coaching tips, adverts and introduction from the SCPA
- Annual purchase of League winners and Runners-Up trophies.
- Engraving charges for trophies.
- Purchase of prizes for Winter Doubles & Summer Doubles.

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