

## COMPETITION SECRETARY

Chair of Gala Committee

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### Role

Ensure smooth running of club's Competitive activities

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### Main Duties

- Compile and manage the Club's 12 month gala fixtures in conjunction with Chief Coach and Gala committee as appropriate
  - Arrange all inter club competitions as agreed with the Management Committee/Chief Coach
  - Issue gala invitations for inter club galas and maintain list of attendees
  - Return acceptance slips to other clubs for gala invitations
  - Produce an annual fixtures list and make available to all members
  - Ensure appropriate venues are booked for all home galas
  - Liaise with officials coordinator to ensure that appropriate helpers are available for all galas
  - Ensure transport is provided for away galas when requested by the Management Committee
  - Provide programmes for spectators, officials and competing teams for home galas
  - Ensure that details of away galas are passed to the appropriate coach/team manager
  - Provide details of galas to the team selectors in good time
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### Commitment

Ongoing weekly responsibility

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