

RLTC Tournament Secretary Role Description

Overview of the Role

Competition Organisers are responsible for organising our competition programmes throughout the year.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Developing an annual plan of competition catering for different ages and standards, based on court availability
- Liaising with other committee members to promote events through all possible channels
- Booking courts for each event
- Organising referees and supervisors/helpers for each event
- Preparing entry forms, managing entries, entry fees and correspondence
- Organising catering
- Ordering/checking equipment needed for each event
- Arranging competition organiser courses for members interested in supporting events
- Involving our tennis to support in the pre-event organisation and on the day
- Implementing reasonable adjustments for players with disabilities

Skills and experiences needed for the role

- Approachable and friendly
- Good communication skills
- Good IT and organisation skills
- Reliable and trustworthy

Training and support available

Before starting in this role, you will receive training from the outgoing tournament secretary who will go through the process with you. You will receive ongoing support from the committee.

Commitments

- On average this will be around 3 hours per week during busy periods (e.g. around events), but less at other times

Further Information

- Some committee roles require a DBS check. This is dependent on your contact with children and/or adults at risk and/or access to confidential information.