



Roles and Responsibilities

The Role of the Patrons' Secretary, Yorkshire Bowling Association

Tenure: 1 Year - This is a voluntary position with an annual honorarium.

Role Summary

To play games against Yorkshire Patrons, clubs should invite The Patrons to play a match against them. Once a club has invited them once, it usually becomes an open invitation for them to play again the following year.

Responsibilities

Maintain a register of Affiliated Clubs

Liaise with clubs for a summer program of approximately 12 games and a winter program of approximately 8 games to arrange dates for matches, time, refreshments and cost of game.

Put together a fixture list to send to all patrons. Keep an up to date list of players nominating for individual games.

Check about two weeks in front of the game with the clubs to make sure all arrangements are still in order.

Select a team from Patrons that nominate for the match and inform those that are playing to make sure they are still available to play the game. If anyone is not available, then contact extra players from the reserve list.

Make out all match cards.

Arrive at each game at least an hour before to meet Club Captain for the day to arrange format of play and any other details including raffle, food and seating.

Inform skips of the cost of the game and get them to collect the money from their team and pass it on to you.

Go on green for welcomes from the opposition and thank them for the day, give out details of the match i.e. number of ends, playing conditions, whose jack etc. Then call out names of who is playing on which rink.

Have all Patrons details on hand and keep up to date.

Buy small gifts to act as rink prizes. (These are paid for by the County).

Send a match return after each match to County Treasurer and pay money into bank.

Keep a track of all costs incurred in the role and send in a claim for expenses into YBA Treasurer before the end of each financial year.



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Ideal Skills
Confidentiality
Good communication skills
An organised, methodical and logical approach