

ESSEX COUNTY BOWLING ASSOCIATION

Administration of County Competitions - Presentation



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Background

Over time a series of forms have been developed and used for the registration of clubs, members and entry to competitions.

Members around the County were asked to enter County Competitions via a manual system with club secretaries collecting lists of names and submitting a series of paper forms (or by email), for up to 16 individual competitions.

Additionally, club secretaries were expected to list names of entrants in alphabetical order on another form; so in total a series of forms Y, X and C, plus each entry form (circa 13) would land on the County Competition Secretary's door mat sometime after 31 October each year. There are approximately 140 clubs in the county so you can do the calculation on how many forms would be needed each year. All of which had to be collated, annotated, sorted in to Groups and then Competitions.

The reconciliation required before allocation of codes numbers, transcribing of names and numbers into software and draws being conducted was very time consuming. In short hundreds of hours spent by club secretaries and various county officers to get the competition draws and lists of names in to the draft for the County Handbook.

The question was could this process be done in a simpler and more time efficient way?

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There were several paper forms required in the registration and entry process.

1. Form Y
2. Form X
3. Form C
4. Individual entry forms for the competitions

It is intended that these forms will be rationalised and club officers will only be required to fill in one form, which will include all of the details necessary for registration and affiliation fee payment.

The major change being that competition entries and fees will be received via an online portal on the County website.

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New Form X

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CLUB AND COMPETITORS DIRECTORY

Number of MALE MEMBERS.....

FORM "X"

CLUB NAME & FULL POSTAL ADDRESS OF GREEN

B C

Tel:

Post Code

Email address of club

website address of club

PLAYING SURFACE

YEAR CLUB WAS FOUNDED

Hon Secretary

Hon Match Secretary

Treasurer

Address

Address

Address

Post Code

Tel No

Post Code

Tel No

Post Code

Tel No

Email

Email

Email

We confirm that the number of male playing members of this club at the end of the 20.... season was

Annual Subscriptions:

Bowls England	£5.00				
County	£1.95				
EBA	<u>£0.25</u>				
	£7.20	x	=	£.....

Handbooks:

County (Club Copy)	£2.50	x	=	£.....
Bowls England	£4.50	x	=	£.....
TOTAL REMITANCE					£.....

We have paid by interbank transfer (please tick box)

ECBA Sort Code 30-94-51 Account Number 01160206

We have paid by cheque (please tick box)

Cheque number

Date / /20...

(revised Sept20jt)

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It is intended that the Club Secretary or nominated person will complete the new Form X and submit to the County Secretary along with payment, either by BACS or Cheque. New form X replaces the old forms X, Y and C.

There is no on going requirement for competition entrant to be listed by club secretaries.

A new portal or link will be added to the existing County website. So members wishing to enter any of the County Competitions just need to register by clicking on the button



which will take the individual to a registration page.

Complete the necessary questions and register a password.

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There will be dropdown lists of Season, Competition type and Competitions and the entrant selects those he wishes to enter.

The system automatically calculates the entry fees in a shopping basket and the entrant will pay online.

A County Handbook will be added to the first shopping basket as purchasing one is still mandatory. If an individual enters one competition then logs out, he may log in again and enter further competitions (only one Handbook will be charged to any one individual).

The responsibility for entering will be on the individual not Club Secretaries.

Those without internet access will still be able to enter by contacting the County Competition Secretary who will then add those entries to the system manually.

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The individual entrant will receive an email confirming which competitions he has entered and how much he has paid.

The County Competition Secretary and Treasurer will be notified of each entrant, the competitions they have entered and how much they have paid.

The system will create a list within each competition showing the entrants for reconciliation purposes. (Club Secretaries will be able to check the lists to ensure entrants are bona fide members of clubs)

Once the closing date is reached, the system will conduct a draw for each competition.

The draws for each competition will subsequently be available within the portal.

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As already mentioned the draw for each competition will be displayed within the portal.

After matches are completed, entrants will submit the result into the portal using their personal login details

The system will automatically update the draw each time a result is submitted, allowing everyone to see the result immediately.

The submission of a result will generate an email to the players in the next round of games notifying each player of their next opponent with their contact details (both challenger and opponent will receive this information)

Contact details are secure, behind the personal login password of each individual.

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Club entries for the Double Fours and County Shield can be made via the portal.

Club representatives will be able to register as a club to submit entries, they will be allocated a separate log in.

There is capacity within the system to add further competitions as and when they are required. This opens the system up to the possibility of incorporating the Essex Ladies County Competitions, ECIBA and ECWIBA, should they wish to use the system.

Group Competitions could be added if Groups wanted to use the system.

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Conclusion

Hundreds of administrative hours will be saved across, Club Secretaries and County Officers.

Individuals will have control of their own entries.

Human error will be reduced to a minimum.

Costs will be saved in terms of printing the Handbook and elsewhere in the administration of the Competitions.

Opportunities are available should others wish to use the system.

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ANY QUESTIONS?

Contact:

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Or

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