

TABLE TENNIS ENGLAND ROLE DESCRIPTION & PERSON SPECIFICATION

COUNTY CHAMPIONSHIPS - CADET PREMIER WEEKEND ORGANISER & COUNTY CHAMPIONSHIPS - VETERANS PREMIER WEEKEND ORGANISER (2 roles)

Status: Volunteer

Department: Competitions & Events – County Championships

Responsible to: County Championships Administrator & Chairman

ROLE SUMMARY

The County Championships Committee oversee the delivery of the County Championships competition.

Two organisers are required to be members of the Committee, and with specific responsibility for all administrative duties required to ensure the efficient running of the Cadet *or* Veterans Premier Divisions weekend competitions, in accordance with the [County Championships Rules and Regulations](#)

The main responsibilities are:

1. To select suitable venues, such that details can be included in the County Championships handbook by 1st weekend in August, along with a potential Local Organiser (if required)

Local Organiser responsibilities:

- i) Lighting, flooring, court sizes and tables must comply with the County Championships regulations for the event being staged
- ii) There is adequate seating
- iii) To check with local hotels the cost of accommodation, how many rooms are available, supply a list of a reasonable number of hotels and their contact details
- iv) To check whether food is available at the venue or locally to the venue
- v) To oversee the setting up of the venue
- vi) If admission is to be charged

Premier Weekend Organiser to confirm the above details when a Local Organiser is used.

Venue – General requirements:

- Adequate seating capacity
- Changing room facilities (Male & Female), with showers, if possible
- Lighting must comply with regulations

Venue – Playing Area equipment required:

- Cadets – at least 8 tables (same make, if possible), surrounds, umpire tables, chairs, scoring machines, net & post sets, table numbers for each court
- Veterans – at least 4 tables (same make, if possible), surrounds, umpire tables, chairs, scoring machines, net & post sets, table numbers for each court

NOTE: Cadets is played over a single weekend on 2 tables per match/ Veterans is played over two weekends on 1 table per match

2. At least 6 weeks before the scheduled weekends
 - a) Write to counties with information of directions to the venue, with maps, and potential accommodation, if required, with maps.
(It is the responsibility of the Counties to book their own accommodation)
 - b) To get from Counties, names of players whom will be representing their county (to produce a programme, where applicable)

3. At the venue
 - a) Hand out to Counties expense forms. When complete, process the forms and when they are satisfied that they are correct, get each County to sign an agreement form.
 - b) Match balls and scoresheets to be provided by the participating 'home' County.
 - c) Collect the top copy of each scoresheet and post to the relevant County Championships Administrator, as soon as possible, following the conclusion of the weekend.

KEY SKILLS AND EXPERIENCE

Experience

- Demonstrable experience of organising competitive events
- Show a working knowledge of the County Championships Regulations

Skills

- A passion for sport and the benefits it brings
- The ability to work within a team
- Good communication and interpersonal skills

We are an equal opportunities employer and encourage applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We particularly encourage applications from individuals from black and minority ethnic groups and/or with a disability for this role.

To put your name forward for this role, please send your reasons you are interested in the role and the skills and experience you can bring to the County Championships Committee against the key skills and experience listed above in no more than 300 words.

For any questions and to apply for this role, please contact Stan Clarke (Chair of the County Championships Committee) stanclarke1@virginmedia.com