

ENGLISH TABLE TENNIS ASSOCIATION - COUNTY CHAMPIONSHIPS

ROLE DESCRIPTION

TITLE: SECTION ADMINISTRATOR (volunteer)

RESPONSIBLE TO: COUNTY CHAMPIONSHIPS CHAIRMAN/ADMINISTRATOR

EXPENSES: will be paid to support the role for travel, administration costs and subsistence etc.

JOB PURPOSE:

To assist the County Championships Administrator by undertaking a range of duties to ensure the efficient running of the County Championship competition in accordance with the County Championships Rules and Regulations (Appendix K).

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

1. Good administrative skills and the ability to work to deadlines.
2. Preferably have a knowledge of the County Championships Rules and Regulations and/or the ability to interpret them fairly and consistently.
3. Computer literate.
4. Preferably have experience of the administration of table tennis competitions.
5. Good communication skills.

KEY DUTIES AND RESPONSIBILITIES:

To be responsible for a range of administrative processes related to the registration of players, processing results of matches and dealing with offences, ensuring deadlines are achieved in accordance with the County Championships Administration Process/Timetable attached. To deal with general queries from Counties and players relating to the regulations for a section(s) of the county championship. These duties will include -

1. **Registrations/Rankings**

- a. Receive Registration Forms from Counties on Form CC3 in accordance with Regulation 20.1
- b. Process additional or revised registrations (Regulation 20.2)
- c. Process Emergency registrations. (Regulation 20.2.1)

2. **Results**

- a. Receive Match Score Sheets from counties in accordance with Regulation 25.8.
- b. Check against the Fixture list and chase up any outstanding Match Score Sheets (Regulation 30).
- c. On receipt of Match Score Sheets check that counties have played in the order shown on the current registration list. (Regulations 20.8 and 20.9). Identify any offences – action as 3 below.
- d. Distribute copies of Match Score Sheets, one copy to Hastings for computer ranking points and one copy to Press Officer and retain the top copy for future reference and queries.
- e. From Match Score Sheets compile Results and Tables to be entered on ETTA website within 7 days of matches.

3. **Offences/Fines**

- a. Maintain a register of offences and fines. Standard Form.
- b. From score sheets identify any breaches of the regulations, and refer offences to the Chairman/Administrator and agree action required.
- c. Contact counties giving details of offences and any fines imposed using standard letter within 7 days.
- d. Receive any cheques for fines imposed, update records, and send to the Administrator for Banking.

4. **Communication:**

- a. Provide advice to players and officials of counties in that section of the county championships regarding registrations, regulations, offences etc.
- b. Deal with grievances from counties in consultation with the Chairman/Administrator and Referee as appropriate
- c. Liaise closely with the Chairman/Administrator regarding queries and issues to ensure all sections deal with matters fairly and consistently.

5. **Other:**

- a. Work to deadlines and maintain records detailed in the attached County Championships Administration Process/Timetable.
- b. If required, take Minutes of County Championship Committee meetings and the Annual County Championship Conference, including Action Appendix. Agree draft with Chairman and forward to ETTA Hastings within 21 days.
- c. Attend County Championship Committee meetings and the Annual County Championship Conference.