



Norfolk County Indoor Bowling Association

Role: Manager of the Liberty Trophy team competition under the control and direction of the EIBA for the Norfolk County Indoor Bowling Association (NCIBA)

Accountabilities:

- a. Appointment of three assistants to provide support and input in the selection of the team and associated administration thereof (*note this is subject to change at AGM July 2023*)
- b. Named contact point for the Liberty Trophy and liaison point for the EIBA and other county associations.
- c. Selection of venue where Norfolk is the challenger and liaison with the relevant club to secure rink space required and confirm details of costs and facilities to be provided.
- d. Liaison with the EBUA to secure umpire(s) as necessary where Norfolk is the challenger.
- e. Liaison with the Hon Treasurer on level of any payments (i.e., rink fees, subsistence, travel)
- f. Responsibility for payments agreed to be passed to the relevant club, players or umpires which will be reimbursed by the Association.
- g. Actions related to Liberty Trophy matches.
 - i. Issue of selection notices and associated Child Protection forms where necessary
 - ii. Details of selected team to be passed to webmaster and Hon. Secretary
 - iii. Administration of scorecards, stickers, and shirts.
 - iv. Collection, and/or distribution, of monies relating to.
 1. Rink fees
 2. Travel allowance
 3. Subsistence fees
 4. County shirt purchase or hire
 5. Other
 - v. Post-match activity
 1. Liaison with EIBA HQ, where Norfolk win, to provide details of the result and match scoresheet.
 2. Provision of a match receipt to the Hon Treasurer and banking of any monies due.
 3. Child Protection forms passed to the County Welfare Officer as required.
 4. Notification the County Records officer of match/player details
- h. To attend the Association Executive Committee meetings and provide a report on the Liberty Trophy team and answer questions raised by the Executive Committee.
- i. Recommendation to the Hon. Secretary when requested of players who should be considered to be nominated by the Association for Men's International Trials.

Appointment:

- The Liberty Trophy Manager will be appointed for a period of 12 months, by the Executive Committee at their June meeting or SGM as relevant.
- There is no restriction on the Manager playing in the Liberty Trophy team, and where they do play, they are not required to pay rink fees etc.
- The Manager will NOT be recognised as a county officer or receive an honorarium in relation to the role (this is the same as other NCIBA manager appointments)