

Role Outline: Tournament Secretary

ORGANISATION NAME: Plymouth and District Badminton League

ROLE: Tournament Secretary

RESPONSIBLE TO: League Committee

NAME OF VOLUNTEER:

START DATE: **END DATE:**

Responsibilities:

- Arrange the tournaments for the forthcoming season
- Support the efficient running of the tournaments
- Be the first line of contact with regards tournaments and the results
- Communicate with the club secretaries regarding the tournaments
- Liaise with the Handicap Committee over the handicaps for the handicapped tournaments
- Communicate the results, etc. to the Media Secretary
- Keep the committee up to date with the tournament arrangements
- Collect in, get inscribed and present the tournament trophies at the end of the season presentation
- Be actively involved in creating and following a League Development Plan
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

Signed:

Date: