



The St. Albans Bowling Club

Founded 1903



ASSISTANT SECRETARY (LADIES)

Purpose:

The Assistant Secretary (Ladies) assists the Club Secretary specifically with matters relating to Ladies' Representative Matches, but also in other aspects of Club organisation if requested.

Key Aspects of the role:

1. The main role of the Assistant Secretary (Ladies) is to be the link between the Club Secretary and the Assistant Secretary (Mens) in all matters that relate to the lady members.
2. The Assistant Secretary (Ladies) is also responsible for the Ladies' Lockers. A register of occupied and empty lockers is kept, and spare keys purchased as needed.
3. The Assistant Secretary (Ladies) must be well organised and comfortable with dealing with emails and must have good IT skills.
4. Entry Forms and details of Competitions in Representative Ladies' Matches are received in September or October for the following years' games. These must be completed and returned, preferably by email by the end of November in most cases.
5. St Albans Bowling Club is affiliated with St Albans and District Ladies Bowling Association (SADLBA) and Hertfordshire Bowls Association.
6. In October, the Assistant Secretary (Ladies) must contact the Female Club members to see who wishes to enter into Singles, Pairs, Triples, etc Competitions offered by the Organisations above. These entries are then made with the relevant Association.
7. Entries are also made at this time for a number of Team Competitions. (Leagues and Knock-outs.) Dates for League Matches and the Rounds in Knock-out Competitions are available from the Associations, and should be checked with the St Albans Fixture Secretary (Ladies). [The Ladies' Captain is then responsible (together with the Ladies' Selectors) for arranging these Matches.]
8. Once Entries have been sent, fees must be collected from the Ladies who have entered individual competitions, and the total fees for these and the Team Competitions submitted to the Treasurer for payment by Bank Transfer.

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DETAILED JOB DESCRIPTION

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In October, the Assistant Secretary (Ladies) must contact the Lady Club members to see who wishes to enter into Singles, Pairs, Triples etc Competitions offered by the Organisations above. These entries are then made with the relevant Association.

Entries are also made at this time for a number of Team Competitions. (Leagues and Knock-outs.) Dates for League Matches and the Rounds in Knock-out Competitions are available from the Associations, and should be checked with the St Albans Fixture Secretary (Ladies). The Ladies' Captain is then responsible (together with the Ladies' Selectors) for arranging these Matches.

With SADLBA, we generally enter the Double Rink (KO), the Club Rink League and the Friday Triples League, but other Competitions may be entered if the Committee agree.

For Herts Bowls, we enter the National Top Ten (KO).

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