



SURREY COUNTY WOMENS INDOOR BOWLING ASSOCIATION

PATRONS SECRETARY ROLE AND RESPONSIBILITIES

- Contact indoor club's Match secretaries to confirm the fixture for the coming indoor season. Matches are now played at the same time each season
- Prepare the Patrons Match application forms
- Before the season begins forward a copy of the coming seasons Patrons Match application form to the web master to be put on the SCWIBA web site.
- At the preseason delegates meeting issue around 10 hard copies of the Patrons Match Application form to each SCWIBA delegate.
- Forward by e mail a copy of the Match application form to all Patrons who have applied for matches in the past two seasons.
- The completed match application forms come back via Email, Text WhatsApp or post soon after the closing date. Enter the requests of individual players on the form designed for the process.
- Arrange a date for a selection meeting asap after the closing date to select the first five matches. The selection committee is usually made up of Patrons Secretary. County Match Secretary. President. Vice President. Hon Secretary. Depending availability.
- Notify by e mail all players selected to play in the selected matches, and also those selected to be a reserve. Prepare a match selection sheet and forward that to all players and reserves as an attachment.
- Forward by e mail a copy of the match selection sheet to all delegated who will then put a printed copy on their individual clubs SCWIBA Match notice board.
- Arrange a selection meeting in a timely manner to select the final five Patrons matches following the same procedure as above.
- You will also be required attend the AGM and a mid-season Delegates meeting preparing a short report for each meeting.
- You will be required to play and facilitate the Patrons matches preparing the match cards. Replacing any last minute drop outs with reserves etc.
- Ensure raffle prizes are taken to each match.
- To reward you for your time you will not be required to pay match fees for Patrons or County Matches.

FEBRUARY 2025