Role Description – Women's Match Secretary

Purpose of the Role

- To plan and run Women's County Friendly matches and Bowls Surrey Mixed matches in conjunction with the Men's Match Secretary.

Appointment

- This is a Management Committee position
- Appointed by Management Committee to serve for a three-year period
- May be reappointed

Key Contacts

- Men's Match Secretary
- Women's Match Secretary Assistant
- Women's President
- General Secretary
- Treasurer

Responsibilities

- Arrange matches with other counties, clubs and associations, by 31 December as far as is possible
- Arrange venues for home matches
- In conjunction with the Men's Match Secretary liaise with clubs who wish to have Celebration matches
- Enter details of all matches in the Online Match System, by 31 January as far as is possible
- Forward details of all matches to the General Secretary for publication on the Calendar, by 31 January as far as is possible
- Inform General Secretary of any changes to matches so the website can be kept up to date
- Liaise with clubs hosting home matches to ensure everything is in place for those matches
- Liaise with opposing Match Secretaries over arrangements for matches
- Arrange Selection meetings and forward dates to General Secretary for publication on the Calendar, by 31 January as far as is possible
- Chair Selection meetings, update Online Match System with selections and notify players selected
- Find extra players where matches are under-subscribed or players drop out to ensure full teams for matches
- Notify host clubs of number of visitors and any dietary requirements of players or visitors
- Prepare all necessary paperwork for matches, including scorecards
- Be available to be contacted over any last-minute problems
- Check in players at matches and collect outstanding match fees

- Draw rinks with opposing Match Secretary
- Provide President with details of opponent's officers, Club representative, caterers and bar staff, Top Rink and Bottom Rink, players receiving their County Badge or Colts Flash, as appropriate
- Act as Master of Ceremonies at home matches
- Pay host clubs monies due
- Pay travel allowance to players for away County Friendly matches
- Update the Online Match System with match results
- Update the Online Match System with match fees paid in cash
- Maintain spreadsheet of match income and expenditure (with Men's Match Secretary)
- Maintain register of unbadged players who play in County Friendly matches to identify those who qualify for their Colts Flash (with Men's Match Secretary)
- Write report for each Management Committee meeting
- Attend Management Committee meetings
- Act as signatory on Women's Match bank account

Time Required

- Unquantifiable time planning and running matches
- Attend all Women's County Friendly matches
- Attend Bowls Surrey Mixed matches (shared with the Men's Match Secretary)
- Attend Management Committee meetings, usually three a year

Skills and Attributes Required

- Well organised
- Meticulous record-keeping and excellent attention to detail and accuracy
- Financial literacy
- Confident and good at communicating
- Approachable and friendly