



# **Saunton Sands Surf Life Saving Club**

Registered Charity No: 1032081 - Email: sauntonsandsslsc@hotmail.co.uk

## **COMPETITION SECRETARY Job Description**

- Ⓢ Ensure competition member list is up to date and ensure they are aware of competition dates, and procedures at interclub, county and national levels (including entry procedures and closing dates)
- Ⓢ Facilitate entries for competitors
- Ⓢ Liaise with the sections on upcoming events/issues
- Ⓢ Through the sections make sure all monies (i.e. membership, competition fees etc) are paid in full by the required date.
- Ⓢ Liaise with gear steward to ensure all club equipment (e.g. tents, reels, boards, skis etc) is transported to competition by start time
- Ⓢ Allocate responsibility of tent setup and dismantle to different sections for each competition

### **Skills required**

- Ⓢ Knowledge of all SLSGB Rules and Regulations
- Ⓢ Ability to organise and delegate tasks
- Ⓢ Maintain confidentiality on relevant matters
- Ⓢ Communicate effectively and possess good interpersonal skills
- Ⓢ Be friendly, positive and enthusiastic