West Wickham Bowling Club

"Management Committee Handbook"

for all bowling & social activity

(a companion document to

"House rules and processes")

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Purpose

The Board of Trustees has delegated powers to the Management Committee. Two documents “House rules and processes” and this companion document “Management Committee Handbook” together detail the substance and boundaries of the delegation.

Whilst The Board of Trustees delegate such detailed authority the Board is ultimately responsible for the decisions and actions of the charity.

This document is a supporting reference document to aide the management committee in exercising their duties and responsibilities. The underlying aim of the content is to ensure consistent and accurate outcomes in accordance with the WWBC CIO constitution and the management document “house rules and processes” for all bowling and social activity.

The Board of Trustees and the Management Committee recognises the need for on-going flexibility in defining and keeping the duties and functions of key officer roles up-to-date, including the respective authority and expenditure limits of officers and sub committees.

The initial content of this reference document will be devoted to maintaining this necessary flexibility as allowed for in the WWBC CIO Constitution and the companion document “House rules and processes”.

All financial practices must adhere to the WWBC CIO Financial Control Policy.

Over time the aim is to produce additional specific sections covering the many topics that the main committee have to cover.

Any member newly elected to the management committee should browse this reference document as part of their induction to the role.

Updates to this reference document are the sole responsibility of the Management Committee following approval of changes from the Board of Trustees.

1.1 Expenditure limits

The management committee, at their first management meeting of each calendar year will as necessary recommend to the CIO Board of Trustees changes to levels of expenditure for the next 12 months. Changes to authority levels of expenditure must be formally authorised by the Board of Trustees.

1.2 Authority levels for expenditure are (2025)

Any single item or activity of expenditure that might potentially exceed £5,000 must be approved by the Board of Trustee before expenditure is committed to.
See below (2.1) for terms applying to expenditure that exceeds individual limits.

(a) President £1,000 per month
(b) General Secretary £1,000 per month
    (1) General administration £500 on any single item
    (2) For administrative contracts (12 months or less) £200 per contract
    (3) For bowls related activity
        (I) Affiliation fees and competition entries - £1,000 per transaction
        (II) Clothing and accessory bowls equipment - £500 per transaction
(c) Treasurer - no accumulative monthly limit however…
    (1) Any single item £2,000
    (2) Any single contract (12 months or less) £2,000
    (3) For secondary approval see 2.1
(d) Cashier - No authority
(e) Bar Manager £3,000 per month
    (1) A single bar stock “shop” not to exceed £500 (draught excluded)
    (2) A single order of draught kegs not to exceed £700
    (3) Each member of the bar team not to exceed £500 spend per week
    (4) Any single capital item of expenditure not exceeding £1,000 must in the first instance be approved by the management committee
    (5) Bar Float not to exceed £120
(f) Green Ranger £2,000 per month
    (1) For product supplies not to exceed £1,000 per order
    (2) For servicing of equipment £1,000 per piece of equipment
    (3) Green maintenance project - per project £1,000
    (4) For any single capital item see 2.1
(g) Maintenance Manager £2,000 per month
    (1) For supplies and minor maintenance on any single item/activity £500
    (2) For major maintenance and repairs - any single activity £2,000
    (3) For maintenance contracts (12 months or less) £500
    (4) For any single capital item see 2.1
(h) Men and Ladies bowls’ section sub committees
    (1) £200 per week
    (2) Float not to exceed £120
(i) Social Manager / Committee
    (1) £500 on any one social event
    (2) £200 per week
    (3) Float not to exceed £100
    (4) For any single capital item of expenditure refer to the Maintenance Manager
(j) Welfare Officer
    (1) £100 float - to be topped up on request
    (2) Receipts to be provided for any single item spend of £25 of more

For the avoidance of doubt if expenditure arises that is not explicitly covered by 1.2 or 2.1 authority must then be obtained from the Management Committee or as necessary the Board of Trustees prior to commitment of expenditure.

2.1 Individual delegated expenditure authority

Each member of the management committee may provide authority for club expenditure related to their primary role to a maximum limit per month (see 1.2).

Authority for expenditure must ensure funds are committed solely for the purpose of supporting the “objects” defined in the WWBC CIO constitution.

No individual may authorise expenditure or payment that relates to themselves in full or part, directly or indirectly.

Within the detailed authority limits shown in see 1.2 where an individual has personally funded expenditure (e.g. Bar stock, Maintenance supplies, Food and beverages) - then they will on presentation of an invoice or receipt to the treasurer be refunded in full.

Any expenditure estimated to be more than the monthly authority level (of an individual) but not exceeding twice the monthly limit will require approval from the Treasurer.

Any expenditure estimated to cost more than twice the monthly authority level will require approval from the Board of Trustee before proceeding.

Additionally the management committee will set weekly expenditure levels for the ladies and men’s bowling committees, the social committee and bar team. Beyond these limits approval must be obtained from the management committee prior to the commitment of funds.

2.2 The President

The club President will have secondary authority in support of expenditure of management committee colleagues with specific areas of responsibly - in their absence the President will step in to their shoes for authority levels.

2.3 Cub General Secretary

The club secretary may approve expenditure relating to the club’s general administration (e.g. Website, Bowlr, Stationery) and specific bowling activity (e.g Affiliation fees and competition entries and clothing) plus promotion of bowls.

2.4 The Treasurer

In the temporary absence of the Treasurer the club Secretary may assume the authority of the Treasurer.

All annual (or longer) contracts require approval from the Board of Trustees prior to entering or renewing.

Whilst the Treasurer may authorise payments from the club’s bank accounts including transfers between accounts, a dual authority will be in operation whereby a second authority must approve any expenditure transaction - the second authority will be a member appearing on the bank mandate.

2.5 The Cashier

The club cashier has **no authority for expenditure.** The cashier should record all monies received and what it is for and bank all funds not less than on a weekly basis. The detail of the monies banked should be passed to the Treasurer as soon as reasonably possible.

2.6 The Bar Manager

The bar manager will have an expenditure limit authority per month (see 1.2) to enable bar stock levels to be maintained. Additionally on authority from the bar manager members of their core bar group have the authority to purchase stock. A member of the core bar group has an expenditure limit authority per week (see 1.2).

All capital expenditure related to the bar (e.g. replacement of bar equipment i.e. Fridges), must be agreed in concert with the Maintenance Manager and agreed by the Treasurer.

2.7 The Green Ranger

The green ranger will have an expenditure limit authority per month (see 1.2) to enable the smooth operational running of the green activity.

Any capital expenditure for equipment or overall works that exceed the monthly authority level will require approval as identified in 2.1.

Additionally on authority from the green ranger, members of the green team have authority to commit to specific items of expenditure, that fall within the monthly expenditure limit for the Green Ranger.

2.8 Maintenance Manager

The Maintenance Manager will have an expenditure limit authority per month (see 1.2).

Any capital expenditure or overall works including refurbishment and decoration costing more than the monthly authority level will require approval as identified in 2.1.

2.9 Men and Ladies Bowls section (sub committees).

No separate funds are to be held except for a token petty cash amount (no more than the limit set in 1.2) to be used for the sole purpose of welfare or catering activities. It is accepted from time to time transitory funds greater than the set limit will have been collected from charitable donations or social events - these are to be passed to the club's cashier for banking at the earliest opportunity.

2.10 The Social Manager

The Social manager will have an expenditure limit authority per event and a limit per week for provisions & supplies (see 1.2).

All capital expenditure related to the kitchen (e.g. Fridge), must be agreed in concert with the Maintenance Manager and agreed by the Treasurer.

2.11 The Welfare officer

Expenditure authority is given to the Welfare officer to respond to the plight of individual members (or their partners / immediately family) by sending cards. As such expenditure is variable over the course of a month and year - the Welfare Officer should claim expenses when required.

2.12 Safeguard officer

The Safeguard Officer has no authority for expenditure. Should expenditure be anticipated the Safeguard Officer should in the first instance contact the Treasurer.

3. Duties of officers

3.1 Club President (CP) and Vice President (VP)

(a) In accordance with the WWBC "house rules and processes" for bowling and social activity clause 2.3 "Appointment of key roles" the position of President / Vice President will be appointed by the Management Committee (MC). The position to be filled from present or past officers of the club or from members of long standing who in the opinion of the MC have made a valued contribution to the club.

(b) For the purposes of this handbook the term CP and VP are inter changeable

(c) The CP when in attendance will chair management committee meetings. On matters of administration the CP will not vote but in the case of a tied vote the CP shall have the casting vote.

(d) The CP will preside over the bowling clubs AGM acting as chair.

(e) For KCBA and other prestigious fixtures held at WWBC the CP will formally greet and welcome the visiting officers and teams and thereafter formally "handover" the green for the match to the visiting senior officer.

(f) The CP along with the elected WWBC captains will nominate the charity that the club will support in fund raising activities for the playing season April to September.

(g) The CP will oversee the club's final's day and award the participants with their prizes.

(h) The CP with the assistance of both club captains will organise and oversee a club bowling day that seamlessly fits into the club's fixture list; to be referred to as "President's Day" in support of the club's nominated charity.

3.2 General Secretary (GS) - to be defined

3.3 Treasurer (CT)

(a) The management committee prior to the AGM will invite a volunteer from the membership with appropriate experience and skills to hold the role of club treasurer. A new candidate will hold the post for 18 months.

(b) The CT will have the authority for expenditure as defined in 1.2

(c) The main tasks of the role have been grouped under three headings.

(1) Regular

1. Manage the club's income and expenditure in accordance with club rules
2. Keep up to date financial records including filing of invoices & receipts
3. Regularly report to the club's main committee on all financial matters
4. Efficient payment of invoices and bills
5. Provide energy and water providers with up to date meter readings
6. Liaise with the
    - (a) Cashier regarding receipt and banking of cash and cheques
    - (b) Prize Draw organisers to pay monthly winners their prize money
    - (c) Bar Manager regarding bar expenditure and payment to suppliers
    - (d) Green Ranger regarding green expenditure and payment to suppliers
    - (e) Maintenance Manager regarding maintenance expenditure and payment to suppliers and for services
    - (f) Respective bowling secretaries and bowling reps to pay affiliation and comp fees
7. Twice yearly liaise with the Treasurer of Theatre 42 water bill contributions

(2) Year end

1. Produce an end of year financial report for respective AGM
2. Review the year's financial accounting with the Independent Examiner
3. Prepare the accounting CC16a document for submission to the Charity Commission

(4) Financial planning

1. Produce a financial forecast outlook in February and revise in July

2. Liaise with the Treasurer of the WWPFT (landlord) regarding any anticipated charges
3. With the Green Ranger set a budget (in April) for annual Green expenditure
4. With the Maintenance Manager set a schedule (in February) for works and related costs AND update 5 year capital replacement register
5. With the Bar Manager review bar pricing twice a year to enable financial targets to be met
6. Review all utility and energy contracts in a timely manner and recommend renewals of contracts
7. Review with the management committee the performance of the club and advise on future outlooks and any changes required to current practice

3.4 Club Cashier (CC)

(a) The club cashier will receive from the club's various sources, officers and members, all cash and cheques and then bank them in a timely fashion - weekly or less depending upon amounts received.

(b) Collected cash and cheques are recorded by the CC (from whom and reason and date) and secured under lock and key with access restricted to those who through necessity need it.

(c) The CC will inform the club Treasurer of all payments received (from whom and reason and date) and when banked.

3.5 Bar Manager (BM) and team

(a) The management committee prior to the AGM will invite a volunteer from the membership with appropriate experience to hold the role of Bar Manager. The BM will then invite appropriate volunteer members to form a core group to manage the bar operations.

(b) The primary functions of the BM are to agree and publish a bar rota, ensure bar stock levels are maintained and that the bar area is clean and safe. Plus oversee the receipt of monies from bar sales, the float level and ensure cash received is passed to the club's cashier for banking at the earliest opportunity. The BM will oversee the recording of daily bar cash receipts and report immediately to the management committee should there be any areas of concern. Weekly in arrears the BM shall pass such records to the club's Treasurer - this is critical to enable the Treasurer to calculate the club's tax position.

(c) The BM will have an expenditure limit authority per week as defined in 1.2 above. And will have the authority to authorise core members to purchase stock on behalf of the club as defined by 1.2. The BM is responsible for ensuring all bar stock receipts are given to the Treasurer on a timely basis - confirming the amount to refund and who needs refunding.

(d) The BM is responsible for ordering draught beer kegs, checking that the orders have been delivered and managing the relationship with the supplier.

(e) Draught beers require gas bottles to operate which are provided by a leading supplier. The BM is the principal contact for gas supplies.

(f) A contract to collect and dispose of used bottles is maintained. This contract is managed by the club's Treasurer. However it is the responsibility of the BM to ensure the bottle bin is made available for collection and retrieved after collection.

(g) The BM twice a year will review bar pricing in concert with the Treasurer and recommend to the management committee bar pricing from 1) the start of the calendar year 2) second week in April prior to the start of the bowls season. Bar pricing should be set to enable the target of 42% net profit to be delivered. The main committee will recommend bar pricing to the Board of Trustee for their approval.

(h) The BM will ensure the bar area and stock room operate in a safe environment. With particular care to observe the (fitted) CO2 monitor for safe levels.

(i) The BM from time to time will perform a stock take to ensure stock is within date and reflects the levels of stock in relationship to recent purchases and sales.

(j) The approximate value of stock held in the third week of October should be relayed to the Treasure for end of year reporting along with float level and any other cash held.

(k) The BM's oversight of cash will ensure

(a) cash is stored under lock and key and access is restricted to the bar team

(b) cash is regularly (ordinarily weekly) given to the cashier for banking

(c) cash float levels that exceed the limit are passed on to the cashier

(l) The bar team will ensure the bar area is secured with grills and padlocks following each daily use of the bar

3.6 Green Ranger (GR) and team

(a) The management committee prior to the AGM will invite a volunteer from the membership with appropriate experience to hold the role of Green Ranger. The GR then invites appropriate volunteer members to form a core group to form the Green team.

(b) The GR and Club's Treasurer will agree an expenditure budget in April for the remainder of the financial year.

(c) The GR will be responsible for ordering products and checking that orders have been delivered and manage the relationship with the supplier. Likewise, service and maintenance of equipment. The GR will have an expenditure limit authority per month as set out in 1.2.

(d) The GR will be responsible for the overall management of the green playing surface; including defining the opening and closing times for the green for the season. And throughout the season, as necessary, closing the green or rink(s) to protect the playing surface.

(e) The GR will produce a green cutting rota using club volunteers who are trained and supervised.

(f) Provide input into the club's equipment replacement register - identifying end of shelf life and likely timing of replacement and cost of all major green equipment.

3.7 Maintenance Manager (MM)

(a) The management committee prior to the AGM will invite a volunteer from the membership with appropriate experience and skills to hold the role of Maintenance Manager.

(b) The primary function of the MM is to oversee the upkeep of the club's facilities to ensure their good working order and to refresh the fabric of the club so it does not become tired over time.

(c) Club facilities to include all buildings and internal spaces plus the patio, club entrances and exits and perimeter hedges but not the green nor the borders, nor shrubs or other gardening entities.

(d) The MM will…

(i) Schedule and organise repairs and redecoration of club facilities in a timely fashion - liaising with the Treasurer on estimate costings for specific planned activities. Major projects should be presented to the management committee in good time for approval.

(ii) Provide input into the club's equipment replacement register - identifying equipment end of shelf life and likely timing of replacement and cost.

(iii) Organise and schedule as appropriate necessary safety inspections to include Alarm, PAT and Fire extinguisher annual maintenance.

(iv) Have the authority for expenditure defined in 1.2

3.8 Men and Ladies Bowls Sections (sub committees)

To be defined

3.9 Social Manager (SM) and committee (SC)

(a) The management committee prior to the AGM will invite a volunteer from the membership with appropriate experience to hold the role of Social Manager (SM). The SM then invites appropriate volunteer members to form a core group to form the Social committee (SC).

(b) The SC will be responsible for managing all social events through the calendar year. This SC will have the authority to manage the income and expenditure for each event - save

the bar management which will remain the responsibility of the bar manager. The aim of each event is to financially break even or better.

(c) The SM will have an expenditure limit authority per event (as defined in 1.2).

(d) Beyond this authority level limit approval must be obtained from the Treasurer.

(e) The SC from time to time will publish details of forthcoming events on the club notice board and the club's website. They will manage numbers of attendees adhering to the rights and privileges of each membership class to (or not) attend social events.

(f) Following a social event any surplus monies should be paid into the club's bank account directly and the Treasurer noticed of the amount at the earliest opportunity.

(g) A modest "catering" cash float will be utilised for the provision of light refreshments and snacks. Cash in excess of set limit (see 1.2) should be passed to the cashier for banking.

(h) The SC will be responsible for operating any fund-raising events including the club's prize draw activity. Prize draw income should be passed to the club's Treasurer who will record income. Additionally, on advice from the SC the Treasurer will pay monthly winners of the draw. The Treasurer will keep this SC apprised of the fund level on a monthly basis following each monthly prize draw and payment out.

3.10 Welfare Officer (WO) - To be defined

3.11 Safeguard Officer (SO) - To be defined

4. Membership Fees

The Board of Trustees (BoT) will set the membership fees on an annual basis prior to the commencement of the renewal cycle following recommendation from the Management Committee. On confirmation of the fees the Treasurer will inform the Membership Secretaries.

Membership fee rates will be applied as follows…

- Experienced Player - Adult Full Playing Member rate (club) plus the Kent & Bowls England mandatory Affiliation fees
- New to bowling player - discretionary introductory offer - Adult Full Playing Member rate (club) plus the Kent & Bowls England mandatory Affiliation fees
- Junior Playing Member rate (club) plus the Kent & Bowls England mandatory Affiliation fees
- Life Member whether playing or social - Gratis - No fees applied
- Associate (Social) Member
- Outlying Member

Membership renewal payments by cheque can be received by the Cashier and the Membership secretaries; cheques are to be paid into the club's bank account by the respective recipient noting all the cheque details. The Treasurer is to be informed of all cheque payments.

5.0 Action checklist for Board of Trustees

A. Agree annual subscription rates and internal competition and participation fee
B. Agree bar pricing twice a year - January and April
C. Agree annually authority levels of expenditure for Officers and Sub committees
D. Any single item or activity of expenditure that might potentially exceed £5,000 must be approved by the Board of Trustee before expenditure is committed to.
E. Any expenditure estimated to cost more than twice the monthly authority level of an officer will require approval from the Board of Trustees prior to ordering.
F. All annual (or longer) contracts require approval from the BoT prior to signing