

Surrey County Bowling Association



ROLE DESCRIPTION

HON. MATCH SECRETARY

One of the most demanding roles within the Association's 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

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

- Under 25 County and friendly matches
- Middleton Cup matches
- Home Counties League matches

Who will I work with?

- SCBA Council and the Finance and General Purpose Committee
- Under 25 and Middleton Cup Team Managers
- Players and members of Affiliated Clubs
- Other County Match Secretaries
- SCWBA Match secretary and members of SCWBA Executive

What will I do?

- Arrange matches with other counties, clubs and associations.
- Arrange with Clubs, facilities, especially greens, for agreed 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
- Issue and receive D Forms for players who wish to play in matches and use web based alternatives as required.
- Attend Selection meetings and notify players so selected by letter or electronically as appropriate, and if necessary work to replace those unable to fulfil their offer to play.
- Attend County management meetings including Council, F&GP and other meetings as required.
- Discuss with the Senior Vice President, his requirements for President's matches in the following season taking note of Clubs and associations having anniversaries or other celebrations.
- Receive advance payments for matches
- At matches

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	<ul style="list-style-type: none"> ○ Prepare score cards ○ Maintain an attendance register and receive any monies due ○ Pay any costs due ○ Prepare a financial statement for each match ● Advise the County Secretary and the Webmaster (as required) of results of all matches ● 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"> ● 8 hours per week administration ● attendance at all County matches (possibly 3 per week during the season) 												
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 and developing your ability to carry out financial management tasks ● 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	<table border="1"> <tr> <td>August/ September</td> <td>Contact Clubs and Associations with dates and possible venues</td> </tr> <tr> <td></td> <td>Finalise programme for publication in Year Book, Officer's card and Webpages</td> </tr> <tr> <td>December</td> <td>Confirm Green availability with Clubs If D Form ready issue to Councillors at Council meeting</td> </tr> <tr> <td>January</td> <td>Issue D Forms to all clubs, Officers and holders of County Badge Confirm prices for Coaches for away matches Liaise with Sutton BC and King George IBC for car park facilities for away matches</td> </tr> <tr> <td>March</td> <td>Closing date for players. Work with President to Select players for Presidents games hold first County match Selection meeting. Offer to Selected Players, receive confirmations and payments (including visitors)</td> </tr> <tr> <td>April - September</td> <td>Attend all matches or arrange for deputy Hold 2nd and subsequent selection meetings as necessary Deal with any issues, conflicts or problems arising for Matches in conjunction with President and team managers as appropriate</td> </tr> </table>	August/ September	Contact Clubs and Associations with dates and possible venues		Finalise programme for publication in Year Book, Officer's card and Webpages	December	Confirm Green availability with Clubs If D Form ready issue to Councillors at Council meeting	January	Issue D Forms to all clubs, Officers and holders of County Badge Confirm prices for Coaches for away matches Liaise with Sutton BC and King George IBC for car park facilities for away matches	March	Closing date for players. Work with President to Select players for Presidents games hold first County match Selection meeting. Offer to Selected Players, receive confirmations and payments (including visitors)	April - September	Attend all matches or arrange for deputy Hold 2 nd and subsequent selection meetings as necessary Deal with any issues, conflicts or problems arising for Matches in conjunction with President and team managers as appropriate
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