

National Competitions Lead Officer

Status: Voluntary

Remuneration: Agreed expenses

Location: Various locations due to events

Meetings: Attendance at 4 meetings per year

Reporting: Community Business Development Manager, Simon Oylar

Role Descriptor

Table Tennis Wales (TTW) is the National Governing Body for the sport in Wales. During the 2019-2020 season, some of our longstanding competition volunteers retired, therefore we have vacancies on the competition committee to help with future events.

As an organisation events are a major part of the operations as it helps elite, development and beginner players. We cater for Veteran player's right down to Dragon ages.

The **National Competitions Lead Officer** will be responsible for organising and delivering the Welsh National Championships, Cardiff Grand Prix, Welsh Primary Schools Championships, with the help of the national support officers.

Key Responsibilities

- Ensuring all entered clubs are affiliated to TTW
- Ensuring all players participating have a valid Player License.
- To ensure events fall in line with the seasonal events calendar.
- Act as the main contact within TTW for National Competitions.
- Send the results to the TTW ranking officer on completion of events
- Help follow TTW safeguarding policies at all competitions
- Develop good relationships with clubs/leagues
- Manage TTW confidential information appropriately
- In line with GDPR instructions, keep all sensitive information safe and secure**
- Construct a report for TTW Competitions Committee
- Ensuring that competitions are run in line with TTW and ITTF Rules.