



West Sussex County Short Mat Bowls Association

Roles & Responsibilities

Competitions Secretary

The Competitions Secretary is responsible for administration of the Associations & ESMBA National Competitions within the County. The Competition Secretary will issue entry forms to clubs, and provide the paperwork to the "On the day" Competition Controller*.

*Designated by the Management Committee (MC).

Desirable Attributes:

- Good Organisational Skills
- Ability to maintain accurate records
- Dedicated Association Person
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Issue County & ESMBA* Competition Entry forms(National Qualifiers) to clubs in accordance with the County Diary.(Normally early August)
- Receive Competition entry forms from clubs and players(closing date is 10 days prior to the particular competition). National Qualifiers should be received by a set date for ALL.
- Compile and issue "paperwork" to the "On the day" Competition Controller.
- Maintain a financial balance sheet for all competitions.
- Purchase all trophies and medals required by the county for each season.
- Where appropriate notify MC and ESMBA of results.

* ESMBA entry forms obtained from their Website ??

Needed:

- Computer
- Internet Access
- Excel & Word proficient
- Interface with the Association's Webmaster (To be advised).

Please note: There are formats for all competitions already in existence.