

## ECWBA ASSISTANT/MATCH SECRETARY

### JOB DESCRIPTION

#### Meetings:

- Attend Council Meetings and take the minutes. Prepare the attendance book.
- Attend Executive Meetings and prepare a report. Help with the competition draw.
- Attend selection meeting for Johns Trophy Squad.

#### Matches:

- Arrange venues for home Johns Trophy and Walker Cup matches and agree away venues with other counties.
- Contact Regional Officer Area 3 for him to arrange the umpire for home Johns Trophy and Walker Cup matches.
- Contact clubs and make arrangements for home County Friendly Matches. Finalise arrangements for County matches regarding costs of meals etc. Confirm the arrangements home and away via email.
- Collate the applications from clubs for the County Friendly matches. Attend the selection meeting and prepare the match selection sheets for the County Secretary to email out to clubs.
- If a player is unable to play in a friendly match after selection, find a reserve from the list.
- Prepare the list of players for each pick-up point for away County Friendly matches by coach and inform the officer in charge. Prepare the score cards and match expenses sheet.
- Attend County Friendly Matches as agreed with the County Secretary and County Treasurer.
- Keep a record of the results of all County Matches.
- Contact the Essex Umpires Association to confirm the requirements for umpires and markers for the County semi-finals and finals.
- Attend County Competition Semi-finals and Finals.

#### Make all the arrangements for Essex Patrons Day:

- Receive letters and fees from club secretaries listing the Patrons wishing to play.
- Allocate players to the venues and email lists to Area Secretaries, so they can let the Club Secretaries know where their ladies are playing.
- Contact the Area Secretaries re Essex Patrons Day regarding numbers and costs.
- Confirm which 1 or 2 Officers will officiate at each venue.
- Send cheques to County Treasurer who organises the prizes.

#### Attend ECWBA Annual County Luncheon.

#### Attend ECWBA President's Day.

Maintain annually the lists of club members, badged bowlers, players' records of Johns Trophy and Walker Cup appearances and Johns Trophy flashes.

### ALLOWANCES AND EXPENSES

- Phone/Broadband (paid in September) £150 per annum.
- Overheads (paid in November) £500 per annum.
- ECWBA Luncheon ticket.
- Johns Trophy at Leamington £50.
- Mileage 50p per mile when travelling to:-
  1. Council meetings and AGM.
  2. Executive meetings.
  3. Club invitation days when representing the ECWBA.
  4. Match selection.
  5. County friendly matches – playing/watching.
  6. Johns Trophy/Walker Cup.
  7. Top Club/Albert Crabb County finals only.
  8. County semi-finals and finals.
- Mileage 50p per mile also paid if officially helping to run the following and not playing:-
  1. ECBA annual match.
  2. 2 wood day/Benevolent Triples day/Patrons' day.