

# Isle of Wight County Table Tennis Association

## Role & Responsibilities – League Secretary

<b>Role:</b>	To manage and referee the League competition. Obtain, record and collate all league fixture results and update website in a timely manner
<b>Status:</b>	Volunteer
<b>Elected at:</b>	IWCTTA Annual General Meeting
<b>Responsible to:</b>	IWCTTA membership
<b>Reports to:</b>	IWCTTA Management Committee
<b>Approximate time commitment:</b>	Between two and four hours per week
<b>Useful skills and experience:</b>	Knowledge of the table tennis league and it's organisational arrangements. Knowledge of the league rules.
<b>Benefits of volunteering:</b>	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The IWCTTA will reimburse 'agreed in advance' out of pocket expenses.

### Responsibilities

- To plan the programme of events for the year ahead together with the tournaments officer and facilities manager, and submit to the committee for approval.
- To administer the 'day to day' organisation of the league competition.
- To bring any query or dispute relating to the League competition to the IWCTTA Committee for discussion/action.
- Configure and keep up to date League Results Program.
- To enter up weekly results and produce weekly reports for Results, League, Tables and Players Averages.
- Maintain the IWCTTA membership pages.
- Notify Club Secretaries of any penalties imposed.
- Maintain a rule infringements log for ratification at Committee Meetings.
- To follow specific requirements of the IWCTTA Committee.
- Update of all relevant information on the IWCTTA website.
- Uphold the implementation of the IWCTTA's Equity and Child Protection policies.
- Lead in the enforcement of the IWCTTA's Rules Codes of Conduct.

  
Chairman

19/6/17  
Date

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Revision