

JOB DESCRIPTION

B1. League Secretary

The key duties of the post are:

- B1.1. Compile or assist in compilation of league schedule(s).
- B1.2. Collect and collate league match results
- B1.3. Provide league match results for inclusion on Bowls Dorset website.
- B1.4. Check players are affiliated to Bowls Dorset and inform Administrator of any that are not.
- B1.5. Check for compliance with league rules and regulations and apply penalties set forth therein for any breach.
- B1.6. Where required facilitate re-arrangement of league matches within league rules and regulations.
- B1.7. Where possible resolve disputes between Clubs relating to league or otherwise refer disputes to Competition Committee.
- B1.8. Attend Competition Committee meetings.