

Team Championships Of Wales – Junior Lead Officer

Status: Voluntary

Remuneration: Agreed expenses

Location: Mainly Sport Wales National Centre

Meetings: Attendance at 4 meetings per year

Reporting: Community Business Development Manager, Simon Oyler

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 **Team Championships Of Wales – Junior Lead Officer** will be responsible for organising and delivering the Junior Team Championships of Wales with help from the Events Support Officers.

Key Responsibilities

- Create entry form and collect all team entries.
- Ensure 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.
- Send the results to the TTW ranking officer on completion of event
- Help follow TTW safeguarding policies at all competition
- Develop good relationships with clubs/league
- 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.