



SURREY COUNTY WOMENS INDOOR BOWLING ASSOCIATION

ROLE AND RESPONSIBILITIES COUNTY COMPETITION SECRETARY

- Attend County meetings and provide report (3/4 meetings each season)
- Liaise with County committee in preparing annual Competition entry form, including any discussion regarding types of competitions/entry fee.
- Agreeing and arranging finals dates with the president's club. This would then be placed on County website by web coordinator.
- Ensure all club delegates receive a number of printed copies of entry form for distribution at the preseason delegates meeting. We hope to introduce online entry next season so this would also need to be promoted by club delegates.
- Liaise with another committee member to do competition draws when all entries in. Then communicate result of draws to web coordinator.
- When all semi-finals are completed, create a final's programme and distribute to all Competitors, Officers and Delegates.
- Attend Finals days - Organise markers for singles and arrange for umpires to attend via the Surrey umpire co-ordinator. Provide coloured stickers for players bowls. Finals are normally held on President's green.
- The President will present trophies on the day then they are to be retained for engraving.
- Keep record of County Trophies and have them signed for each year.
- Contact previous year winners to return Trophies before each final, and ensure they have been cleaned.

FEBRUARY 2025