

# Gloucestershire Short Mat Bowling Association

## Competitions Secretary (association officer)

### JOB DESCRIPTION

The Competitions Secretary must be a member of a Gloucestershire SMBA registered club.

#### **Duties**

1. Notify ESMBA Nationals Organiser of the Competitions Secretary's name and address, tel no. email – find the organiser's information in the ESMBA nationals information pack (available from the ESMBA website).
2. Upon receipt of National entry forms, fill in all necessary information on each form and distribute to clubs. Be sure the county closing date gives ample time for co-ordination of returns - bear in mind the ESMBA closing date. Receive all county/national entry forms, check entry fees and forward with a summary of the entries to the GSMBA Treasurer.
3. After the closing date for Gloucestershire, keep detailed and accurate information from every return.
4. Send the club original entry forms to the ESMBA Nationals Organiser together with a cheque for entry fees.
5. Once the number of entries for a competition are known work out the details for each event in accordance with the current ESMBA instructions and guidelines.
6. Organise a draw of teams for the round robins. Be sure that this is done with sufficient witnesses, e.g. at a league match.
7. Notify all teams of the venue and the booking in time. It is optional whether to publicise the draw ahead of the event.
8. Organise the required number of mats into each venue, organise sufficient help on the day. If possible, arrange for a qualified umpire to be in attendance.
9. Prepare all paperwork and score cards. Set out and publicise who goes through from the round robins – a minimum of two from each round robin.
10. On completion of each competition, fill in the ESMBA paperwork with the required results and send off to the Nationals Organiser. Give a copy to the County Secretary.

11. When the ESMBA inform you of the number of places awarded to the National Finals, notify all the appropriate county teams that they are through.
13. Be sure that all qualifiers know where the finals will be held, dress code and booking in time.
14. **There MUST be a copy of the current ESMBA rule book AND information pack available at each competition.**
15. To attend and report at the county committee meetings and AGM.

### **Skills required**

1. Computer literacy (recommended)
2. Good Knowledge of the game of short mat bowls
3. Good communication skills
4. Good admin skills