



<https://www.birminghambowlingassociation.com>

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Birmingham Bowling Association

Competition Secretary Job Description

The competition secretary is responsible for the organisation of competitions within the association.

The competition secretary is required to

- a. Produce a draft competition schedule for the forthcoming year. To include fixed dates for all triples and fours events, Walker Trophy, all semi-finals and 2 wood day. To ensure there are no clashes with the County competition diary or BBA friendlies.
- b. Around April, send out competition entry forms to all club secretaries with copies of draft competition schedule/all fixed dates. Include request sheet for clubs to nominate their green to host any of the fixed date semi-finals/ 2 wood day.
The finals venue is allocated to that years BBA/BDWBA president (depending on the rotation between the 2 associations). If there is no president, the request sheet to clubs would need to include hosting of the finals weekend.
Request all responses by a date in May.
- c. Receive all competition entries/ nominations for green availability from clubs. Chase up any non-responses.
- d. Make the draw and revise the competition schedule if more/less rounds are required for any competitions. Select green allocation for semi-finals plus finals weekend (if required). Record all information on Excel spreadsheet (copy of which is held by current comp sec.)
- e. Copy individual draw sheets to pdf and send to website officer for publication. Also send copies to club secretaries & individual entrants.

- f. Collate results sent to you by winners. Send updated draw sheet (in pdf format) to website officer for publication after every round.
- g. Arrange 2 wood day with host club, to include provision of volunteer markers from the club to cover earlier rounds. After that ask players to cover later rounds. Make draw on the day.
- h. At semi-final stages, for each competition, send reminder email to host club to ensure they are still ok to host. Send email to semi-finalists as a reminder of competition date/ venue.
- i. Create finals schedule in consultation with BDWBA competition secretary. Get published on website. Send to club secretaries & finalists.
- j. Arrange for winners of competitions from prior year to return trophies in a clean condition. Display at finals weekend.
- k. Prepare scorecards/stickers for finals and give to players.
- l. Arrange for umpire to be present on finals weekend – approach Francis Fletcher for availability.
- m. Present winners with trophy on day/ arrange pictures.
- n. Keep all trophies. Arrange for them to be engraved in time for presentation dinner. Pay cost & get reimbursement from BBA treasurer.
- o. Make contact with Steve Hammond to request engraved individual trophies. Collect from Steve when ready. Give invoice to treasurer.
- p. Prepare trophy table on presentation day with trophies/ individual prizes. Preside over prize presentation alongside the president.
- q. Attend AGM/ delegates meetings. Give comp Sec report