

# **Billericay Bowling Club**

## **Competition Secretary**

### **Role Description**

- Being the first point of contact for member enquiries in relation to internal competitions
- Collate and record individual member competition entries
- Agree in conjunction with Ladies and Mens Captain the Appropriate handicap points for entrants
- Perform the competition draws with the aid of another committee member and regular member
- Programme and publish the draw results including the time deadlines for each competition phase
- Respond to member queries, requests for time extensions and interpretation/adjudication of the competition rules
- Update the phased competition results as the season progresses
- Arrange for and schedule the matches for 'Finals Weekend'
- Manage Finals weekend including lunch ordering, marker and umpire provisions
- Manage any finals outside finals weekend - usually mixed triples
- Publicise finals results
- Collect trophies from previous season competitors
- Complete trophy selection and confirm budget with Committee
- Deliver trophies to supplier/engraver with instructions

- Collect engraved trophies and check work, label for use at presentation event
- Present individual awards at the annual presentation dinner
- Arrange handover or succession planning for the position