**Contest Secretary**

To have overall responsibility for arrangements concerning contests, including but not limited to:-

* Ensuring that all Band Members are promptly and correctly registered to enable them to be eligible to play at contests;
* Ensuring that for any players being borrowed for a contest, the necessary paperwork is in place in good time, liaising with the players home band and the contest organisers as required;
* Liaising with contest organisers to ensure entry forms/fees are submitted correctly and in good time and what the arrangements and timings are for the contest;
* Arranging a rehearsal room on the day of the contest if required;
* Ensuring Band Members and any borrowed players know the arrangements and timings etc. for contests.
* Attending the draw and collecting results or ensuring a suitable deputy does so;
* Keeping registration cards safe and issuing/collecting them on the day of the contest
* Maintaining a log of all registered players, adding and deleting players as necessary and completing all necessary paperwork for the Brass Band Registry;
* Maintaining an up to date knowledge of the rules and requirements concerning registration and contest entry, liaising with relevant organisations as required;
* Keeping abreast of contests being held that the Band may be interested in entering;