

## DUTIES OF MATCH SECRETARY

This is mainly a Winter job.

At the end of the bowls season, recall existing Mixed Friendlies sheet found on an Excel Spreadsheet and copy for the following year, changing dates (using a Calendar), altering home and away games, if necessary.

In October, send out official letters offering or confirming dates to the Bowls clubs (from a Word program). changing dates or names and addresses of Match secretaries, if necessary.

Attach to an e-mail (or post) to the Match Secretaries.

Copy all of these and put in alphabetical order and file.

All names, addresses and e-mails are kept on an Excel sheet and in the file.

Highlight on Fixture Excel spreadsheet when replies come in and add to the file, once confirmed that all is correct.

Generally, at the beginning of the next year, collate and check all other incoming fixtures, i.e. Ladies, A & D (both leagues) Blackwater Valley, W Surrey Ladies, Knaphill Triples (both zones) and any Special dates for the back cover.

Send by e-mail all fixtures in, card form, to K. Cards and check draft before and after printing.

Incoming Fixture cards will start arriving in the New Year, check and change any alterations for our file.

Update Address Excel sheet and send a copy to the Captain.