



# SUSSEX COUNTY BOWLS

## MEN'S SECTION

Member of Bowls England and affiliated to the Home Counties Bowling Association

Website at: [www.sussexcb.co.uk](http://www.sussexcb.co.uk)

## JOB RESPONSIBILITIES

### Home Counties League and Middleton Cup Manager

#### 1. Overview.

The HCL & MC Manager shall be appointed by the General Purpose Committee and may have up to two assistants as approved by that Committee. This appointment will be made on a triennial basis. However, the Manager's performance will be subject to annual review against set criteria by the General Purposes Committee at the September meeting of each year.

The HCL & MC Manager is directly accountable to the GPC.

The post holder should be conversant with all current policies and procedures with particular reference to the Safeguarding, Equality and Diversity policies.

At all times be a positive role model to all players and members of the Association and be an ambassador for the County.

The HCL & MC Manager shall receive an honorarium each year. This sum is set by the GPC and approved by the County Executive at the AGM in the preceding year.

The Assistant Manager shall receive an honorarium each year. This sum is set by the GPC and approved by the County Executive at the AGM in the preceding year.

#### 2. Duties specific to this post.

The manager may delegate any of the responsibilities below to the appointed assistant but ultimate responsibility for the carrying out of these tasks rests with the manager. Should the manager be unable to attend a match he must designate responsibility to the assistant manager.

- a) Select the players who will form the HCL and MC Squads. These players must be playing members of clubs affiliated to the Association provided that such players have not played for another County or entered or played in County Competitions in another County, during the current season.
- b) The manager may appoint up to two assistant managers approved by the GPC. Assistants must comply without exception to para e) of the Person Specification shown below.
- c) In conjunction with any assistants that may have been appointed, manage and select teams for all HCL and MC matches. Liaise with the Under 25s Manager with reference to Under 25 players. Decisions regarding the selection of players are the ultimate responsibility of the Middleton Cup manager and he will make the final decision.
- d) Ensure all players are notified of selection in a timely manner and arrange for any replacements as necessary,
- e) Prepare all relevant paperwork for all matches and maintain record of results. Notify the Hon. Secretary of teams as selected, any changes that are made to those teams and results of matches solely for the purpose of publication to the county website.
- f) Ascertain from all players/guests if they will require a meal after the match and ensure the host county/club are notified of exactly how many meals are required and will be paid for.
- g) Attend HCL and MC matches and:

- a) Make contact with opposing team manager and umpires;
- b) Share team sheets with the opposing team manager;
- c) Complete score cards with the opposing team manager in the presence of the umpire;
- d) Draw for rinks with the opposing team manager in the presence of the umpire;
- e) At the conclusion of the game agree scores with the umpire and opposing team manager and notify the Press Association, HCBA or BE as appropriate, of the score;
- f) Submit a report to each meeting of the GPC, Executive and Selection Committees;
- g) Attend any of the meetings set out above if requested to do so by the County Secretary after consultation with the President or Chairman.
- h) Where a young person of 18 years or below is selected the manager must obtain parental consent and emergency contact details from the responsible adult for that young person. The completed signed form should be carried by the manager to each and every game where that young person is playing. N.B. A list of such young people is compiled following the receipt by the Hon Secretary of the annual club returns in the autumn of each year. The appropriate form may be obtained from the Hon Secretary or Hon Safeguarding Officer on request.

### **3. Person Specification for Appointment to the Role.**

- a) Have experience of and having played at Middleton Cup level either for Sussex County Bowls or another County Association.
- b) Be computer literate in the use of email, data handling, Word and Excel.
- c) Be an effective communicator.
- d) Demonstrate good organisational skills.
- e) Sussex County Bowls takes its responsibility to Safeguarding seriously and it is a requirement of the manager and assistants to hold an enhanced DBS Certificate notifying the Hon Secretary and Hon Safeguarding Officer of the unique DBS number. Failure to secure this requirement will result in the manager and or assistants being asked to stand down with immediate effect.

### **4. Criteria for Annual Review.**

A review committee shall be composed of the Chairman, President and one other designated by the GPC. At least one of these should have appropriate bowling experience at senior level. They will conduct the appraisal using the following criteria:

- a) Organisational skills;
- b) Communication with players;
- c) Middleton Cup and HCL results;
- d) Consistency in team selection;
- e) Team development including;
  - i) the successful introduction of new players particularly at HCL level;
  - ii) involvement of younger players, particularly at HCL level;
  - iii) coaching in game management.