



Ladies Match Secretary

Bowls Hampshire invites applications from those wishing to take on the role of the Ladies Match Secretary. The Current Role Description is attached.

Those wishing to apply should, by the 6th December 2024 email the Bowls Hampshire Secretary at bowlshampshiresecretary@gmail.com or alternatively write to her at The Beeches, 16A Emsworth Road, Havant, Hants, PO9 2SS. Candidates should be aware that with the implementation of the Bowls Hampshire Online System, which will go live on 1st January, they should be confident using a computer and simple IT system.

The successful candidate will be given full training on the use of the online system.

Role and responsibilities of the Match Secretary

(a) Arrange and confirm the full programme of BH County and Presidential matches. Occasionally when appropriate, the Match Secretary will arrange transport.

(b) Collate invitations received from Clubs/Associations for President(s) matches and together agree suitable dates for games.

(c) Maintain uniform stock and keep a record of all sales and presentations.

(d) Ensure all the matches are put on the inline system and at the relevant time publish them. Once selection of players for the matches has been made, inform the players via the online system that they have been chosen. At the same time inform players who have been picked as reserve or not chosen.

(e) Once confirmation is received from the players, place players in rinks before passing details to appropriate Presidential Officer and Match Official.