



The St. Albans Bowling Club

Founded 1903



ASSISTANT SECRETARY (MEN)

Purpose:

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

Key Aspects of the role:

1. Entry Forms and details of Competitions in Representative Mens' 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.
2. St Albans Bowling Club is affiliated with St Albans and District Bowling Association (SADBA), Hertfordshire Bowls and London & Southern Counties Bowling Association.
3. In October, the Assistant Secretary (Men) must contact the Male 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.
4. 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 (Men). [The Mens' Captain is then responsible (together with the Mens' Selectors) for arranging these Matches.]
5. Once Entries have been sent, fees must be collected from Men who have entered individual competitions, and the total fees for these and the Team Competitions submitted to the Treasurer for payment by Bank Transfer.
6. The Assistant Secretary (Men) is also responsible for the Mens' Lockers. A register of occupied and empty lockers is kept, and spare keys purchased as needed.
7. The Assistant Secretary (Men) has also historically produced a "Tea Rota" for weekend friendly matches. However, after COVID curtailed after match teas for a while, and now that we seldom have meals after games, no Rota has been created. The organisation of after match refreshments has been transferred to the Mens, Ladies and Club Captains. If regular meals are resumed, the Assistant Secretary (Men) should produce a Rota, unless this is delegated to another Club Officer.
8. The Assistant Secretary (Men) must be well organised and comfortable with dealing with emails and must have good IT skills.

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DETAILED JOB DESCRIPTION

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With SADBA, we generally enter the Jones Cup (KO), the Bob Vise Top Ten (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 County Club League, the Herts Team 10 (KO) and the Herts Club Championship (KO). We get automatic entry for the National Top Ten (KO).

The only entries with London & Southern Counties are for our Mens' Club Champion and Runner-up. They are entered (at the Club's expense) for the Gold Badge and Lonsdale Trophy respectively.

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