

BOWLS SURREY



ROLE DESCRIPTION

MATCH SECRETARY

One of the most demanding roles within Bowls Surrey 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
- Celebration matches

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

- Under 25 Junior Home Counties League and friendly matches.
- Home Counties League matches.

Who will I work with?

- President
- Bowls Surrey Management Committee
- Under 25 and Middleton Cup Team Managers
- Players and members of Affiliated Clubs
- Other County Match Secretaries
- If more than one 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 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 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, this can be delegated. ○ Provide President with Details of opponent's officers, Club representative, Caterers and Bar staff, Surrey Top rink, those receiving their County Badge, and Surrey glasses (Men's County matches only) ● 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 during outdoor season. ● Attendance at all County and President's Matches. ● Bowls Surrey Celebration matches. 	
What do I need to do this role?	<ul style="list-style-type: none"> ● To be approachable and friendly ● Good communication skills – verbal and written. ● Well organised ● Good 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 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</p> <p>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 publication of the 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 Sutton BC and King George IBC 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 follows; -</p> <p>March = April / May's matches</p> <p>April = June Matches</p> <p>May = July Matches</p> <p>June = August / September matches</p>