



## **KANO CLUB SECRETARY**

### *NEW STAR PATCHWAY*

**Responsible to:** *Secretary/ Coaches*

#### **SKILLS**

- Administration skills 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)/ secretary,
2. Before the end of each Saturday morning session (possibly bi-monthly), give appropriate stickers to the coaches to give out to Kano members. Update Kano record sheets. Keep records of the grades each member has achieved
3. 4 times a year, when gradings take place, complete the Award Assessment sheet, and collect appropriate fee from the player.
4. Hand in monies to the treasurer and obtain a cheque to be sent with the sheet to the BJA, post the sheet & cheque
5. Liaise with the Competition Secretary, to be aware of any Under training sessions, to promote to Kano club members