

REIGATE PRIORY BOWLING CLUB

Role Description

Role Title: **Match Secretary**

General Description

To assist in the smooth running of Reigate Priory Bowling Club for the benefit of its members by arranging, a year in advance, friendly and league matches against other clubs.

Specific Duties

1. To arrange match dates against other clubs which are mutually acceptable.
2. To liaise with the Captains and fix the dates of club invitation days and social evenings.
3. To maintain close links with the company printing the fixture list and provide sufficient information for them to print the list in time for the next season.
4. To recognise the need to adhere to the current Data Protection Regulations in respect of the information contained in the fixture card, and in all other aspects of the role.
5. To try to arrange suitable training for a deputy Match Secretary, so that a smooth transition may be made, in good time, when the post is relinquished.
6. To adhere to all RPBC policies and procedures.