

# Job Description - Indoor Bowls Administrator

This position is to co-ordinate the tasks listed in this description and to enrol club members to help fulfil these tasks.

- Club Fixtures
  - Document Team Leaders for new season
    - Agree with previous team leaders if they are continuing or seek new
  - Document fixture list for each league and agree, where possible, programme breaks
  - Prepare cards for each game and have them available in the rack
  - Document rink allocation of league games in the book
  - Ensure results marry between card and book
  - Update TV with league tables
- Rink Allocation
  - Display four weeks of rink bookings on noticeboard
  - Update weekly each sheet taking into account league games, nationals etc
  - Determine which team to move for any National when all rinks allocated previously
- Rink fees
  - Ensure fees are collected from;
    - team leaders
    - team managers for National Club competitions
    - individual players for National competitions
- Social Bowls
  - Allocate teams and rinks per number of social bowlers arriving for a particular session
  - Publicise friendly games to provide experience for social bowlers
- Friendly Captain
  - Advertise games through a selection sheet on the noticeboard
  - Select team
  - Agree catering (meal or tea/biscuits) with away team
- Club Competitions
  - Agree entry cost for players
  - Ensure entry form is distributed with handbook
  - Collect entry fees and liaise with treasurer
  - Perform draw and publish
  - Oversee games played within the documented timetable
  - Arrange and advertise finals day with markers, catering, bar etc
- Wessex Games
  - Agree fixtures before May cut off, draft fixtures published in February
  - Publicise games via a team sheet and select home and away teams (pay expenses to away teams)
  - Report result to Wessex League secretary

- National Team Games
  - Publicise games via a team sheet and select home and away teams (pay expenses to away teams)
  - Report result to EIBA secretary
  
- Engraving of Trophies
  - Liaise with club competition lead for winners
  - Organise the engraving of trophies