



## COMPETITION SECRETARY NEW STAR PATCHWAY

Responsible to: [Secretary / Parents forum](#)

### SKILLS

- Administration skills desirable
  - Good working knowledge of Microsoft word and minute taking desirable
  - Good verbal and written skills
  - Well organised and efficient
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### MAIN DUTIES

1. To work with the junior club coach(es).
2. Promote / advertise competitions/under 8 training sessions to the appropriate age group.
3. Liaise with Kano Secretary, to inform them of all under 8 training sessions
4. To ensure that entries for competitions are completed.
5. To collect monies for the competitions, and pass it to the Treasurer
6. To post entry form, with the appropriate club cheque &, where necessary, include a Stamped addressed envelope so that confirmation of entries are received.
7. To provide directions to the competition.