



# Sussex Pétanque Association

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## SXP Elected Officers

### SXP Playing Officer

#### Job Description

- Put together the annual SXP Playing Calendar, ensuring no clashes with EPA events and other important dates in the calendar as quickly as possible after the EPA issue their calendar. Propose the playing calendar to the SXP MC
- Issue the agreed SXP Playing Calendar to all SXP members
- Review, propose and implement the Rules for all SXP Competitions
- To act as focal point for players clarifying matters and resolving issues that arise through SXP competitions
- To be responsible for organising all SXP Competitions
- To confirm venues and dates with club/terrain contacts and ensuring they know their responsibilities and any catering/parking arrangements
- To ensure each venue for each SXP event conducts and provides a risk assessment in accordance with the EPA paperwork
- To promote participation in SXP/EPA events and provide timely information on format, commitment, prizes and SXP representation possibilities
- Produce entry flyers, emails and social media promotions
- Maintain register of pre-entries, plus entry fees, before day of competition and on the day if necessary
- To ensure the SXP Treasurer receives accurate details of all entries and the entry money received
- To liaise with the SXP Secretary to ensure each Championship Trophy is available on the day of the competition
- To produce and provide competition paperwork for agreed formats as well as having adequate back-up paperwork for alternative formats if required
- To run the competition on the day
- To verify each players' eligibility to take part in SXP competitions against the membership list provided by the SXP Membership Secretary
- To arrange for a report of the day, with results to be published on SXP website and a report on the SXP Facebook group in a timely fashion
- To inform the SXP webmaster of the winners of each SXP competition so the Roll of Honour list can be maintained
- To arrange for an umpire to officiate at SXP competitions
- To inform the SXP President and Secretary in a timely fashion if they are not available to organise any SXP competition
- To provide a review of SXP competitions at SXP MC meetings including any recommendations
- To attend SXP MC meetings
- To provide a report at the SXP AGM
- To undertake other duties that may be needed for the benefit of SXP

- To promote a positive image of SXP and be an ambassador for the region
- To be aware of and work within the EPA's Member's Code of Conduct and Equity Policy
- Not to bring the name or reputation of SXP in disrepute

**Skills**

- Computer literacy
- Access to the internet and use of e-mail
- Planning, organisation and communication skills