



# Regional State Event Manager

## Position Description

The objective of the Regional State Event Manager role is to assist the State Event Committee in relation to the planning, preparation, conduct and review of allocated Bowls SA events.

### **Appointment to the Position**

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Regional State Event Managers will receive recommendations from the Associations within their area from the nominations received and shall consist of one (1) male and one (1) female within each regional area.

Regional State Event Managers are expected to:

- Be able to demonstrate a sound knowledge of the BowlsLink system;
- Be able to administer entries and draws via the BowlsLink system;
- have sufficient knowledge, training and/or expertise in the management of bowls events to enable them to discharge their duties;
- have a reasonable knowledge of Bowls SA and its activities in SA;
- have a capacity to devote the required time and attention to carry out the activities of the position.
- Be able to attend meetings via zoom;
- display a willingness and ability to communicate regularly and openly with Member Clubs, Associations and other key stakeholders;
- be prepared to meet with and learn from other experts in event management, and
- have no significant commercial relationship which would compromise their involvement with Bowls SA activities during their term.

### **Duties & Responsibilities of Regional Event Managers**

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The Regional Event Managers primary responsibilities are:

- Ensure that designated Bowls SA events are conducted to a standard as specified by the Bowls SA Relationship Officer and/or Operations Manager and/or State Events Committee;
  - Coordination of State Event Qualifying within the allocated regional area:

- Ensure that, where required, off-green management of the event (including catering and equipment) is safely and efficiently managed;
- Provide feedback via the State Event Committee to assist the Board in ensuring that the quality of State and Championship events is maintained and where possible modified and improved;
- Provide feedback when requested, via the State Event Committee on the development of the State Event Calendar;
- Assist in the management and conduct of promotional events and other events as required;
- Assist Bowls SA staff in the distribution of pennant supplies and tournament scorecards to metropolitan and country clubs;
- Attend State Event Manager meetings where required, via zoom or face to face – no more than twice annually (If SEM is unable to attend, the associations within their region can nominate a proxy to attend on their behalf, in order to have representation at all meetings);
- Ensure all Bowls SA Policies and Procedures are adhered to.
- In conjunction with relevant personnel, coordinate Regional team selection and management for events.

In seeking to achieve these objectives, the State Event Committee will:

- establish clear procedures, timelines and protocols for the areas of event management for which the Regional Event Manager is responsible;
- provide feedback through the State Event Committee on matters relating to the format, planning and preparation for these competitions;
- consult regularly with the bowls community and experts in the field in relation to staging of championships and major events.
- Liaise with the Relationship Officer and/or Operations Manager to provide the physical support required to set up and conduct designated Bowls SA events.

### **Major Interactions**

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- Bowls SA Relationship Officer
- Bowls SA Operations Manager
- Bowls SA State Event Committee
- Bowls SA Member Clubs and Associations