



THE ST. ALBANS BOWLING CLUB

FOUNDED 1903



AFFILIATED TO :- Bowls England ~ Hertfordshire Bowls ~ L & S.C. B.A
St.Albans & Dist. B.A. ~ St. Albans & Dist. L.B.A.
GREEN :- CLARENCE PARK, CLARENCE ROAD, ST. ALBANS Tel :- (01727) 858573

Ladies Competition Secretary

Purpose:

To organise and run all the internal club competitions for the ladies throughout the bowling season.

Key aspects of the role:

1. Collect details of all competition entries which are usually handed in on enrolment day.
2. Pass on the names of the ladies taking part in competitions run by the Men's Competition secretary. (Mixed Pairs, Turner Plate, Yardstick and Victory Cup).
3. Make the draw for all the competitions which run through the season with the help of the Captain and Vice Captain.
4. Organise with the agreement of the Captain the handicaps for the Rose Bowl.
5. Prepare competition sheets for display on opening day with deadlines for each round.
6. Collect completion score cards and enter results on competition sheet.
7. Prepare and run all one day competitions and organise the Remembrance Day mixed competition. (Display entry sheets three weeks in advance, check numbers arrange markers and rinks).
8. Organise finals day with Men's competition secretary.
9. Arrange for photographs to be taken of winners and runners up on finals day and take photographs of the winners of the all day competitions throughout the season.
10. Organise prizes and engraving of trophies for closing day together with the Men's Competition secretary.
11. Prepare annual report for AGM.
12. Attend committee meetings.
13. Update record book.