



Hertfordshire Bowsls

A Member of Bowsls England

Honorary Executive Secretary : Marcia Dunstone
Tel: 01442 462159 / 07957 637975
Email: hbexecsec18@gmail.com
Web-site: hertsba.com

JOB DESCRIPTION: Hertfordshire Bowsls (HB) Honorary Match Secretary

1. Objective

To create a workable annual combined match programme for men and women by February each year for inclusion in the County Handbook.

2. Responsibilities

- To liaise with all counties and associations HB play annually whether it be in competition or friendly format and agree match dates.
- To communicate with all Hertfordshire affiliated clubs on providing their venues for county requirements.
- Liaise with all Team managers (Middleton Cup, John's Trophy, Eastern Counties League, Juniors etc.) on their preferred home venues.
- To monitor which HB affiliated clubs are due for a celebratory game during each bowsls season.
- To liaise with the HB executive secretary on all county competition round dates.
- To liaise with the incoming man and woman Presidents on their celebratory game requirements during the season.
- Work with all divisional secretaries on venues for the county competition divisional responsibilities.
- Liaise with HB men and women selection committees and provide details to county opponents.
- To liaise with all county opponents during the season, in a timely manner (a minimum of a week before the game) to introduce the match officer of the day for discussion on logistics (food, parking, directions etc) for the upcoming game. Ensure match officer of the day communicates with home venue club.
- Send provisional match programme to executive committee members on an ad-hoc basis for review during the closed season.

3. Meetings

- Attend all HB Executive meetings as and where possible.

4. Duties

- To ensure a firm and recognisable working relationship with HB affiliated clubs and HB executive committee on policy issues relating to the honorary match secretary's responsibilities.
- The Honorary Match Secretary is accountable to the HB executive committee.
- The Honorary Match Secretary will write an update report where necessary for each executive committee meeting and also for the Council meeting and AGM.



- The Honorary Match Secretary will officiate at and manage county matches along with other executive committee and past presidents as required.
- The Honorary Match Secretary will carry out any other duties as determined by the HB Executive Committee.

5. Requirements Specific To The Role

- Good communication skills – verbal and written.
- Good IT and organisational skills.
- Have excellent attention to detail and accuracy.
- Must be approachable and friendly.
- The role can require as much as two hours per weekday during the closed season working on the following year's match programme but during the playing season requirements come down to approximately two hours per week.
- All communication as far as possible is by telephone & e-mail