



BRENTWOOD TRAMPOLINE CLUB

This is a volunteer agreement for the role stated below and is not intended to be a legally binding contract of employment. The Club will pay the volunteer out of pocket expenses and provide suitable training as required.

The Club will also carry out adequate risk assessments and treat volunteers in accordance with its equal opportunities policy. Volunteers agree to follow the rules and policies of the Club and are requested to do their best to meet time commitments, giving adequate notice if this is not possible.

ROLE TITLE: COMPETITIONS SECRETARY (UP TO GRADE D AND OPENS)
RESPONSIBLE TO: CHAIR
SKILLS REQUIRED:

- ✓ Well organised
- ✓ Good communicator
- ✓ Able to delegate
- ✓ Enthusiastic and good motivator
- ✓ Prepared to make a regular time commitment

ROLE PURPOSE:

1. To make entries into regional and open competitions for club members as directed by their coaches
2. To ensure that the appropriate officials are available to attend such events.

MAIN TASKS ARE TO:

1. Inform members, coaches and officials of up and coming events that the club may wish to enter.
2. Co-ordinate information from members who wish to enter competitions.
3. Check with coaches that the entries requested are appropriate and at the right grade.
4. Check with membership secretary that members have the required membership of outside organisations (eg Eastern Region)
5. Arrange for required number of officials to be available for the event.
6. Send entry with payment to the competition organisers in good time.
7. Pass on competition information to coaches, member and officials
8. To attend management committee meetings.

ESSENTIAL QUALIFICATIONS

- ✓ Access to computer and Internet for electronic entries & members' communication

RECOMMENDED TRAINING:

- ✓ Familiarity with main competition roles