



SLCGA COMPETITION SECRETARY

TITLE SLCGA Competition Secretary

RESPONSIBLE TO SLCGA Executive Committee

AREAS OF RESPONSIBILITIES

Key Tasks

- To administer Competitions for the Association, including the County Championship and to assist with any SW region competitions held in the County, by preparing, running and closing them.
- Work with the SLCGA Executive to fix a workable schedule of competition dates, at least a year in advance.
- To deal with Competition related correspondence and inform the President and the Executive committee.
- To attend County meetings and to present a report to the delegates at the General meeting.
- To oversee the use of Intelligent Golf for online booking and payment and publication of results.
- To liaise with Honorary Treasurer re-entry fees and prize vouchers.

QUALIFICATIONS

Good understanding of golf, rules and prior knowledge of running Competitions at Club level.

PERSON SPECIFICATION

Good communication skills.

Free time which is flexible.

Ability to use information technology is essential

Excellent organisational skills.

SELECTION PROCESS Nominated and proposed and seconded by two clubs. Decision taken by the County Executive Committee and ratified at the AGM

TERM OF OFFICE Two years

EXPENSES

The County will reimburse the Competition Secretary for travel and will pay postage, printing and stationery costs on production of receipts to the Honorary Treasurer.