Match/Fixtures Secretary - Peacehaven and Telscombe Bowls Club

Position Title:
Match / Fixtures Secretary

Reports To:
Club Committee / Club Captain

Term of Office:
Typically one year, renewable by club election or appointment at the End of Season Bowls Meeting

Purpose of the Role:
The Match and Fixtures Secretary is responsible for planning, organising, and managing the club's fixture programme throughout the season. This includes arranging friendly matches, league games, competitions, and tournaments, and ensuring members are informed and prepared for all events.
The role ensures that all fixtures run smoothly, fairly, and in line with the club's standards of sportsmanship and organisation.

Skills and Qualities:

- Strong organisational and time management skills
- Good communication and teamwork abilities
- Attention to detail and accuracy in record-keeping
- Friendly, approachable, and reliable
- Basic computer or spreadsheet skills (for fixture lists and communications)
- Knowledge of bowls rules, competitions, and etiquette (desirable but not essential)

Benefits:

- Play a vital role in ensuring the smooth and successful running of the club's bowling programme
- Develop organisational and communication skills
- Work closely with other volunteers and players in a friendly, community-focused environment

Key Responsibilities:
Fixture Planning & Coordination

- Prepare the club's annual fixture list, including leagues, friendlies, internal competitions, and special events.
- Liaise with other clubs, leagues, and associations to confirm match dates and formats.
- Schedule home and away matches, ensuring balance and minimal fixture clashes.

Match Administration

- Maintain accurate records of fixtures, results, and team selections.
- Ensure all relevant match documentation (scorecards, team sheets, etc.) is prepared and distributed.

- Confirm match details with opposition teams and communicate any changes promptly.
- Keep the fixtures booklet, club noticeboard and online calendar updated with current fixture information.

Communication and Liaison

- Work closely with the Club Captain, Vice-Captains, to support team organisation.
- Liaise with leagues and governing bodies regarding fixtures, results, and compliance with competition rules.
- Provide regular updates to the committee and members on upcoming matches and results.

Event Support

- Assist in organising and running internal club competitions and tournaments (as required).
- Support the smooth running of special events such as open days, county fixtures, or charity matches.

Record-Keeping and Reporting

- Keep accurate fixture and result records for reporting and publication.
- Prepare end-of-season summaries for the committee or AGM.
- Provide feedback and recommendations for improving future fixture planning.

Time Commitment:

- Moderate commitment throughout the season, with higher activity during fixture planning and early-season organisation
- Attendance at committee meetings (monthly or as required)
- Approx. [4-hours] per week during the playing season

Support and Training:

- Supported by the Club Captain, Bowls Secretary, and Bowls Committee
- Handover guidance provided from the outgoing Match and Fixtures Secretary
- May access templates, calendars, and guidance from the regional bowls association