

Gloucestershire Short Mat Bowling Association

Fixtures/Bookings Secretary (undertaken by existing committee member)

JOB DESCRIPTION

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

Duties

The Fixtures Secretary is responsible for arranging County fixture dates for matches and meetings and booking the appropriate venues.

1. On receipt of the ESMBA Diary (normally available from September to December) for the forthcoming County season contact the county venue(s) and confirm reserved dates to meet the County's home match requirements. (Premier, A Team, Seniors, Roy Sentance, Bill Mackie and 2 Shires plus any others agreed with the Committee).
2. From receipt of the ESMBA Diary start building the GSMBA Diary using, wherever possible, the dates scheduled by ESMBA for the Premier and "A" Team ICC matches.
3. Contact the appropriate County Fixtures Secretaries (details available on the ESMBA website) to agree specific home and away dates for their ICC fixtures or offer and agree alternative dates. In addition, agree home and away dates for the other County matches and in liaison with the Seniors captain agree Seniors matches.
4. Provide ESMBA with a list of any alterations to their diarized dates with a request for their agreement to the changes.
5. Formalise home dates to the venue(s) administration with copy to the GSMBA Treasurer.
6. Once confirmed provide fixture details (match type, home/away, opposition, time, date, and venue) to GSMBA Webmaster for entry onto the County website diary page.
7. On completion of the seasons home and away games and any other games that are required for the season, contact the County venue(s) to reserve the required number of dates for the next + 1 season.
8. Book venues required for annual/adhoc meetings e.g. AGM (currently Churchdown) and GSMBA meetings (currently Kingsway CC), any one-off home and away matches (which may include any training/trial sessions).

Skills required

- Computer literacy
- Some knowledge of the game of short mat bowls
- Good communication skills
- Good admin skills
- Attention to detail