

# BOWLS SURREY



## ROLE DESCRIPTION

### COMPETITION SECRETARY

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

<b>Who will I work with?</b>	<ul style="list-style-type: none"> <li>• With Competition Coordinator.(CC)</li> <li>• With fellow Competition Secretaries.</li> </ul>
<b>What will I do?</b>	<ul style="list-style-type: none"> <li>• Hold a pre-season meeting with (CC) to review the schedule and draw for the competitions.</li> <li>• Following the conclusion of the season carry out, with the above members, a review of the season's programme.</li> <li>• To enter results online, for players without online access, whilst competitions are in progress.</li> <li>• Arrange venues for the later stages of the competitions (Quarter and Semi-Finals) together with the (CC), arrange the running of each discipline during that period, again with the (CC).</li> <li>• Assist the General Secretary and (CC) in setting up the trophies for the finals &amp; County Dinner.</li> <li>• To be consulted and have input to any future review of the make-up of the Areas/Divisions.</li> </ul>
<b>How much time will I need to give?</b>	<ul style="list-style-type: none"> <li>• The role requires that time is required during March when the organisation of the Draws is being set up.</li> <li>• Assist with the Organisation and attendance at competitions at Quarter &amp; Semi-finals</li> <li>• Assist with the Organisation and attendance at Finals Day</li> <li>• Assist with the engraving of trophies.</li> <li>• Assist with Organisation of Presentation Evenings. 1 Day</li> <li>• Miscellaneous calls on your time approximately 20 hours per season.</li> </ul>
<b>What do I need to do this role?</b>	<ul style="list-style-type: none"> <li>• To be approachable and friendly</li> <li>• Excellent communication skills – verbal and written</li> <li>• Well organised</li> <li>• Good IT skills</li> <li>• Have excellent attention to detail and accuracy.</li> </ul>
<b>What are the benefits and how will you support me?</b>	<ul style="list-style-type: none"> <li>• Satisfaction of working with Officers of the County and being part of a team</li> <li>• Interaction with competitors and Club Officers.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• The County will reimburse expenses incurred according to a formula agreed from time to time by the Bowls Surrey Board.</li><li>• The County will provide any necessary training and support as required.</li></ul> |
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