



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: HOME COMPETITIONS SECRETARY
RESPONSIBLE TO: CHAIR
SKILLS REQUIRED:

- ✓ Planning and organisational skills
- ✓ Able to delegate
- ✓ Enthusiastic and good motivator of a team
- ✓ Prepared to make a regular time commitment

ROLE PURPOSE:

1. To work in conjunction with the management committee and other key volunteers to organise competitions at home venue, both open competitions and regional grading competitions.
2. Co-ordinate a team of people to undertake the range of tasks required.

MAIN TASKS ARE TO:

OPEN COMPETITIONS

1. Arrange a date for the competitions in discussion with the management committee.
2. Make sure the hall is booked for this date and the set up the previous evening.
3. Send out invitations, in good time before the competition, detailing the grades/age groups offered and conditions of entry - ie memberships of BG and support of suitably qualified coaches etc.
4. Receive entries from clubs and ensure these are sorted into appropriate competition groups.
5. Organise appropriately qualified officials, from those offered, into judging panels.
6. Order trophies/prizes.
7. Distribute information/timetables to participating clubs in good time.
8. Arrange/ensure others arrange practical details for running the competition: set up teams, judges lunches and refreshments, photos & leotard sales, clear up teams etc.
9. Be present at set up and on the day.
10. On the day, ensure that participating clubs are signed in by appropriately qualified coaches/team managers.
11. Send out results to all participating clubs.

REGIONAL GRADING COMPETITIONS

In co-operation with Eastern Region Trampoline Technical Committee, cover nos. 2, 3, 6, 8, 9 from the above.

ESSENTIAL QUALIFICATIONS

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

RECOMMENDED TRAINING:

- ✓ Familiarity with main competition roles