Competition Secretary - Peacehaven and Telscombe Bowls Club

Position Title:
Competition Secretary

Reports To:
Club Bowls Committee / Club Captain

Term of Office:
Typically one year, renewable by club election or appointment

Purpose of the Role:
The Competition Secretary is responsible for organising, managing, and overseeing all internal competitions at the club. This role ensures that events are well-structured, run smoothly, and adhere to the rules of bowls, promoting fair play and enjoyment for all participants. The Competition Secretary works closely with the Club Captain, Match Secretary, and other committee members to provide a competitive and enjoyable playing environment.

Skills and Qualities:
- Strong organisational and administrative skills
- Good communication and interpersonal skills
- Fair, impartial, and approachable
- Knowledge of bowls rules, competition formats, and etiquette
- Attention to detail
- Friendly and supportive approach to all members

Benefits:
- Play a key role in providing an enjoyable and competitive environment for all club members
- Develop organisational, communication, and leadership skills
- Contribute to the growth and success of the club's sporting programme
- Engage with fellow members and foster club spirit

Key Responsibilities:
Competition Planning and Organisation
- Plan and schedule the club's annual competition programme (singles, pairs, triples, fours, and any special events).
- Ensure fixtures do not conflict with other club activities, matches, or external events.
- Coordinate with the Match and Fixtures Secretary to align competitions with the overall club calendar.
- Liaise with catering team as required.

Administration
- Prepare entry forms, competition rules, and draw sheets.
- Maintain accurate records of entrants, results, and winners.
- Ensure timely communication to members about competitions, rules, and results.

- Update noticeboards, club newsletters, or online platforms with competition details.

Event Management

- Oversee the smooth running of competitions, including scheduling, scoring, and reporting results.
- Ensure that equipment, greens, and facilities are ready for all competitions.
- Support and supervise volunteers assisting with competitions.
- Address any disputes or rule queries fairly and in line with BE and club regulations.
- Manage the annual presentation dinner alongside the Club Captain, President and Vice Captains.

Communication and Liaison

- Work closely with the Club Captain, Vice-Captain, and Match Secretary to coordinate teams and schedules.
- Provide regular updates to the committee on competition progress, participation, and outcomes.
- Promote participation and encourage members of all skill levels to take part.

Record-Keeping and Reporting

- Maintain accurate historical records of competitions, winners, and trophies.
- Prepare reports for the AGM or committee meetings regarding participation, results, and recommendations for future competitions.

Time Commitment:

- Attendance at bowls committee meetings monthly or as required
- Approx. 2-hours per week during the season

Support and Training:

- Supported by the Club Committee, Club Captain, and Match Secretary
- Guidance and handover from the outgoing Competition Secretary
- Access to templates, software, and guidance from regional bowls associations