



COLEBRIDGE TABLE TENNIS CLUB

Role description: League Secretary

Name of League Secretary: Ben Willson

Responsible to: Colebridge Management Committee

Main duties

- ↳ Support the efficient running of the club.
- ↳ Arrange affiliation of Colebridge to local league organisations.
- ↳ Organise local league teams, including Team Captains who are familiar with their role and responsibilities.
- ↳ Produce an online calendar of fixtures and keep this updated as required.
- ↳ Deal with all league correspondence.
- ↳ Promote the league competitions to relevant members.
- ↳ Support the General Secretary with league success for the Annual Report.
- ↳ Maintenance and enhancement of the Colebridge website.
- ↳ Attending key meetings (including Annual General Meetings).
- ↳ Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- ↳ Arranging handover or succession planning for the position.

League Secretary - Adopted in Club Committee Meeting minutes

Signed:

A handwritten signature in black ink that reads "John Cole".

Club Chair

Dated: 13th November 2025