

RDTTA Special Competitions Secretary Role



The position of **Special Competitions Secretary** is elected at the RDTTA AGM each year and is a member of the RDTTA Management Committee. This document outlines the responsibilities of the role.

Responsibilities

The **Special Competitions Secretary** has the overall responsibility for running some or all of the following RDTTA Tournaments (some of these may be run by other people):

- Individual Handicap
- Team Handicap
- Lower Divisions Knockout

For each of the Team events the **Special Competitions Secretary** will:

- Follow the relevant RDTTA Rules and Regulations*
- Agree the completion dates for each round with the RDTTA Management Committee
- Issue / publish Tournament entry details & forms
- Receive & process entries
- Make & issue draw details to each team
- Process results
- Liaise with entrants as necessary
- Update the RDTTA Website with details of Tournament dates, draws & results
- Produce reports of each Tournament for the RDTTA Newsletter
- Report progress at RDTTA Management Committee meetings

For the Individual Handicap the **Special Competitions Secretary** (or other volunteer) will:

- Follow the relevant RDTTA Rules and Regulations*
- Agree Tournament dates with the RDTTA Management Committee
- Arrange venue booking, with or via General Secretary (Individual Handicap only)
- Issue / publish Tournament entry details
- Receive & process entries
- Issue draw details
- Manage the event on the day of the Tournament
- Liaise with entrants, as necessary
- Update the RDTTA Website with details of Tournament dates, draws & results
- Produce reports of each Tournament for the RDTTA Newsletter
- Report progress at RDTTA Management Committee meetings

(There are specific RDTTA guidelines for running these events; see RDTTA Standing Regulations 2 – Special Competitions.)*

This role requires the holder to have access to a computer, to the internet and to have a certain amount of knowledge of & familiarity with using computers, internet-based software, emails and word processing.

Any queries over a player's eligibility to take part in any of these Tournaments should be addressed to the RDTTA League Registrations Secretary.

Supporting Documentation

Additional information about the website update activities for Special Competitions are documented:

RTTW 4 – Adding Documents to the TT365 Website

These documents provide instructions on how to carry out the tasks related to match results and updating the RDTTA website. Further assistance can be provided by the RDTTA Website Administrator.

Access to the RDTTA Website maintenance facility along with documentation and/or training on how to enter Tournament details on the website will be provided by the RDTTA Website Administrator.