



JOB DESCRIPTION

Inter Club Match Secretary

To oversee all Inter Club activities.

Key Responsibilities

- Attend and report at the Annual General Meeting. Attend Executive Meetings.
- Prepare presentations for March and September Delegate Meeting.
- Receive entry forms for all teams for the following year's Championship. Liaise with the Assistant Inter Club Secretary to prepare the following year's draws.
- Receive and enter club fixture dates for the allocated leagues and record the results of matches. Publish interim and final results. Arrange planning meetings with finals venues.
- Prepare the final results and advise clubs who have qualified for the finals. Organise and run the allocated finals.
- Deal with any correspondence and queries relating to Inter Club issues. Prepare all draws, fixture lists, entry forms, result sheets and any other relevant paperwork/notifications.
- Work with the Assistant Inter Club Match Secretary and Inter club sub-committee to review and recommend changes.
- Liaise with the Assistant Inter Club Match Secretary on Terms of Competition for inclusion in the handbook.

Key Attributes Required

- Organisation skills. Secretarial and computer literacy. Communication, both written and verbal.
- Experience of Interclub matches would be an advantage.
- Good knowledge of the Rules of Golf (especially match play).

Effective from AGM 16 Nov 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 30 September 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.