

---

# Suffolk County Athletics Association

## Track & Field Secretary



### Role Description

- To work with County Association Officers in the planning and organisation for the annual track and field championships.
- Attend and oversee the delivery of the annual Track and Field Championships.
- Receive and collate entries – send out pre event information to athletes and officials. Electronically input names and events for athletes together with other information to produce the event programme.
- Provide a report to the executive committee regarding entries, officials, income and expenditure from the championships.
- Keep all affiliated clubs informed of county competition & opportunities for club athletes to represent the county at Inter-County championships.
- To liaise with SCAA team managers with regards to Inter-County track and field competition & ensuring entry of Suffolk teams into relevant Inter-County events.
- Organise officials refreshments, prepare all relevant paperwork ( scorecards etc.) Ensure all equipment is available. Ensure venue and first aid is booked.
- Attend SCAA meetings to report on progress and ensure good communication with clubs.