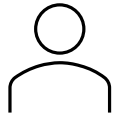


Competition Secretary



The Competition Secretary is responsible for maintaining the fixtures calendar and helping to arrange the competitive activities of the club. They ensure that organisers are found for events and liaise with other clubs to make sure everything goes to plan. Ideally this position should be filled by someone with experience as a competitor and organiser.

Responsibilities and Duties

Some of the duties of a Competition Secretary may include:

- Formalise events calendar with Club committee and event organisers.
- Organise and book the facilities and venues that the Club uses.
- Send details to Motorsport UK/Event Steward as required, and check appointment of other necessary officials for the event.
- Liaise with the Secretary and Press Officer to promote the event on the website and social media and ensure all information is timely and up-to-date.
- With the support of other club officials and organisers, draft the Supplementary Regulations.
- If needed, manage and administrative the entries process for the Club's events.
- Make Clubs in the local area aware of your Club's events, as well as the Regional Association and Championship Coordinators.
- Liaise with the Treasurer for entry fees.
- Prepare all paperwork for events such as listing the fixture, applying for the Motorsport UK Event Permit, and creating running orders.

Many of the duties and responsibilities listed above may cross over with organiser's roles and/or other club officials.

As a participating member of motorsport, they should uphold the values of the [Race With Respect code](#).

Skills and Qualities

- Effective administration skills
- Good verbal and written skills
- Well organised and efficient
- Good IT skills
- In-depth knowledge of the club and running of events

For more information guides visit the Motorsport UK Club Toolkit.

For guidance and suggestions of further guides, email the Motorsport UK Club & Community Development Team at club.development@motorsportuk.org