

BOWLS SURREY



ROLE DESCRIPTION

MATCH SECRETARY (SCWBA)

One of the most demanding roles within the Association's management, the Match Secretary is responsible for the planning of the playing schedule of the Association, and for implementing that schedule throughout the year. Specifically, for organising and running: -

Inter County Friendly matches

President's matches

Bowls Surrey Celebration matches in conjunction with the Match Secretary of SCWBA.

Also, in conjunction with the appropriate team managers, dates and venues (only) for: -

Under 25 Junior Home Counties League and friendly matches.

Who will I work with?

- President
- Bowls Surrey Management Committee
- Under 25 and Johns Trophy & Walker Cup Team Managers
- Players and members of Affiliated Clubs
- Other County Match Secretaries
- SCBA Match secretary

What will I do?

- Arrange matches with other counties, clubs, and associations by December 31st.
- Liaise with Vice President arrange matches for his Presidential year by 30th November.
- Liaise with Clubs & SCBA Match Secretary who wish to have Celebration matches.
- Arrange with Clubs, facilities, especially greens, for agreed home matches.
- Agree costs for matches based on transport needs and club charges.
- Investigate and make recommendations for any coach journeys required for the coming season. Book as appropriate
- Populate the online system with all agreed matches by 31st January.
- Issue and receive Match Application Forms (MAF) for players who wish to play in matches who do not have access to the online system.
- Attend Selection meetings and notify players so selected, by letter or electronically as appropriate, and if necessary, work to replace those unable to fulfil their offer to play.
- Attend County management meetings, and other meetings as required.
- Ensure that the Match online system is kept up-to-date, and that the General Secretary is informed of any changes to match details.
- Receive advance payments for matches.
 - Prepare score cards.
 - Liaise with opposition Match Secretary on day of match.
 - Maintain an attendance register and receive any monies due.

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	<ul style="list-style-type: none"> ○ Pay any costs due. ○ Act as Master of Ceremonies at home matches or provide a deputy. ○ Provide President with Details of opponent’s officers, Club representative, Caterers and Bar staff, Surrey Top rink, those receiving their County Badge, (County matches only) <ul style="list-style-type: none"> ● Enter results of all matches on the online system. ● Be available by phone and email for any last-minute problems. 	
How much time will I need to give?	<ul style="list-style-type: none"> ● Several hours per week administration ● Attendance at all County and President’s Matches ● Bowls Surrey Celebration matches to be shared with SCWBA Match Secretary. 	
What do I need to do this role?	<ul style="list-style-type: none"> ● To be approachable and friendly ● Good IT & communication skills – verbal and written. ● Well organised ● Have excellent attention to detail and accuracy. 	
What are the benefits and how will you support me?	<ul style="list-style-type: none"> ● Satisfaction of making a vital difference to the County and the players within it. ● Being part of a team ● Learning new skills. ● The County will reimburse any <u>agreed</u> expenses that you incur. ● The County will provide any necessary training and support as required. 	
Annual Schedule (Example)	<p>May / September December</p> <p>January</p> <p>February</p> <p>March - September</p>	<p>Agree with County Match Secretaries dates for following year, normally done at the match for current year.</p> <p>Contact Clubs and Associations with dates and possible venues.</p> <p>Liaise with VP matches for following year.</p> <p>Finalise programme for online Match system.</p> <p>Confirm Green availability with Clubs and fees.</p> <p>Issue (MAF) Forms to all clubs and place online.</p> <p>Confirm prices for Coaches for away matches.</p> <p>Liaise with appropriate clubs for car park facilities for away matches.</p> <p>Work with Selection Committee to Select players for all games.</p> <p>Hold County match Selection meetings as and when required.</p>