

# **EXETER AND DISTRICT MEN'S OVER 60 TRIPLES BOWLS LEAGUE**

## ***THE SECRETARY'S DUTIES***

*During the Outdoor Bowling season, Every Wednesday afternoon at 2.30pm approximately 450 men aged over 60 play in the Over 60s Triples League, in the background is something like the same number of players eager to join their colleges, that's around 900 older men wanting to play bowls.*

*These take some looking after but doing so, as I have for almost 25 years, can be a great rewarding experience but now due to poor health, I am afraid I must relinquish the post: **ARE YOU THE PERSON FOR THIS POSITON?***

*This is an outline of the tasks I currently perform.*

- 1 Prepare and book a venue for two meetings a year one in March and one in October
- 2 Send to all club representatives a request for items to be discussed at the March spring meeting and the October AGM
- 3 Prepare an invitation and agenda for each meeting and send out to all representatives at least four weeks before the date of each meeting. Attach minutes of the last meeting.
- 4 Prepare an Attendance Sheet
- 5 Take notes and prepare minutes of the meeting's events. Carry out any other tasks asked of him at these meeting such as Rules changes.
- 6 After preparing the minutes circulate to other officers to confirm they are correct and then when approved and completed as a pdf file load onto the league website and send out to Club Reps.
- 7 Throughout the playing season, Maurice Daniel, Fixture Secretary, will prepare the results and league tables, he will send them through to the secretary who loads them onto the website. This is kept up weekly.
- 8 At the end of the playing season the Fixture secretary will send through the final league tables for addition to the website by the secretary. The secretary requests the names of all players involved in the winning side of each division; Christian names included.
- 9 The secretary will prepare the certificates with all players names on, a template for this will be provided. these need to be printed, frames purchased then certificates signed by the secretary and chairman and framed up ready for distribution at the October AGM meeting.
- 10 The trophies must be engraved ready for handing out at the March meeting. This gives us plenty of time. Ever since the death of our old treasurer, John Abbott, the secretary has been taking care of this task, but it is hoped any new treasurer, Peter Sweet, would take back this responsibility.
- 11 As soon as the results are known Maurice will prepare the fixture list for the next season. These will need to be published onto the website and sent to all club representatives and fixture secretaries during September or early October as they prepare to make up their fixture lists for the next season. This is not a difficult task; the difficult task is done by Maurice making sure clubs do not find themselves unable to accommodate all matches to be played.
- 12 Sometime during March and April a request must be sent out to all clubs for the names and telephone numbers, preferably mobile numbers, of each team captain, the secretary will update the team captains list which is then published on the website well before the first day of the playing season. These names are essential should there be any last-minute cancellation of matches due to bad weather or any other valued reason. This is a task that is ongoing throughout the season as captains' names may change and they must be updated and re-listed on the website as soon as possible.
- 13 Every 3 years re-new the fees for using the Wix website and pay to extend the domain name of exeterbowls.com. The treasurer may now take this over. We are currently paid up to April 2027.
- 14 Keep the website up to date with whatever seems relative to the secretary or takes their fancy. News, new clubs joining etc. etc. It can be great fun once you get going and who know you may wish to start your own website or make them up for others. There are demonstrations on the site to help along. This may seem daunting but not really, once shown the ropes.
- 15 **TO HELP**

Records are available from around 2000 onward, the internet and website may put people off if they have never done that before, if you can operate Word and Excel your half way there, it's quite simple once you know how, and I am prepared to work with anyone on that, I will write up an instruction manual and prepare a video of how to operate the website or anything else if need be.

The website help pages are very good at answering any question of how to do it. just take your time, think about what you are trying to achieve and type that into Wix Program Search Box, or one of the AI programs you will be surprised what comes out for you.