

JOB DESCRIPTION AREA SECRETARY

- **Oversee the County Competitions – collect results and inform the players of their next opponent.**
- **Check the score cards to make sure that all players have been affiliated to the County for that season.**
- **Arrange neutral greens for Area Finals and inform the Area Selector.**
- **Keep an eye of the Competition Portal to see how the players in their area are progressing through the competitions, or this could be done by a colleague.**
- **Inform County Competition Secretary, County Treasurer, County Assistant/Match Secretary, County Badge Points Secretary and County Website of the Area results and post/scan/photograph or email the cards to the County Competition Secretary.** (I presume we will have to glean this information from the competition portal. Players will have the score cards unless they have been given to the Area Secretary.)
- **Inform their Area players of the time and venue for playing the County Semi-finals after notification by the County Competition Secretary.**
- **Arrange umpires when needed.**
- **Attend Area Finals, ¼ finals, semi-finals and finals whenever possible.**
- **Keep records of any players who may be banned from a competition the following year and let the County Competition Secretary know.**
- **Check the lists of Badged Bowlers and those who have earned points towards their badge, when issued by the County, to make sure it tallies with your own records.**
- **Book greens and run Benevolent Triples Day and 2 Wood Singles Day.**
- **Select teams for the Intergroup Matches with your Area Selector and book the greens for home ties and run these matches. The schedule for these matches is issued by the County Competition Secretary.**
- **Attend President's Day, Executive and Council Meetings and the Annual County Luncheon.**
- **Play in Executive matches by invitation.**
- **Check the Albert Crabb score cards for the correct distribution of badged players.**
- **Resolve issues as and when raised according to ECWBA rules. Refer to the County Competition Secretary as necessary.**

Items in red will be covered by the Competition Portal, I guess.

Neutral Greens for Area Finals – could one venue per area be booked by the Area Secretary for the following year and put onto the competition portal? All the area finals will be played at this venue. If any players happens to bowl at that club then it may or may not be their good luck. Possibly try to book venues where the finalists are unlikely to come from.

Albert Crabb – Up to the clubs to make sure they obey the rules or they face disqualification.