

BOWLS SURREY



ROLE DESCRIPTION

COMPETITION SECRETARY (SCWBA)

This is an important role, as players who enter county competitions rely totally on those who run the competitions to ensure fair play.

Who will I work with?

- With Competition Coordinator.
- With fellow Competition Secretaries.

What will I do?

- Hold a pre-season meeting with (CC) to review the schedule and draw for the competitions.
- Following the conclusion of the season carry out, with the above members, a review of the season's programme.
- The results of the draws are to be available to Competitors by the start of Week 12. on the website.
- To enter results online, for players without online access, whilst competitions are in progress.
- Arrange venues for the later stages of the competitions (Quarter and Semi-Finals) and arrange the running of each discipline during that period.
- Arrange for umpires and markers where needed and arrange payment.
- Make arrangements for the engraving of Trophies and delivery to dinner venue and return SCWBA trophies to Southey following the event. Arrange for the setting up of trophies for the event.
- To be consulted and have input to any future review of the make-up of the Areas/Divisions.

How much time will I need to give?

- The role requires that time is required during March when the organisation of the Draws is being set up.
- Assist with the Organisation and attendance at Quarter & Semi-finals.
- Assist with the Organisation and attendance at Finals Days
- Assist with Organisation of Presentation Evenings. 1 Day
- Miscellaneous calls on your time approximately 20 hours per season.

What do I need to do this role?

- To be approachable and friendly
- Excellent communication skills – verbal and written.
- Well organised
- Good IT skills
- Have excellent attention to detail and accuracy.

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What are the benefits and how will you support me?

- Satisfaction of working with Officers of the County and being part of a team
- Interaction with competitors and Club Officers.
- The County will reimburse expenses incurred according to a formula agreed from time to time by the Bowls Surrey Board.
- The County will provide any necessary training and support as required.