

Tenpin Ireland Roles and Responsibilities

Purpose of document:

The purpose of this document is to outline the roles and responsibilities of each volunteering position within Tenpin Ireland. These roles are vital to the success of Tenpin Ireland and to future of the sport within Ireland.

Please note that the below is not an exhaustive list of responsibilities.

Tenpin Ireland Executive Board's Role and Responsibilities:

Role	Responsibility
President	<ul style="list-style-type: none">➤ to represent Tenpin Ireland (TI) as and when required by the Executive Board.➤ to Preside at meetings of the Executive Board and at General Meetings of TI, and where required Extraordinary General Meetings.➤ to ensure the smooth and efficient running of TI.➤ to Liaise with all Governing Bodies and Sport Bodies.➤ to perform the duties set out in TI's Rules of Association.
Vice President	<ul style="list-style-type: none">➤ Represent TI in the absence of the President and shall perform such other duties as may be assigned by the President or the Executive Board, and perform the duties set out in TI's Rules of Association.➤ to Preside at meetings of the Executive Board and at general meetings of TI, and where required Extraordinary General Meetings, in the absence of the President.
Secretary	<ul style="list-style-type: none">➤ Chief Administrative Officer of TI.➤ to compile and issue Agenda and Appendices for Executive Board meetings.➤ to take the minutes taking at Executive Board meetings.➤ Contact point for TI. Responsible for sending any correspondence received directly from Members to the applicable Sub Committee in the first instance.➤ Record Management as required by the Executive Board.➤ Completion of forms for EBF and IBF Championships.➤ Present Secretary's Report at Annual General Meeting.

	<ul style="list-style-type: none"> ➤ Perform the duties set out in TI's Rules of the Association. ➤ and perform such other duties as may be assigned by the President, or the Executive Board.
Treasurer	<ul style="list-style-type: none"> ➤ accountable to the Executive Board for the day-to-day regulation of finances. ➤ to receive and receipt all monies paid or donated to TI and shall ensure that such monies are deposited in a recognised banking institution in the name of TI. ➤ to maintain a statement of the current financial condition of TI, available on request by the President, or the Executive Board. ➤ to keep an account of all receipts and disbursements. ➤ to present an independently audited statement of TI's financial affairs to the Annual General Meeting. ➤ to compile an Annual Budget for approval by the Executive Board. ➤ Liaison for all sponsorship and funding opportunities upon receipt to the Treasurer and discussion by the Executive Board.
Sub Committee Executive Members	<ul style="list-style-type: none"> ➤ Responsible for representing the view of applicable Sub Committee at monthly Executive Meetings. ➤ To deliver actions assigned at monthly Executive meetings. ➤ To perform such other duties as may be assigned by the President, or the Executive Board.

Tenpin Ireland's Coaches Sub Committee Roles and Responsibilities:

Role	Responsibility
Management of Sub Committee	<ul style="list-style-type: none"> ➤ Must have a Chairperson, Secretary, and Treasurer appointed. ➤ One of the Chairperson, Secretary or Treasurer must be nominated to be an Executive Member for the Coaches Sub Committee.
Monthly Sub Committee Meetings	<ul style="list-style-type: none"> ➤ Secretary organises and takes the minutes at monthly Sub Committee Meeting. ➤ Chairperson chairs monthly Sub Committee meeting. ➤ Minutes sent to Executive Secretary.

Management of Budget/ Account	<ul style="list-style-type: none"> ➤ Treasurer is responsible for managing the budget assigned to the Coaches Sub Committee.
Operational Plan	<ul style="list-style-type: none"> ➤ Develop and deliver the Coaches Operational Plan as part of the annual Core Grant application. ➤ Obtain approval from Sport Ireland Coaching on Coaching Plan prior to submission on SIGMA. ➤ Provide Mid Year Review Updates on the Coaches Operational Plan. ➤ Liaise with Sport Ireland Coaching.
Coaching Sessions for Members	<ul style="list-style-type: none"> ➤ Organise and deliver Bowler Development Sessions. ➤ Request Coaches to deliver training sessions for selected teams/ individuals representing Ireland. ➤ Request Coaches to travel with individuals/ teams to international and domestic events. ➤ Ensuring Coaches provide Coaching report within 7 days of returning from international/ domestic event for which they were ratified. ➤ Seeking ratification of Coaches for international/ domestic events from Executive.
Development of Coaches	<ul style="list-style-type: none"> ➤ Monitor and track the completion of required EBF Level 1 and 2 hours for certification. ➤ Co-ordination of annual Coaching License to Coaches. ➤ Ensuring Coaches comply with the Coaches Code of Conduct. ➤ Reviewing and implementing the actions from the Coaches Report/s.
Ranking Events	<ul style="list-style-type: none"> ➤ Provide oil patterns for monthly ranking events for Junior, Team Ireland, and Senior events to applicable Sub Committee and to the bowling centre, two weeks prior to the event.
AGM	<ul style="list-style-type: none"> ➤ Providing Coaches Sub Committee Report for AGM.

Event Administration Sub Committee Roles and Responsibilities:

Role	Responsibility
Management of Sub Committee	<ul style="list-style-type: none"> ➤ Must have a Chairperson, Secretary, and Treasurer appointed.

	<ul style="list-style-type: none"> ➤ One of the Chairperson, Secretary or Treasurer must be nominated to be an Executive Member for the Event Administration Sub Committee.
Monthly Sub Committee Meetings	<ul style="list-style-type: none"> ➤ Secretary organises and takes the minutes at monthly Sub Committee Meeting. ➤ Chairperson chairs monthly Sub Committee meeting. Minutes sent to Executive Secretary.
Management of Budget/ Account	<ul style="list-style-type: none"> ➤ Treasurer is responsible for managing the budget assigned to the Coaches Sub Committee.
Event Organisation	<ul style="list-style-type: none"> ➤ Organise annual Women in Bowling tournament as part of Sport Ireland's Women in Sport week. ➤ Organise annual National Championships and act as Tournament Committee. ➤ Organise annual Caps Night for all Members. ➤ Organise annual Grand Prix.
Operational Plan	<ul style="list-style-type: none"> ➤ Delivering assigned actions as part of the annual Operational Plan under the Core Grant application. ➤ Providing input into the annual Operational Plan as part of the Core Grant application. ➤ Providing applicable updates on the Operational Plan as part of the Mid Year Review.
Event Calendar	<ul style="list-style-type: none"> ➤ Liaise with Sub Committees and bowling centres on annual ranking tour calendar for Juniors, Team Ireland, and Seniors. Along with the Coaches Sub Committee to ensure Bowler Development sessions don't clash with events.
AGM	<ul style="list-style-type: none"> ➤ Providing Event Administration Committee Report for AGM.

Junior/ Team Ireland/ Senior Sub Committee Roles and Responsibilities:

Management of Sub Committee	<ul style="list-style-type: none"> ➤ Must have a Chairperson, Secretary, and Treasurer appointed. ➤ One of the Chairperson, Secretary or Treasurer must be nominated to be an Executive Member for the Coaches Sub Committee.
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Monthly Sub Committee Meetings	<ul style="list-style-type: none"> ➤ Secretary organises and takes the minutes at monthly Sub Committee Meeting. ➤ Chairperson chairs monthly Sub Committee meeting. Minutes sent to Executive Secretary.
Management of Budget/ Account	<ul style="list-style-type: none"> ➤ Treasurer is responsible for managing the budget assigned to the Coaches Sub Committee.
Ranking Events	<ul style="list-style-type: none"> ➤ Organise monthly ranking events including providing random lane assignments to bowling centre ahead of time. Liaising with Coaches Sub Committee on oil pattern for each event. ➤ Scorekeeping of all events and ensuring published on website. ➤ Ensuring all Athletes who participate in events are Members of TI prior to any ball being thrown in competitive play at the start of each season.
Promotion	<ul style="list-style-type: none"> ➤ Promote Member achievements and ranking events through sending applicable information to the Press Relations Officer.
Operational Plan	<ul style="list-style-type: none"> ➤ Delivering assigned actions as part of the annual Operational Plan under the Core Grant application. ➤ Providing input into the annual Operational Plan as part of the Core Grant application. ➤ Providing applicable updates on the Operational Plan as part of the Mid Year Review.
International/ Domestic Representation	<ul style="list-style-type: none"> ➤ Sending Squads per the 'National Ranking Tour Rules and Regulations, and Selection Criteria' document to the Selection Committee. ➤ Develop advertisements for Team Manager (and Chaperones role for Junior events) international and domestic events. Sending these advertisements to the Press Relations Officer and Webmasters for publishing. ➤ Liaise with the Coaches Sub Committee to have Coaches assigned to training sessions and to travel with individuals/ teams to international/ domestic events.

	<ul style="list-style-type: none"> ➤ Liaising with Selection Sub Committee to have individuals/ teams selected for international/ domestic events. ➤ Reviewing and implementing actions from Team Manager and Coaches Reports in conjunction with applicable Sub Committee and Executive Committee. ➤ Seeking ratification of Team Manager from Executive. ➤ Ensuring Team Manager provides report within 7 days of returning from international/ domestic event for which they were ratified.
Administration	<ul style="list-style-type: none"> ➤ Responding to correspondence received from Members and/ or Parents of Junior Members. The Sub Committee is responsible for addressing the correspondence and where required can seek advice from the Executive Committee. ➤ Ensuring Members comply with the Code of Conduct.
Development of the Sport	<ul style="list-style-type: none"> ➤ Encouraging more people to take up the sport through developing Clubs/ Leagues, liaising with schools, universities utilising the carpet lanes etc.
AGM	<ul style="list-style-type: none"> ➤ Providing Coaches Sub Committee Report for AGM.
Specific to Junior and Team Ireland Sub Committee	<ul style="list-style-type: none"> ➤ Ensuring Junior Bowlers nearing the end of their Junior careers are aware of the opportunities available through progressing to Team Ireland, for example U30s Euro Nations Challenge, Adult Triple Crown, European Men's/ Women's Championships, IBF World Championships etc.
Specific to Team Ireland Sub Committee	<ul style="list-style-type: none"> ➤ Policing the Senior Whatsapp Group ensuring compliance with GDPR and that it is only used for communicating on Senior events.

Other Roles and Responsibilities within Tenpin Ireland:

Anti Doping Officer	<ul style="list-style-type: none"> ➤ The role and responsibilities of the Anti Doping Officer can be found in the 'Anti Doping Officer Handbook' on our website. ➤ Liaising with Sport Ireland Anti Doping.
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	<ul style="list-style-type: none"> ➤ Completing Anti Doping Officer's Report for Core Grant and Mid Year Review. ➤ Completing Anti Doping Officer's Report for AGM.
Data Protection Officer	<ul style="list-style-type: none"> ➤ Statutory Requirement. ➤ Ensuring General Data Protection Regulations (GDPR) are being followed within the Association. ➤ Maintain Tenpin Ireland Data Inventory. ➤ Setting Data Retention periods and ensuring data is destroyed when retention period is met. ➤ Managing Data Subject Access Requests. ➤ Completing Annual review and update of the Tenpin Ireland GDPR Policy. ➤ Ensuring applicable Members complete required data protection training.
Garda Vetting/ Enhanced Access NI Checks	<ul style="list-style-type: none"> ➤ Processing of Gara Vetting and Enhanced Access NI Checks for Coaches, and other applicable officials.
Membership Secretary	<ul style="list-style-type: none"> ➤ Issuance of Membership Renewal Forms. ➤ Processing of received Membership Forms. ➤ Maintenance of Membership Database in line with Tenpin Ireland's GDPR Policy. ➤ Providing new Member and renewal Membership details to Executive Secretary to enable Executive ratification. ➤ Ensuring lodgement of membership fees.
National Children's Officer	<ul style="list-style-type: none"> ➤ The role and responsibilities of the National Children's Officer can be found in the 'Sport Ireland Ethics Unit National Children's Officer Information Pack' on our website. ➤ The National Children's Officer will be required to complete the following: <ul style="list-style-type: none"> - Safeguarding Training Levels 1-3 within 6 months of taking up the post. - For good practice, also complete the equivalent courses in NI. - Complete Garda Vetting and Enhanced Access NI Checks.

	<ul style="list-style-type: none"> ➤ Completing National Children's Officer's Report for Core Grant and Mid Year Review. ➤ Completing National Children's Officer's Report for AGM.
Press Relations Officer	<ul style="list-style-type: none"> ➤ Working with the Executive on the deliverance of the Marketing actions on the Operational Plan. ➤ Point of Contact for media enquiries. ➤ Issuing press releases on Tenpin Ireland Members' achievements. ➤ Publishing material sent by Sub Committees and designated supporting Press Relation Officers. ➤ Managing official Tenpin Ireland Social Media accounts. ➤ Editor of quarterly newsletter and working with appointed Members to provide articles.
Selection Committee	<ul style="list-style-type: none"> ➤ Selection of teams/ individuals to represent Ireland. ➤ Obtaining Executive ratification on Squads at each of each season. ➤ Setting deadline on acceptance of selection to represent Ireland to Secretary of applicable Sub Committee.
Technical Committee	<ul style="list-style-type: none"> ➤ Lane Sanctioning of all bowling centres under Tenpin Ireland's remit.
Webmasters	<ul style="list-style-type: none"> ➤ Managing official website of Tenpin Ireland. ➤ Publishing material sent for publication onto website by Executive and Sub Committees. ➤ Managing website domain renewal. ➤ Managing domain of official email accounts.