



<https://www.birminghambowlingassociation.com>  
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## **Birmingham Bowling Association**

### **Match Secretary Job Description**

The match secretary is responsible for selecting teams and the match day administration for the agreed fixtures.

### **The match secretary is required to**

- a. Obtain player availability for each of the agreed fixtures
- b. Select a team for each match, notifying all nominated players, and issuing the team sheet to the Website Officer for publication
- c. Collect the match fee from each player as they arrive, ensuring all players have turned up
- d. Prepare scorecards with player names and draw rinks in conjunction with the opposition match secretary
- e. Collate scorecards and agree the overall match score with the opposition match secretary, and provide a summary to the BBA President or nominated officer
- f. Collect the relevant match fees from the opposition match secretary and pay the agreed fee to the host club at home matches; for away matches pay the relevant match fees to the opposition match secretary
- g. Provide a match financial statement to the BBA Treasurer
- h. Submit a team sheet with rinks and overall scores to the Website Officer for publication
- i. Maintain the record of player appearances, and identify players achieving their Colt or Full Badge so that the award can be made at the relevant match
- j. Attend BBA meetings to report on progress and issues