



## MATCH SECRETARY

### Roles and Responsibilities

- Receive match application from members who wish to play for the club internally and externally
- Manage internal club competition draws and display on noticeboard dates and match details
- Attend selection meetings and notify players so selected, work to replace those unable to fulfil their offer to play
- Arrange matches with other counties, clubs and associations through the season
- Arrange with Club, facilities especially greens & catering for agreed home matches
- Arrange for rinks to be set up prior to matches being played
- Agree costs for matches based on transport needs and club charges
- Investigate and make recommendations for any coach journeys required for the coming season
- Attend association meetings as required
- Ensure matches are running to planned dates and encourage players to adhere to the processes
- Act as a Master of Ceremonies at home matches or provide a deputy
- Ensure results of all matches are recorded, passed to relevant association in timely manner
- Prepare regular match report
- Attend all club committee meetings

### Knowledge & Skills Required

- Approachable and friendly
- Diplomatic
- Communicate effectively, able to present and speak publicly
- Well organised, with attention to detail and accuracy
- Able to work well with people
- Prepared to make a regular time commitment
- Experienced with IT / computers / email