

# Gloucestershire Short Mat Bowling Association

## League Secretary (association officer)

### JOB DESCRIPTION

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

#### **Duties**

The League Secretary is responsible for organising the three county leagues which are the Winter, Seniors and Summer League.

1. To receive club's entries for the relevant league by the due date as set down in the league rules and the fixed 4's/8's from clubs with multiple teams in the leagues prior to their first fixture.
2. To prepare according to the league rules the divisional split of teams, anomalies to be agreed with the County Committee and prepare zeroized league tables.
3. To send out to all team captains and club fixtures secretaries the divisional splits of teams together with captain's and fixture secretaries contact details.
4. To receive agreed fixture dates and times (home and away) from the club Fixture Secretaries.
5. To prepare a chronological fixture list of all club fixtures and provide to the county webmaster for inclusion on the website.
6. To provide up to date results sheets for inclusion on the website.
7. To receive match results and provide league tables and results updates to the county webmaster for inclusion on the website.
8. To provide fixtures and updates to the county webmaster for inclusion on the website.
9. To adjudicate on matters relating to the league rules and bring to the attention of the County Committee where a rule is not available or there are extenuating circumstances.
10. To annually review league rules and bring to the attention of the County Committee.
11. To update the league rules as agreed by the County Committee/AGM.
12. To attend and report at the county committee meetings and AGM.

#### **Skills required**

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