

Group 4 Secretaries Duties

- January:- Collate all players submitted by clubs for Balcomb, Middleton, Eastern Counties, Inter Group, Wally Ball and Ashford
- February: Send list of players for Balcomb, Middleton U/30's and Eastern Counties to Malcom Stark Essex County Team Manager
Arrange with selectors a date for a selection meeting to pick Inter Group, Wally Ball and Ashford Teams
- March Distribute teams to Group 4 clubs for display on their notice boards
Agree with Chairman a date and venue for delegates meeting in April.
Notify all clubs
Prepare Agenda and minutes and distribute
- April Attend County Delegates Meeting
Arrange Group Delegates meeting. Take minutes etc.
Distribute County Handbooks. Issue green testing sheets
- May Optional to attend Ashford trial and games. Gather all unbadged entries
And pass to Competition Secretary by due date. Assist in comp draw
Obtain green test results from clubs, collate information for County
- June Optional to attend Ashford Wally Ball and Inter Group games
- July Monitor unbadged comps with Comp Secretary
- August Liaise with Chairman and Competition Secretary to finalise Group 4 finals.
- September Attend County Delegates Meeting. Attend Group 4 finals.
Send out AGM info (date and venue usually 3rd week in october)
- October AGM
- November Attend County AGM, then pass on relevant info to clubs
- December Request nominees from clubs for Balcomb, Middleton, Eastern Counties, Inter Group, Wally Ball and Ashford