



# 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

### Divisional Competition Secretaries

#### Overview.

*The Hon. Competition Secretary shall have overall responsibility for the running of all the County Knockout Competitions both Senior and Junior, from the initial draw through to the County Finals Day. He shall have the assistance of Four Divisional Competition Secretaries for all competitions other than the Under 25's Singles.*

#### Specific Duties.

Each Divisional Competition Secretary shall:

1. a) Collate all entrants for their Division and maintain a record of progression through the Competitions until the last two players in each Competition are decided. (At this point the County Competition Secretary takes over.)
- b) Provide the Hon. Competition Secretary with a complete list of all entrants from their Division for each competition **by 1 February**. These lists should show the clubs in strict alphabetical club order, with the players also being detailed in strict alphabetic order within their respective clubs. All entrants should be numbered commencing from 1 and moving alphabetically thorough the clubs and players. Contact details (both Tel. Nos. and email) for all players, must be included.
- c) Forward all monies received to the County Treasurer after checking that the monies received balances with the number of entries received.
- d) Accept telephoned or emailed results of matches and ensure he receives either the names of all players on the result email - or - signed scorecards for all matches.
- e) On receipt of scorecards or an email containing the names of all players, and prior to the next round being played, maintain a record of all players used. Ensure that the eligibility of all players and any substitutes used is checked and Notify the Competition Secretary of any perceived ineligible players.
- f) Maintain names of players and substitutes used in each competition, for each team that progresses to the next round to enable continued eligibility checks to be made.
- g) If any player fails to attend an agreed competition date, or is incorrectly dressed, player details to be passed to Hon. Competition Secretary within 24 hours. When notified by the Competition Secretary of any decision he has made, advise a player details of any warning or penalty imposed for non-attendance or incorrect dress.
- h) When results of matches are received notify the relevant Club Secretary of each successful player/team, who the next opponent for that player will be.
- i) On a weekly basis, ensure all results for each individual event are received within 48 hours of the date played and then immediately notify the webmaster of those results for uploading.
- j) If any rule queries are received ensure such queries are referred to the Competition Secretary for resolution – do not deal with yourself.
- k) Run any one day events. (Two Wood one day event – or any others that may arise).
- l) Immediately teams who have qualified for the last eight are known, and – without fail, prior to the commencement of the Qtr. Finals - provide to both the Competition and County Secretaries, a list of names of ALL PLAYERS who have reached the last 8 in their Division in EVERY Competition, together with - the number of rounds each player – INCLUDING ANY SUBSTITUTES USED - has played - in order that the Competition Secretary can maintain a master record and the County Secretary can establish what additional credits will be earned by any unbadged players, to be added to their record, to thereby allow the President to present County badges at the Quarter/Semi Final stage if applicable. IT IS VITAL THIS ACTION IS UNDERTAKEN BEFORE THE QUARTER FINALS COMMENCE.