

## Competition Secretary Job description

### To Do List

#### Prepare schedules –

#### Prior to Tournament:

- Order any special rosettes or ribbons required
- Set up Programme to enter entries in through word
- Enter entries in as they come in – if direct crediting ensure money in account and ensure all regos are up to date if not follow up prior to tournament
- Compile a list of riders requesting stables and Yards
  
- Do a draft plan of arena times to determine how many arenas needed and how tournament will run
  
- Draw – with Kristin and Agnes
  
- Do Judges Arena Plan and Timetable
  
- Key in times in programme for riders, including arenas and judges – Do double checks etc
  
- Send programme to Helen (for Judges Blocks) and to Writers Co ordinator
  
- Print off programme copy for Office and Scorer – keeping up to date of scratchings etc prior to tournament
  
- Email Stable list to Helen for allocation and when it comes back format and send along with programme to website
  
- Check off Direct Credits to entries, chase up any not paid – add up total entries to advise Treasurer
- Write up cheques and bank them
  
- Send Programme to Facebook and Website with any messages needed

#### Computer:

- Set up classes
- Type up Xcel spreadsheet of entries
- Input Xcel spreadsheet and check classes to ensure entries are all looking correct

#### After Tournament

- Scan results and send through for website
- Update points prize list
- Process any refunds
- Advise Treasurer how many stables and yards were used plus copy of results
- Export results from Computer to spreadsheet and delete unreg out then email to Head office
- Stock take of Ribbons and re order any required