

RDTTA Senior Inter-Town Match Secretary - Role Description



The position of **RDTTA Senior Inter-Town Match Secretary** is elected at the RDTTA AGM each year and as an elected Officer of the Association is a member of the RDTTA Management Committee.

This document outlines the responsibilities of the role.

Responsibilities

The RDTTA Senior Inter Town representative is responsible primarily for ensuring the Reading league is appropriately represented by Senior and Veteran teams for each of the three 'divisional competitions'. More specifically, this will entail:

1. Liaison with Berkshire County regarding the dates selected for the competition (normally three separate Sundays in January/February) and ensuring that these dates are advertised in the league handbook and website.
2. Establishing the names and contact details of Reading league players who have participated in previous inter town tournaments and other players available for selection.
3. Contacting the players (by telephone or email) at least one month in advance of the competition start date to ask them for (and encourage) their availability on each of the three competition Sundays.
4. Based on availability, to select the three person teams representing Divisions 1, 2 and 3 respectively in each of the Senior and Veteran events. Team selection should give the best available representation of the Reading league in terms of player strength. Players new to the competition will need to be notified of the competition rules. All players need to be advised of the competition start time.
5. With this event, there is a high risk and level of player drop-out, therefore a pool of reserve players should be established, with players brought forward from Division 3 to 2 and Division 2 to 1 where appropriate.
6. Team captains need to be selected and asked to agree their role. The inter town rep will contact each team captain immediately following each competition to request the match and individual results.
7. Following conclusion of the competition, match results and an accompanying report are to be sent to the editor for inclusion in the RDTTA Newsletter (and update website or supply details to the RDTTA Website Administrator).

This role requires the holder to have some knowledge of or familiarity with the players in the top Divisions of the Reading league.

Supporting Documentation

Additional information about the website update activities for News items is documented:

RTTW 8 – Adding News Items to the RDTTA Website (TBD)

Further assistance on this can be provided by the RDTTA Website Administrator.