



# HEREFORDSHIRE SHORT MAT BOWLING ASSOCIATION

AFFILIATED TO: ESMBA & HEREFORDSHIRE SPORTS COUNCIL

## Competition Secretary Role Description

### All Management Committee Members are expected to:

- Attend and report to HSMBA Management Committee and General meetings
- Follow the HSMBA Management Committee Confidentiality Policy
- Act in the best interests of the HSMBA and not as a club representative
- Respect and uphold the HSMBA constitution
- Support other committee members in the execution of their roles and the committee as a whole in the performance of any duties for which no current committee member has specific responsibility

### Attributes Required for the Role

- Confidence with the basic management of data using spreadsheets and preparing letters and forms using word processing software
- The postholder will be required to hold an appropriate Disclosure and Barring Service certificate (any expense incurred will be reimbursed by the association)

### Specific Responsibilities

- Agreeing a competition schedule with the management committee and arranging the booking of the venues
- Maintaining and issuing entry invitations and forms to clubs
- Liaising with the ESMBA regarding national competitions and acting as a conduit between the ESMBA and clubs for national competition entry forms
- Collating competition entries and passing entry information to the ESMBA for national competitions
- Liaising with the Treasurer to ensure that entry fees are collected and appropriate fees paid over to the ESMBA
- Making competition draws and communicating draw details and/or joining instructions to entrants either directly or via clubs
- Making pre-competition arrangements including transport of equipment (where necessary), umpire attendance and liaison with venue regarding access and set-up
- Managing the running of competitions including refreshments, score-sheets, collation of results and management of the draw, mat allocations etc
- Providing information regarding progress and results of competitions for publishing on the website and for press reports
- Passing results information for national competitions to the ESMBA
- Investigating and reporting any rule infringements or disciplinary issues to the management committee for appropriate action in accordance with the Association's rules or disciplinary guidelines
- Making recommendations to the management committee and/or the AGM regarding changes to competition rules, constitution or other guidelines which relate to the operation of the competitions