

## **POSITION DESCRIPTIONS FOR SELECTOR ROLES**

V1.05 updated 15 June 2024

### **Aim of these position description**

With these position descriptions, it is the aim to ensure that any club member who nominates for election as a particular selector role is under no illusions as to the extent of work associated with that specific role in the Selection team. These are the current position descriptions (April 2024), which may be modified by any future selection committee as they see fit.

There are 5 selector positions....

1. Administration selector
2. Saturday contact point selector
3. Saturday data entry selector
4. Tuesday contact point selector
5. Tuesday data entry selector

### **All selectors**

All selectors are required to attend selection committee meetings during the pennant season each week (currently 09:30am on Wednesdays). This will take between maybe 4 hours at the start of the season to maybe 2-3 hours at the end of the season. This is on top of other duties in any selector position.

### **Chairperson**

The chairperson must have a windows computer that runs MS Access (our database) and be able to access one drive.

The chairperson shall be elected by the 5 selectors and will also be responsible for ....

- Four weeks prior to AGM seek member commitments for coming Pennant season.
- Review number of Sides for the Season with Selectors and President P&CC and submit to Bowls Victoria when requested by BV and in the format required.
- Keep the One Drive Selectors Member Contact and commitment list up to date using information from the Bowlslink Administration website.
- Set up Bowlslink access for all Selectors.
- Chair weekly selectors meetings – currently 9:30am each Wednesday.
- Ensure that all necessary communications with Bowls Victoria (and any other clubs) are timely and accurate and copied to Club Secretary, President P&CC and all Selectors.
- Prepare newsletter article monthly if needed.
- Prepare Selectors summary notes for AGM and as requested.
- The estimated time per week to fulfil this role is a minimum of 3-6 hours per week, on top of the normal roles of that selector.

### **Administration selector**

- Liaise with coach / coaching committee with all matters to do with the selection committee.
- Attend PC&C meeting and liaise with all matters to do with the selection committee.
- Participate in discussions with coaches and skips on a regular basis to update selectors.
- At the beginning of the season participate (along with the club coach/coaching committee) in briefing club members regarding pennant issues.
- Communicate with other clubs as required for start time changes, walkovers, venue changes etc.
- Organize practice matches as required.
- While these duties may vary from week to week it is estimated that they are not likely to be any less than 6 hours per week each, sometimes more (on top of the 2-4 hours selection committee meetings).

## **Saturday contact point selector**

- The Saturday contact point selector shall be known as the contact selector and shall be prepared to make themselves available for all contact between both regular and emergency bowlers and the selectors throughout the season. It is intended to publish their contact details in the handbook, on the web and on the notice board. He/she will deal with all enquiries and matters pertaining to Saturday games.
- Prior to the commencement of the season this selector shall prepare their list of emergencies for Saturdays together with contact details.
- The roles shall include the receiving of all phone calls pertaining to cancellations, ill health etc. Cancellations as to availability in the top two sides shall be referred to the Chairperson for direction. For the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> teams' selection and arrangement for replacements shall be at the selector's own discretion.
- Once an emergency player has been secured the selector shall then advise team managers as to any changes resulting from the event and request that skips be contacted to pass on the advice for team and travel purposes. Proper and appropriate communication with all team members is the key to the success of this role.
- At the conclusion of each Saturday game day shall assist by helping the Saturday data entry selector record results and tick details
- Email Saturday duty rink members and team managers reminders of their duties each week.
- While these duties may vary from week to week it is estimated that they are not likely to be any less than 10 hours per week each, sometimes more (on top of the 2-4 hours selection committee meetings).

## **Saturday data entry selector**

- The Saturday data entry selector must have a windows computer that runs MS access (our database) and be able to access one drive.
- Prior to commencement of the season, he/she is required to be familiar with use of the Pakenham system.

- Prior to commencement of the season the names of all regular pennant players including emergencies must be entered into the system. Once BV notify the club as to the season's draw, the details of each round of the draw need to be entered into the Saturday system. A second party should check all entries.
- The approved season draws for Saturday shall be prepared on a spreadsheet for display on the club notice board and in the club handbook.
- On completion of these team selections, the Saturday data entry selector will enter the teams into bowlslink, one drive (the cloud) and email all members the teams.
- Some changes prior to game day are an issue most weeks. The day before game day, ensure there are no changes and print out the score cards, the labels for the visitors score cards and the tick cards. These cards are to be located at the club on Friday.
- At the conclusion of each game, all home side results will be checked and entered into bowlslink. All away side results, including cross check with cards showing players names from both sides, are to be checked in bowlslink.
- At the conclusion of each game day all selectors shall wait at the club until all score and tick cards have been returned to the club by the team managers. Such results may be recorded direct into the laptop or onto a separate paper copy of the teams for the selector to record direct into the system at home. All results will be emailed to all members.
- The estimated time for the foregoing procedures is a minimum of 6 hours per week each (plus the 2-4 hours for selection meetings).

### **Tuesday contact point selector**

- The Tuesday contact point selector shall be known as the contact selector and shall be prepared to make themselves available for all contact between both regular and emergency bowlers and the selectors throughout the season. It is intended to publish their contact details in the handbook, on the web and on the notice board. He/she will deal with all enquiries and matters pertaining to Tuesday games.

- Prior to the commencement of the season this selector shall prepare their list of emergencies for Tuesdays together with contact details.
- The roles shall include the receiving of all phone calls pertaining to cancellations, ill health etc. Cancellations as to availability in the top two sides shall be referred to the Chairperson for direction. For the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> teams' selection and arrangement for replacements shall be at the selector's own discretion.
- Once an emergency player has been secured the selector shall then advise team managers as to any changes resulting from the event and request that skips be contacted to pass on the advice for team and travel purposes. Proper and appropriate communication with all team members is the key to the success of this role.
- At the conclusion of each Tuesday game day shall assist by helping the Tuesday data entry selector record results and tick details
- Email Tuesday duty rink members and team managers reminders of their duties each week.
- While these duties may vary from week to week it is estimated that they are not likely to be any less than 10 hours per week each, sometimes more (on top of the 2-4 hours selection committee meetings).

### **Tuesday data entry selector**

- The Tuesday data entry selector must have a windows computer that runs MS access (our database) and be able to access one drive.
- Prior to commencement of the season, he/she is required to be familiar with use of the Pakenham system.
- Prior to commencement of the season the names of all regular pennant players including emergencies must be entered into the system. Once BV notify the club as to the season's draw, the details of each round of the draw need to be entered into the Tuesday system. A second party should check all entries.
- The approved season draws for Tuesday shall be prepared on a spreadsheet for display on the club notice board and in the club handbook.

- On completion of these team selections, the Tuesday data entry selector will enter the teams into bowlslink, one drive (the cloud) and email all members the teams.
- Some changes prior to game day are an issue most weeks. The day before game day, ensure there are no changes and print out the score cards, the labels for the visitors score cards and the tick cards. These cards are to be located at the club on Friday.
- At the conclusion of each game, all home side results will be checked and entered into bowlslink. All away side results, including cross check with cards showing players names from both sides, are to be checked in bowlslink.
- At the conclusion of each game day all selectors shall wait at the club until all score and tick cards have been returned to the club by the team managers. Such results may be recorded direct into the laptop or onto a separate paper copy of the teams for the selector to record direct into the system at home. All results will be emailed to all members.
- The estimated time for the foregoing procedures is a minimum of 6 hours per week each (plus the 2-4 hours for selection meetings).

**P & C Committee to arrange for the following duties associated with Pennant.**

- Documentation of Saturday and Tuesday pennant duty rosters including Saturday afternoon tea roster and the lunch break roster for Tuesday.
- Identify and appoint a member to take care of all peripheral duties associated on both days to include bar duties, obtaining of raffle prizes, and assign responsibility for raffles including conducting of raffles and collection and reporting of proceeds.
- Hot food is purchased, and rosters organized for the sale of hot food with proceeds accounted for.
- Purchase milk and take to the club for both Saturday and Tuesday.
- Ensure all notices for all rosters and kitchen duties are checked and updated as required.