



CARMARTHENSHIRE & PEMBROKESHIRE
LADIES COUNTY GOLF ASSOCIATION



COUNTY COMPETITION SECRETARY – JOB DESCRIPTION

PURPOSE OF ROLE

Hold office as a member of the Executive Committee with responsibility for the setup, running and administration of the County competitions throughout the year.

MAIN RESPONSIBILITIES

- Liaise with member clubs to arrange the dates and venues for the County Championships and four daily competitions for each year.
- Promote the participation in all competitions by distributing posters and information regarding each event.
- Setup each competition on HandicapMaster, register entrants and prepare starting sheet.
- Liaise with County Treasurer to balance entry fees for each event and to prepare prize vouchers.
- Attend at each competition, check completed competition cards and determine results.
- Upload results to MasterScoreboard and return scores to Wales Golf WHS where relevant.
- Attend and participate as an Executive Officer at all relevant meetings of the Association.

The County Competition Secretary will be elected at the Annual General Meeting of the C&PLCGA and will hold the post for a period of three years.