

# **Billericay Bowling Club**

## **Match Secretary**

### **Role Description**

- Provide a 1st Point of contact for arranging:-
  - Mens and mixed League Matches
  - Mixed Friendlies Outdoors and Indoors
- Produce a fixture list for the Club Handbook and website by the end of March
- Liaise with the Match Secretaries and Fixture Secretaries of other clubs to arrange dates for friendly and Basildon league and league cup competitions for all mens leagues
- Liaise with Club Captain, Mens Captain, Ladies Captain and Ladies friendly fixture secretary and team stewards to arrange, cancel or rearrange fixtures