



SURREY COUNTY INDOOR BOWLING ASSOCIATION

Vacancy for Over 60s Team Manager

Surrey County I.B.A. is looking for a candidate to take over the role of Over 60s Team Manager following the AGM in April 2020.

Team Managers' Appointments

Team Managers will be appointed by a Panel comprising the President and two other experienced Council members, and such appointments will normally be for a period of three years. The Panel will consider all applications, interview suitable candidates, and make a formal decision in time for the following AGM.

Senior Representative Match Team Selections

Team Managers have sole responsibility for team selections within their appointed jurisdiction, and for notifying the Webmaster for website entry. Advisers may be invited by a Team Manager to assist him but final responsibility will be that of the Team Manager. Other than in exceptional circumstances, a Team Manager should not play in a selected team.

If you are interested in this position or would like to know more about what is involved please read the attached job description. Alternatively contact the SCIBA Hon. Secretary, Trevor Prentice, Tel. 01252 871546 or the SCIBA President, Richard Wooster, Tel. 0208 398 1564.

Applications should be with the Hon Secretary by 1st March 2020 and should include a brief statement supporting the application.

Team Managers Job Description

Team Managers will

- be responsible, directly to Council, for all matters relating to representative matches under their jurisdiction including team selections of matches under their jurisdiction (By-law 5)
- attend all Council Meetings
- arrange Home match venues including facilities availability
- visit clubs to assess current form, meet and talk with players and check representative match availability
- know the strengths and weaknesses of the players within the County including those developing and new to the County
- communicate with opposing Counties regarding match arrangements including facilities, food/drink availability, match times, match dress codes, potential clashes of bowls stickers, costs
- arrange venue payments, SCIBA bowls stickers, scorecards and Away game travel expenses for players
- communicate with players and Webmaster on publishing the team
- arrange Umpires for Home fixtures
- on Match Day, take appropriate action to
 - ensure Umpires on site
 - check individual team arrivals and whether any player has health requirements
 - provide appropriate stickers on bowls
 - ensure bowls are on the green for Umpire check
 - enter players' names on scorecards
 - draw for rinks
 - confirm extra end arrangements
 - set up the master scoreboard
 - ensure communications with the other venue if match played at two locations
 - lead the pre-match team talk with players
 - record match start time
 - actively support and encourage the team during a game
 - ensure running score totals are kept
- communicate winning result to the appropriate governing body
- liaise with the Hon Records Officer ensuring the maintenance of detailed records concerning County Badge and Flash qualifications
- providing copies of scorecards to the Hon Records Officer as soon as possible after each game, and providing match reports to the President and Hon. Secretary for review prior to sending to the Website Manager and Hon Publicity Officer
- throughout the year,
 - try to encourage a team spirit
 - continue to support, encourage and assist players in their delivery and approach to games etc.
 - be open-minded and flexible