

Volunteer roles

COUNTY CHAMPIONSHIPS COMMITTEE

1. Assistant Administrator 2. Premier Weekend Organiser

Status: Volunteers

Department: Competitions & Events – County Championships Committee

Responsible to: the Administrator of the County Championships

ROLE SUMMARY

The County Championships Committee oversees the delivery of the County Championships competition. The [County Championships website](#) gives a good idea of the nature and scope of the County Championships.

We are looking for an additional Assistant Administrator and a Premier Weekend Organiser to volunteer alongside existing Assistant Administrators and Premier Weekend Organisers. On taking up these opportunities, they will become members of [the County Championships Committee](#)

These are both high profile roles and the work of both Assistant Administrators and Premier Weekend Organisers is hugely valued across the table tennis community.

1. Assistant Administrator

The Assistant Administrator will be responsible for organising a County Championships competition.

Specific tasks include:

- Checking Ranking & Registration Forms submitted by counties
- Processing scoresheets to ensure compliance with County Championships regulations
- Entering results into TT Leagues software
- Publishing results
- Contacting the Administrator and counties in relation to any non-compliances

(a) Skills

- Organised, with attention to detail
- IT-literate and comfortable using software for results-management
- Comfortable in meeting deadlines
- Impartial, objective and consistent
- The ability to work constructively as part of a team
- Good communication and interpersonal skills

(b) Experience

No specific experience is required as full training will be given. But it will be helpful to have current experience of the County Championships and experience of organising and managing competitive table tennis events (particularly results management)

2. Premier Weekend Organiser

The organiser has specific responsibility for all administrative duties required to ensure the efficient running of a County Championships Premier Division weekend competitions, in accordance with the [County Championships Rules and Regulations](#)

The main responsibilities are:

1. To select suitable venues, such that participating counties can be notified by 1st weekend in August of the date and venue of the Premier Weekend sessions
2. Ongoing liaison with host venue
3. Notify the participating counties of the arrangements for the weekend session
4. Oversee the schedule of matches
5. Enter the results as matches are completed at the venue
6. Produce a report of the weekend session for TTE and County Championships websites

(a) Skills

- An effective organiser and project manager
- IT-literate
- Ability to command respect of experienced table tennis players
- The ability to work constructively as part of a team

(b) Experience

- Experience of organising table tennis competitions at local, county or national level will be helpful
- Being a qualified Table Tennis England Coach and/ or Umpire and/ or Referee and/ or Tournament Organiser would be advantageous, but not essential (in the first instance)

RESPONSIBILITIES AS A MEMBER OF THE COUNTY CHAMPIONSHIPS COMMITTEE

Both opportunities entail becoming a member of the County Championships Committee. This section sets out the roles and responsibilities that both the Assistant Administrator and Premier Weekend Organiser will have as members of the County Championships Committee.

Day-to-day Committee business is ongoing through each year and will be carried out via email. There are usually two Committee Meetings per year. These are on-line meetings and generally take place on a weekday evening. Committee Members are expected to attend the Annual Conference. This is also an online meeting that takes place on weekend in June.

Committee members will have a tenure of 2 years per term. Committee members shall be entitled to claim from Table Tennis England expenses in line with the Table Tennis England volunteer expenses policy.

Committee members must be a current member of Table Tennis England.

All members of the committee shall adhere to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

For further information on the County Championships, please visit the [Table Tennis England website](#)



YOUR APPLICATION

Table Tennis England is proud of our commitment to equal opportunities:

In line with our Level the Table strategy, Table Tennis England is committed to becoming a more diverse and inclusive organisation to bring new and different perspectives to our volunteering opportunities. So that we can more closely reflect UK society, we particularly encourage applications from individuals within groups which are currently underrepresented, namely those who identify with different gender attributes, from an ethnically diverse background and/or individuals with a disability or long-term health condition.

Table Tennis England will ensure that persons with disabilities are provided reasonable accommodations.

FURTHER INFORMATION

To discuss the nature of the opportunities and the commitment they entail, in the first instance, please contact Neil Hurford, Chair of the County Championships Committee, on the email below.

HOW TO APPLY

To apply for one of the roles, please submit a CV and covering letter detailing the following information:

- which opportunity you are interested in and why
- your relevant skills and experience
- an understanding of your capacity to fulfil the ongoing day-to-day commitments of the opportunity
- any relevant potential conflicts of interest (eg any relationship with TTE suppliers, sponsors or partners etc)

Details should be submitted to Neil Hurford, Chair of the County Championships Committee neil.hurford@tabletennisengland.co.uk by Sunday 30 March 2025. If you are unable to process your application by email, please post to the address below.

tabletennisengland.co.uk

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