

# SPRING PARK SHIRLEY BOWLING CLUB



## ROLES & RESPONSIBILITIES – LADIES & MENS

### COMPETITION SECRETARY/SUB COMMITTEE MEMBERS

- Must be a Full Member of the Club.
- It is expected that the Ladies' and Men's Competition Secretaries work closely with each other for the majority of the following responsibilities and will each appoint a further full member to assist them and form the Competition sub-Committee.

### RESPONSIBILITIES

The sub-committee will be responsible for:

- The running of internal club competitions only.
- Ensuring the rules of each of the competitions are consistent in their explanation in all areas explained and unambiguous in their meaning.
- Ensuring that all competition entrants are aware of and agree to abide by the club's competition rules before the competition begins.
- Ensuring that all competitors are allocated a "fair" handicap taking into consideration their previous performance in club competitions, daily cards and any available aggregates (Friday and matches).
- Ensure that all competition draws are carried out with at least two CsC members present, 1 male and 1 female.
- Setting the "Completed by" dates for each Round of each competition, including setting the cut-off date for all competitions to be played by prior to Finals Weekend.
- Encouraging the matches scheduled in each Round of a competition to be played by the "Completed by" date.
- Meeting together in order to decide whether an extension is given, and how many days, in the event of a request by an individual/pair.
- Deciding which individual/pair loses the match in the event of a "Completed by" date and an extension is granted and the match is still unplayed.
- Organising the programme of finals to be played over Finals Weekend, including selecting markers, board turners and preparing score cards.
- Organising the setting up the rinks (inc with all equipment) for each final
- Management of trophies including replacement and engraving.
- Producing a report for the Management Committee meeting and/or the AGM, if asked.

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- At times during the year the Ladies' and Men's Competition Secretaries may be requested to attend a Management Committee meeting or may request to attend in order to share information.

### SKILLS REQUIRED

- Good administration and record maintenance.
- Good communication skills.

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