



JOB DESCRIPTION

ASSISTANT INTER CLUB MATCH SECRETARY

To work with the Inter Club Secretary to oversee the Inter Club activities.

Key Responsibilities

- Receive and enter club fixture dates for the allocated leagues and record the results of matches.
- Prepare and publish interim results.
- Prepare final results for the end of July ready for publication. The finals are played at the end of August/ September.
- Organise and run the allocated finals.
- Work with the Hon Inter Club Match Secretary to prepare the following year's draws for all leagues, ready for publication to all clubs by the end of September.
- Liaise with the Hon Inter Club Match Secretary to draw up a short list of venues for the team finals two years in advance.
- Liaise with the Hon Inter Club Match Secretary to give a report at the AGM and presentations at the Delegates' meetings.
- Work with the Hon Inter Club Match Secretary to review and recommend changes, if necessary, for the future of the league system.
- Deal with any correspondence and queries relating to Inter Club issues.
- Attend Executive Meetings and present reports.

Essential skills required

- **Secretarial and computer literacy**
- **Good Communication**
- **Organisational skills**
- **Experience of Inter Club Team Matches.**
- **Good knowledge of the Rules of Golf.**

Effective from 16 November 2023

Expenses Covered in line with current YLCGA Policies.

Application process

A letter of application accompanied by a CV. A letter of proposal from the applicant's home club seconded by another club, should be sent, by post or email, to the County Secretary, Mrs Lesly Ford, Barn House, Thormanby YO61 4NN. Email: leslyford@hotmail.com

Closing date for applications 31 October 2023

All officers and members of the YLCGA Executive are required to attend a Good Practice and Child Protection Workshop and may undergo an Enhanced DBS check.

Informal discussion with the current Assistant Inter Club Secretary is welcomed.

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