

Job Description - Outdoor 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
 - Organise and document all club fixtures; league games and friendlies
 - Liaise with Friendlies captain on any request from touring sides
 - Liaise with delegates to avoid fixture clashes

- Green Keeper
 - Organise a team of club members to help with these tasks;
 - Rotate/move rink markers
 - Allocate rinks based on club policy and update rink board
 - Liaise with contractors on work to be carried out
 - Water the green as necessary

- Arrange working parties to help with the opening of the green and close of season

- Friendly Captain(s)
 - Advertise games through a selection sheet on the noticeboard
 - Select team
 - Agree catering (meal or tea/biscuits) with away team and liaise with Club Manager
 - Ensure away team are aware of cap park limitations especially for a coach
 - Organise raffle
 - Greet away team on arrival
 - Arrange for any expenses to be paid for away games

- Club Competitions
 - Agree entry cost for players
 - Ensure entry form is distributed with handbook
 - Collect entry fees and liaise with treasurer
 - Document handicaps based on club policy
 - Perform draw and publish
 - Oversee games played within the documented timetable
 - Organise 2 wood event
 - Arrange and advertise finals day with markers, catering, bar etc
 - Liaise with the treasurer re prize money

- Engraving of Trophies/Honours Board
 - Liaise with club competition lead for winners
 - Organise the engraving of trophies prior to the Presentation Evening
 - Organise the update of the honours board including any Nationals
 - Organise photos of any National winners

- Presentation Evening
 - Schedule date and organise entertainment, if any
 - Liaise with the treasurer re awarding prize money
 - Liaise with Club Manager re catering and bar requirements
 - Publicise event and manage attendee numbers and monies collected

- Mens and Ladies S&D Delegates
 - Representing the club at Meetings and voting on any propositions with consultation with members and/or bowls lead
 - Publicise meeting correspondence and friendlies to members and/or team captains
 - Publicising competition entry forms and collating, collecting monies and liaising with treasurer for payment to S&D

- Mens and Ladies Wilts Delegates
 - Representing the club at Meetings and voting on any propositions with consultation with members and/or bowls lead
 - Publicise meeting correspondence and friendlies to members and/or team captains
 - Publicising competition entry forms and collating, collecting monies and liaising with treasurer for payment to BWM/BWL

- Team Managers

- Wilts League, S&D Men A&B evening league, ladies S&D A&B evening league, all afternoon leagues
 - Organise meetings to select team managers/selectors
 - Select teams
 - Select/delegate 2 Fours and Top Club (Wilts Men) and Ladies Double Rink and Top Club
 - Communicate with Club Manager for any game cancellations or changes with regard to bar/catering requirements

- External use of the Green
 - Liaise with Fixture Secretary and Club Secretary
 - Main contact for external events

- Consumables
 - Ordering and maintaining a stock of stickers, score cards, envelopes throughout the season