

Guildford Archery Club Tournament Secretary: Job Description (Rev: Dec 2010)

JOB TITLE: Tournament Secretary

RESPONSIBLE TO: Ordinary Member

SKILLS REQUIRED:

- Well organised
- Able to keep records, prepare entry forms and issue publicity
- Comfortable with handling petty cash
- Good communication skills
- Prepared to make occasional time commitment

MAIN DUTIES:

- 1) Act as point of contact for other clubs advertising tournaments and competitions and receive entry forms there-from.
- 2) Circulate details of external tournaments to Club members via the web-site, e-mail, Clubhouse Notice-boards and word of mouth.
- 3) Maintain list of members interested in external tournaments including record of entry fees paid over, fees received and any outstanding balance. Advise the Chairperson of any long overdue balance.
- 4) Liaise with interested members to confirm tournament entries, make up entry forms and despatch with bulk fee using petty cash balance provided by the Treasurer. Reimburse the petty cash by collecting fees from entrants.
- 5) Distribute any tournament details received direct. Liaise with the Records Officer regarding tournament scores, rankings, trophy awards and records achieved.
- 6) Maintain diary of major external tournaments year to year and liaise with the Ordinary Member and Tournament Organiser to draw up the annual GAC Shooting Diaries so as to avoid clashing with major external events. Collection of scores sheets at postal shoot events, produce postal shoot results and pass onto webmaster for publishing on Club Website.
- 7) Produce monthly postal results sheet and distribute to postal league organiser and other clubs in the competition.
- 8) Encourage members to sign up for "away tournaments".
- 9) Distribute results from "away tournaments" to club members who were in attendance and the Records Officer.