

BOWLS SURREY



ROLE DESCRIPTION

COMPETITION CO-ORDINATOR

Who will I work with?

- With, Competition Secretaries.
- Junior Team Manager, BS Affiliation Co-ordinator
- Surrey Area Committees, IT Programmer.

What will I do?

- Be the primary link between the Competition Secretaries and the Bowls Surrey IT coordinator.
- Liaise with the Affiliation Co-ordinator to ensure that entries to the competitions as detailed on the Affiliation Forms are passed to the Competition Secretaries in good time.
- Arrange with the Competition Secretaries, to hold a pre-season meeting 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.
- Support the Competition Secretaries and adjudicate on issues arising from playing the competitions. Your decision as Co-ordinator will be final.
- Arrange venues for the later stages of the competitions (Quarter and Semi-Finals) together with the Competition Secretaries, arrange the running of each discipline during that period, again with the Competition Secretaries.
- Liaise with the General Secretary and Competition Secretaries on the Finals Day Schedule.
- Together with the Competition Secretaries make arrangements for the engraving of Trophies and delivery to Dinner venues and return trophies to their respective display locations following the event. Assist the General Secretary and Competition Secretaries in setting up the trophies for the event.
- Be a member of any future review committee any changes to the make-up of the Areas / Divisions.

How much time will I need to give?

- The role requires that time is required during February/March when the organisation of the Draw is being set up. (possibly 2 meetings at 3 hours each)
- Organisation and attendance at competitions during weeks 28 and 29 (Men)
- Organise and attendance at Finals Day(s)
- Organise and attendance at Presentation Evenings. 2 whole days.

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	<ul style="list-style-type: none">• Miscellaneous calls on your time approximately 20 hours per season.
What do I need to do this role?	<ul style="list-style-type: none">• To be approachable and friendly• Excellent communication skills – verbal and written• Well organised• Excellent IT skills• 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 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 Executive.• The County will provide any necessary training and support as required.