



Competition and Open Meet Secretary

ROLE

The Competition and Open Meet Secretary is responsible for coordinating and implementing all Club entries to competitions and open meets in association and under the direction of the Head Coach.

SKILLS

- Strong administrative skills
- High level of organization and record keeping
- Reliable and honest

MAIN DUTIES

- To issue and collect entry forms and fees for Open meets events
- Collate all information and send all entries to promoter, ahead of closing date for each meet
- Liaise with Official Sec for organising available Officials
- Input results of all galas and open meets to Team Manager and share with coaches as necessary

COMMITMENT

Variable dependent on open meet/competition calendar.

BENEFITS TO SELF

Help develop and gain useful skills and experiences. To feel valued as a member of a team and gain additional knowledge about the sport and the running and organization of the club.