



West Sussex County Short Mat Bowls Association Roles & Responsibilities **KO Cup & Plate Secretary**

Update: 1-November-2023

The KO Cup & Plate Secretary is responsible for the administration and maintenance of the Association's KO & Plate Cup Competition. The KO Cup & Plate Secretary issues regular status updates to clubs in the competition and 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 KO Cup & Plate entry forms to Clubs (early April).
- Receive all KO Cup & Plate entries from Clubs (end of April).
- Manage KO Cup & Plate draw (May MC meeting).
- Notify Clubs of KO Cup & Plate draw, and issue result sheets (early June or immediately after MC meeting to ratify the league structure).
- Maintain and issue KO Cup & Plate results to Clubs and MC.
- According to the Workplan manage the KO Cup & Plate finals day held at the County's designated venue.

Needed:

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