



SURREY COUNTY WOMEN'S BOWLING ASSOCIATION

PRESIDENTIAL DUTIES (over 2 years)

(Y=Yes; N=No; AMAP-As many as possible; OP=Optional; OCC-Occasionally)

VP = Vice President; P = President;

Duties – Attendance	VP	P
Executive Committee (March/April/July/October)	Y	Y
2 Selection Committee (Friendly County games March/April)	Y	Y
Surrey Council meetings April/October	Y	Y
Bowls Surrey AGM during November – Venue and time tba	Y	Y
Surrey Annual Dinner and Prize Giving (October – venues arranged annually)	Y	Y
Bowls England Annual Dinner and Prize Giving (November) if Surrey represented	OP	Y
Bowls England Annual Awards (February)	OP	OP
Friendly County Games both Home and Away P plays all games, VP plays in 3, (whether badged or not) VP does not need to attend if not playing	Y	Y
Johns Trophy and Walker Cup matches (number of times depends on draw and year to year)	Y	Y
Celebration and Invitation matches from Surrey Clubs (Varies year by year) VP should attend as much as possible	Y	Y
Bowls England President's matches	OP	OP
Quarter-finals of County Competitions (June and July)	Y	Y
Semi-Finals and Finals of County Competitions (July and August)	Y	Y
President's Day	Y	Y
International trials – Juniors and Seniors (Leamington May and September – only if Surrey has trialists)	OP	OP
British Isles Championships and International Series. (If Surrey players are involved) (June).	OP	Y
National Championships in Leamington (Eighteen days in August) This is currently under revision for the VP	Y	Y
Loyal Service Awards (numbers vary usually from April to August). If from October to March or just a coffee morning no uniform to be worn. Otherwise whites. Research information on recipient	Y	Y
Benevolent Triples – Finals	Y	Y
President's Tour (1 st or 2 nd week in September – venue President's choice) – Due to be revised	Y	Y
Top Club National Finals in Leamington (2 nd or 3 rd week in September) if Surrey represented.	Y	Y
Funerals (This can be very difficult depending on who and how many – If President cannot go then someone else should go in her place). Support each other.	Y	Y



UNIFORM

County shirt and jacket, white full length trousers as approved by Bowls England, white shorts or white/cream regulation skirt, Navy County Blazer should be worn with the appropriate Badge, navy or white walking shoes or sandals with navy handbag. White bowling shoes if playing.

DO NOT REMOVE BLAZER until agreed by President of Host County. Wear full uniform into tea.

PRESIDENTIAL CHAIN

Please handle with great care – it is very delicate and has already been repaired. Do not wear any badges on blazer lapels which will catch on the chain. Always return carefully to velvet case and keep in a safe place.

President to insure chain if possible on own house insurance policy when the chain is in your possession for the year. The county will repay these costs.

GENERAL DUTIES

President, Vice President, (Officers of the County where appropriate)

1. Home games

- a. Arrive no later than 12.00;
- b. Meet coach and greet visitors if appropriate. Courtesy. Act as a host to opposite number, note her name and buy her a drink after the match if she has not played;
- c. Host President decides if blazers can be removed **if worn**;
- d. Do not leave gold Officer's Badge on unattended blazer, wear on shirt;
- e. Sit on Top Table if appropriate (Not always)
- f. Escort visitors back to coach if appropriate. This is common courtesy.

2. Away games

- a. Arrive at coach pick up point 15 minutes before departure time (usually Sutton or Egham BC)
- b. On coach Vice President and President sit together in the front seats behind the driver.
- c. Vice President looks after President.

PLEASE SEE NOTES ON MATCH FORMAT

SPECIAL DUTIES AT MATCHES

President

1. Take Surrey flag and place settings to ALL matches, Quarter finals, semi-finals and finals;
2. Make sure all players are on the coach before departure to and from the relevant venue.
3. **P and VP sit in front seats to one side. P behind driver, VP the President. Insufficient room for P and VP to sit together with all the bags P needs**
4. **Take sweets for coach journey**



Vice President

1. Ask your Club to nominate you and ask a second club to second you;
2. Be responsible for the putting up and taking down of the County flag at all matches, county quarter-finals, semi-finals and finals.
3. At away matches help President to put on Chain just before arrival at the venue;
4. Take President's blazer and the chain after the formalities before the match;
5. Help President with chain after the match;

President

1. Take and wear chain on arrival at Club;
2. Take County flag to all county games and hand to Vice President;
3. Take flag to all county quarter finals, semi-finals and finals;
4. Take "top rink" gifts – small memento;
5. Take visiting President small token gift as appropriate;
6. Take a few extra small gifts (just in case needed for Club Captain/President);
7. Take box of chocolates for club caterers or equivalent gift (Home games only);
8. Research opposing County's successes from previous season (usually very well received and shows interest and knowledge).
9. President's speech needs to be prepared to give after County matches
10. For matches follow format of procedure;
11. When on coach welcome everyone and wish them luck
12. Select teams with SCBA President and Match Secretaries for the mixed celebration matches

QUARTER FINALS, SEMI-FINALS, FINALS, NATIONAL FINALS

- President welcomes competitors to venue and give them small congratulation cards on reaching the quarter finals and wishing them luck in their forthcoming quarter final. Remind players that if they are unable to play in the National Championships at Leamington (give dates) they must withdraw immediately. (If two venues used on the same day Vice President also does this).
- Exactly the same as above but give congratulation cards on reaching semi-finals.
- As above but give congratulation cards on reaching finals.
- **President and Vice President** shake hands and congratulate competitors at the end of the game.

SPECIAL DUTIES AT MATCHES for officers of the day

1. Keep score on prepared sheets every 5, 10, 15, 18 and 21 ends – copy to Secretary. Ask skips for scorecards (or twos), do not rely on scoreboards, check addition is correct.
2. If Vice President is playing help President with Chain and blazer before and after match;
3. Make sure all players are on the coach before departure to and from the relevant venue.