



ROLE DEFINITION

Awaiting approval 4 July 2022

Job Role

Assistant Time Trial Secretary (ATTS)

Principal Objective

- To plan and register with CTT district(s) the summer evening Club time trials.
- To ensure helpers are in place for each event

Duties and responsibilities

- Annually in November - present to the committee the proposed schedule of events for the coming season
- Annually in December - submit (as applicable) the agreed schedule to CTT London East and London North district committees for approval
- When approved, submit the schedule of London North events to the relevant police authority. Note: - London East automatically submit our schedule to the police
- On approval by the police for our London North events, inform CTT London North district
- Annually in March – canvas members for assistance in holding the weekly events. It is not necessary to attend every event but the ATTS is expected to ensure helpers are in place for each event

Attributes

- Enthusiasm
- Attention to detail
- Awareness of time-trialling etiquette and CTT rules and regulations

Notes

CTT – Cycling Time Trials

London East courses are designated "E" and London North "N"