

RDTTA League Registrations Secretary – Role Description

Introduction

This document outlines the role and responsibilities of the League Registrations Secretary (LRS), most of which are at the start of a new season. Some actions are also required during a season in terms of new players being registered and players being transferred to other teams.

The role of the LRS is to ensure that all Reading League players are set-up on the Table Tennis England (TTE) membership database and that player registration is completed for all teams entered in the Reading League.

Main Responsibilities

The main responsibilities of the RDTTA League Registration Secretary are:

Pre-season – Senior Divisions

- Process RDTTA Form B received from each Club
- Verify payment of RDTTA player registration fees by Clubs
- Provide summary of player registration fees to Treasurer
- Create record of RDTTA player registrations, by team & Club
- Verify annual TTE membership fees have been paid by all RDTTA players
- Pay TTE fees for those players who can't do it themselves
- Chase players or Club Secretaries for unpaid fees, as required
- Update TT365 database to include registered players against the relevant teams
- Update TT365 database to remove those players no longer registered for RDTTA

Pre-season – Junior Divisions

- Process list of Juniors provided by Junior Rep

During the season

- Process requests for new player registrations, withdrawals & transfers between teams
- Liaise with Club Secretaries and Divisional Fixture Secretaries, as required
- Report to RDTTA Management Committee (at each meeting)
- Complete TTE Annual Return

Commitment Required

The main workload for the LRS is processing the Player Registration details submitted via Form B and setting-up all players in their teams on the TTE database. This work needs to be carried out in the 4 weeks leading up to the start of the season, in second half of August and the beginning of September.

Once the initial player registration activities have been completed, the workload of registering new players is light. The deadline for player registration is the second Sunday in January and once this has been reached, the LRS has nothing further to do for the rest of that season.

Supporting Documentation

Additional information and specific instructions for each of the items listed above are documented in:

RTTW6 – League Registrations Secretary – Responsibilities & Activities

Further assistance can be provided by the RDTTA Website Administrator.