

Royal County of Berkshire Bowling Association

ROLE PROFILE

COMPETITION SECRETARY Ladies & Men



The Competition Secretary is responsible for the planning, execution and reporting of all Championships and Competitions. In conjunction with the Competitions Committee the Competition Secretary ensures that all Competitions are run according to the Competition Rules and the Laws of the Sport of Bowls. The post holder is a member of the Executive Committee. The Competition Secretary is elected for a one-year period at an AGM and attracts an Honorarium.

Who will I work with?

- The Competition Secretaries will work closely together.
- Other members of the Executive Committee.
- Officers of the Management committee.
- Club Secretaries
- All appointed Officers.
- Officers and Officials of Bowls England.

What will I do?

- Input the dates and venues of all final stage competitions arranged into the overall County Calendar prepared by the Administrator as soon as possible or send a spreadsheet of dates to Administrator.
- Oversee all the Competition arrangements. In conjunction with the Match Secretary write to the Club Secretaries of the nominated clubs and confirm the arrangements for their appointed day(s).
- In conjunction with the County Assistant Secretary prepare and send out the notice of Competition Entry input on IT portal to all the Club Secretaries, include any other requests for any other information required from Clubs by the County and Bowls England.
- Upon receipt of the Competition returns from the I.T portal prepare for the draw.
- Arrange for the draw to take place (usually early March).
- Ensure posting of both Ladies and Men's Competitions Draw is coordinated.
- Ascertain all the Umpire and Marker requirements for the coming season and send these requirements to the Berkshire Coordinator of the Umpires Association.
- Liaise with each other when making the arrangements for the Mixed Double Fours Competition.
- Prepare a schedule of the final stages of Competitions for the County Officers to co-ordinate and ensure attendance of the Organisation's representatives across the final stages.
- Make the arrangements for all finals days.
- Collect the trophies from the current holders; in order that they can be presented at the relevant Final's Day.
- Support the County Assistant Secretary with the purchasing of individual prizes for presentation at the relevant Final's Day if required.

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	• Complete all the details for those attending National Finals and send to BE. • Following the Final's Days arrange the engraving of all the trophies. • Liaise with Assistant Secretary on the availability of the engraved trophies for the Presentation Lunch/Dinner if required. • On completion of the season's competitions collate and circulate names of any new County Badged/Colt players. • Liaise with the President on the running of the President's Invitation Day for Captains Secretaries and Officers if required. • Maintain statistics associated with competition entries. • Prepare reports for meetings of the Executive Committee. • Prepare report for annual Council meeting.
What do I need to do this role?	• 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?	• Satisfaction of making a vital difference to the County and the players within it • Being part of a team • Learning new skills and using your ability to carry out administrative and management tasks.