



ESTD 1911

BBO Officers

President: Dennis Daly

Vice Presidents: Martyn Cartwright, Pat Ferguson, Andy Tuttle

Chair & Entries/Results Secretary: Dene Stringfellow

Secretary: (**Vacancy**)

Treasurer: Simon Walker

Friday, 17th January 2020

BBO Secretary Vacancy Notice

Max Cowlin has served as Secretary to the BBO for over 50 years and felt it is time to hand over the reins. As he had indicated previously Max did not seek re-election at the AGM in November. I would therefore like to take the opportunity to thank Max on behalf of the BBO Association for his long and unstinting service to the BBO Championships cause, without which the Championships may not have survived.

As there were no nominations for the position of Secretary at that meeting, Max was asked to provide a list of all the tasks he has carried out in process of organising the BBO Championships over the years for circulation to all clubs. Below is the list of tasks Max has provided:

BBO Secretary Tasks

1. Arrange with a club to host the BBO Championships; the host club to book the venue and to mark and marshal on race day; the host club to arrange first aid, toilets, provide a room with electricity supply for processing results and, if possible, refreshments. The BBO pays for all costs incurred by the host club.
2. Liaise with the host club to confirm start times and awards presentation times.
3. Produce an early (*April/May*) newsletter to be distributed to all clubs in the 3 counties to confirm the date and venue of the forthcoming BBO Championships.
4. Liaise with the Entries/Results Secretary to finalise the entry details and produce the August/September newsletter including the request for entries and general information to be distributed to all clubs.
5. Arrange the following officials for the finish and presentations:
 - a) Referee
 - b) Starter
 - c) 2x Timekeepers & Recorders
 - d) 2x Judges & Recorders
 - e) 2x Funnel Stewards
 - f) President
 - g) Results Announcer
 - h) Trophy Receipt Recorder
6. Provide recording sheets and clipboards for officials.
7. Arrange for the return of the BBO Championship trophies, usually on race day.

8. Pack and label the medals for the team and individual winners; the first 3 in 12 age groups.
9. Liaise with host club to confirm all the arrangements are in place.
10. Arrange a venue and date for the AGM and email agenda.
11. Produce the minutes for all BBO meetings for distribution to clubs and posting on the BBO website

Note: The Entries/Results Secretary holds the master email list for all the BBO club contacts and emails to clubs and posts on the new website all correspondence relating to the BBO Championships.

I hope your club will find the time to discuss this urgent matter and may be able to pass on the name of a possible future Secretary. It is also possible that the tasks previously undertaken by the Secretary could be split among two or more people.

If anyone in your club would be prepared to take on the post of Secretary or play some part in organising the BBO and requires further details, please do not hesitate to contact me to discuss the position further.

As decided at the 2019 AGM, the next BBO AGM will be held in March (*date & venue tbc*) at which it is hoped the Association will be able to appoint a new Secretary to take over from Max.

In addition, I would like to ask whether or not your club would be able to host the BBO Championships in 2020. The possible dates agreed for the 2020 Championships are Saturday, 14th November or Sunday 15th November.

Looking forward to hearing from you in due course.

Kind Regards

Dene Stringfellow

Chairperson & Entries/Results Secretary