



SCIBA
MEN's SECTION
SUSSEX COUNTY INDOOR BOWLS ASSOCIATION
EXECUTIVE COMMITTEE VACANCY

Sussex County Indoor Bowls Association are seeking a new County Team Secretary to replace the incumbent, Harry Payne when he retires from the position at the end of the current season. The position is a Senior County Executive Role and is a vital link between the County and the Clubs carrying with it responsibility for finalising County matches, arranging County Selection meetings and taking the lead role liaising between Club County Selectors and SCIBA. He also ensures team sheets are published and circulated to the appropriate Clubs and County Individuals. The County Team Secretary works closely with each of the other Executive Officers ensuring all team selection matters are finalised and confirmed right up to the day of each match. In addition the Team Secretary maintains a record of every match an individual plays for Sussex County including their Colt match, Secondary credits towards their County Blazer Badge, Credits towards a Liberty or Home Counties League Flash and informs the Officer of the Day at each match which awards are to be presented by the County President. At the end of the season the Team Secretary will update the County Website with the latest list of awards, players who represented Sussex during the previous season along with those who were selected to play in the Liberty Trophy team that season. *A table is in place for this so only a matter of updating it.*

He will: -

Collate badge and County Friendly match dates and prepare a list of dates for the County Selection Committee to meet based on the information he has received.

Attend all County meetings.

Prepare the County Club friendly match schedule, compare with known league match dates and prepare a play list for each club in the county. Prepare mailing lists for each group.

Prepare and maintain copies for each club of their badged players and unbadged credit list for checking.

Prepare a rota of dates when to circulate Badge match application sheets and circulate returns to the County Selection Committee.

Send reminders to club selectors to progress the County Club match schedule.

Take the lead at County Selection Committee meetings, draw together teams as selected and then publish, circulate and e.mail final Match selections to each club.

Update Team changes in consultation with the President, republishing amended match sheets as necessary.

Receive, record and publish results on the SCIBA website. *A table is already in use.* Updating takes only a few minutes. Currently the results are also held in a manuscript back up file.

Full familiarisation and training will be provided by the outgoing Officer and constant telephone access to Harry during and after the handover. Similarly Dave Jackson (Webmaster) will assist the new Appointee getting acquainted with the website. Additionally.... I am always on hand to provide support.

This position is a key role in the administration of Sussex County Indoor B.A. The post would suit an organised and methodical individual with broad knowledge of the clubs and players and able to take the lead on County Team Selection. You will need to own a computer to disseminate selections by email to clubs, manage your part of the SCIBA website and stay in touch with the other Officers all of whom use their computers to assist the county. There is an honoraria. Travel and out of pocket expenses (ink, stationery, telephone calls, etc.) will be met by SCIBA.

If you would like to know more I shall be happy to meet and discuss it in detail. Please contact me.

Closing date will be 31st March, 2017

Tony Phillips,

SCIBA Hon. Secretary

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