



## COMPETITIONS

### JOB DESCRIPTION - COMPETITION SECRETARY

Version 2

Agreed by ManCom..... 2/9/10

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Note 1 – It is important that this document is kept up to date and current. Any changes should be discussed and agreed by the Management Committee (ManCom).

Note 2 – The Competition Secretary, in conjunction with the ManCom, is responsible for the organisation and running of all County Championships and for the Little Cup. The former are to be used as the qualifying heats for the ESMBA National Championships as well as the qualifiers for the NESMBA (Northern) Championships.  
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#### A - RESPONSIBILITIES

1. Competition Policies - The Competition Secretary must ensure that all competitions are organised in accordance with policies agreed by the ManCom.
2. Honorariums and Expenses – The Competition Secretary receives an annual payment (honorarium) as determined by the General Committee. This is intended to cover some of the cost of the phone calls necessary to pursue the “job”. Any other expenses incurred must be claimed from the Treasurer with all receipts. Travelling expenses are not reimbursed.
3. Meetings - Constitutionally, the Competition Secretary is an Officer of the Association and a member of the Management Committee. As such he/she is jointly responsible with the other Officers for the overall administration of the Association and all its affairs. He/she is therefore expected to attend all Management and General Meetings and actively contribute to the proceedings.
4. Competition tasks - The attached list itemises the tasks necessary to organise the regularly occurring competitions on a month by month basis. Tasks for other random competitions will be agreed separately by the Management Committee.
5. Reports – The Competition Secretary must prepare a report on the season’s competitions for presentation to the AGM. A similar report should also be prepared for inclusion in the NYSMBA Handbook.

#### B – COMPETITION POLICIES

##### ENTRY

- Entry to the County Championships is open to all registered NYSMBA members – there is no cap.
- Entry to the ESMBA Nationals is via participation in the County Championships. There is an indicator to be ticked on the entry form and an additional (ESMBA fee) is payable. Any registered member may enter the Nationals. Qualification is determined by the relative finish placing compared with other National entrants.
- Entry to the NESMBA Northern Championships is also via participation in the County Championships. All players reaching the semi-finals will be offered a place although this is not compulsory. Refusals (and additional places if any) will pass to the next highest placed player(s).
- Entry to the LITTLE CUP will be limited to 24 teams (requiring 12 mats)

## **FORMATS**

Championships – the final format for each discipline shall be determined by the number of entrants but the following principles will be followed.

- The first round shall be a round robin, wherever possible in groups of 4.
- All entrants should get a minimum of 3 games.
- Preliminary rounds and BYES shall be avoided wherever possible.
- All games shall be played on a different mat or on mats moved from their original floor position.
- As the Championships double up as National qualifiers, full unmodified ESMBA Rules shall be used throughout.

Little Cup – the format is for teams of 4 playing two games as 2 Pairs and two games as a Single/Triple.

- Teams will play in alternate sessions
- 20 entrants will require 10 mats and 24 entrants will require 12 mats

## **VENUES**

Competitions will be played in venues agreed by the General Committee and contained in the Venues Policy.

## **C - TASKS**

SEPTEMBER - All clubs must be sent the following details with covering letter

- POSTER advertising the dates/locations of all County Championships.
- POSTER advertising the dates/locations of the National Finals.
- Entry forms for all Championships. (U18 entry form only to those clubs registering Juniors)

## **OCTOBER**

- Receive back entries and check - pass fees to Treasurer.
- Complete ESMBA entry forms on behalf of all Nationals entrants and send to ESMBA with single cheque covering fees (before County Championships take place).
- Choose and purchase all keepsakes for winners and runners-up (incl. Target Comp. for Juniors)

## **NOVEMBER**

- Once all entries are in, determine format for each competition (dependent on number of entries).
- Determine mat allocations for each round.
- Arrange random draw (no seeding).
- Notify all entrants of draw, attaching relevant notes for each discipline.
- Arrange for catering, sundries and Umpires.
- Choose and purchase prizes for all raffles.

## **DECEMBER - Pairs, Fours and Mixed Fours**

- Prepare all score cards and notice to display for first Round.
- Attend and supervise all 3 competitions.
- Record all scores determining which players shall progress from one round to the next.
- After each competition notify ESMBA of Top 4 (ESMBA form provided).
- Receive notice of allocation of places in Northern Championships from NESMBA.

## **JANUARY - Singles, Triples and U18 Singles**

- Prepare all score cards and notice to display for first Round.
- Attend and supervise all 3 competitions (Helpers/markers required for Juniors)
- Record all scores determining which players shall progress from one round to the next.

- After each competition notify ESMBA of Top 4 (ESMBA form provided).
- Notify NESMBA Championship Secretary of all qualifiers together with entry fees.

## FEBRUARY

- Receive notice of allocation of places in National Championships from ESMBA.
- Notify all ESMBA National qualifiers of final details.
- Notify all NESMBA Championship qualifiers of final details
- Send out POSTER with details/entry form for Little Cup.
- Receive back entries and fees and check – pass fees to Treasurer

## MARCH - Little Cup

- Notify all entrants of final details.
- Prepare all score cards.
- Arrange for mats to be borrowed, delivered and laid (previous night).
- Arrange catering for requisite numbers (purchase biscuits for the day).
- Obtain prize money from Treasurer.
- Attend and supervise, tabulating all scores to determine winner.