**TT Secretary Report 2018**

**My typical tasks that run from year to year. In this case November 2017 - October 2018:**

**Ongoing**: Storing and maintaining of club equipment, race numbers, marshal jackets, events signs, race flags, timing watches. Ensuring all documents are readily available for each planned event. Keep all records of Nomads events past winners, dates, times etc. Keep all event documents for 5 years.

From time to time we are required to supply marshals as part of our affiliation to SCCU, organise these marshals as requested.

Deal with any correspondence from CTT both locally and nationally, along with any from the local associations.

Regularly attend committee meetings.

Act as authorising signatory to the Clubs Bank account, authorising and setting up payments if and when requested by the Clubs treasurer.

**November:** Write and submit TT Secretary report to be presented at the AGM (this year October).

Contact all previous year’s trophy winners to return annual trophies in readiness for re-engraving.

Release trophies claim form so that all of those who have competed in open events (events other than Nomad events) can inform TT Secretary of race records for the season.

Ensure that we have affiliated to CTT, SCA, ESCA and SCCU, and that fees have been paid.

Complete CTT levy form for Open events for HC, submit the form to CTT district treasurer, and arrange payment of the levies, usually by bank transfer.

**December**: compile list of trophy winners and times or points etc from the information submitted, and Nomads event records of the season.

Deliver all trophies (usually 6 weeks prior to the Dinner) to H.J.Stoner and Son, Burgess Hill along with details of engraving and replicas required, and arrange a date for collection, to be ready for the prize presentation at the Clubs Dinner .

Organise Xmas 10, this includes going around the course to complete a risk assessment for the event, erect signage as required by the governing body CTT, sign on the riders and collect their entry fees, time the event or arrange for another to do so in advance, and after the event publish the times on the Club’s website.

**January**: check all of the Open and Club events, that have been applied for the pervious September, appear in the CTT yellow book and that the information is correct. Check that our open HC appears on the CTT entry system and information is up to date, correct as required.

Complete Police notification forms for each and every one of our events applied for, a copy of each event going to both the Police traffic unit and CTT club event’s Secretary, these need to be in 42 days before the event, but easier to submit all at once.

Collect trophies back from H.J.Stoners after engraving, check and clean as necessary in readiness for the prize presentation. Deliver to dinner for the presentation. After the dinner collect prizes that were not presented, and arrange delivery/collection to those winners.

**April**: End of April is the start of the Evening 10 series, check the course for any obstructions that may prevent the running of events.

Every Friday evening from end of April until August, organise TT events. This includes going around the course to complete a risk assessment for the event, erect signage as required by the governing body CTT, sign on the riders and collect their entry fees, time the event or arrange for another to do so in advance, and after the event publish the times on the Club’s website each week giving times and standings in the points system, and bank all takings into club account, usually by bank transfer.

**September**: organise Club 5-mile TT, pressgang another to help with timing, and do all the task’s as per all other club TT’s.

Submit the Nomads application to run the Open Hill Climb, (in this case for 2019 HC) copy below already submitted.



Check CTT schedule for running Open Hill Climb that we, as a club, have complied with all requirements to date. Offer assistance and knowledge where required to Alex Beyfus for running 2018 HC. Continue to Support Alex during the month running up to the HC, and on the day.

**October**: submit Nomads application to hold Club events during 2019 copy below already submitted.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day of Week** | **Date** | **Course Key No** | **Dist.** | **Type of event****C- Club****IC Inter club****CC Combined Club****CT Come & try it** | **Any Special Conditions** | **Entry Fee** | **Start Time** | **MAX no. of riders** |
|  |  |  |  |  |  |  |  |  |
| Friday | 26 Apr 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:15 | 25 |
| Friday | 3 May 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:15 | 25 |
| Friday | 10 May 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:15 | 25 |
| Friday | 17 May 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:30 | 25 |
| Friday | 24 May 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:30 | 25 |
| Friday | 31 may 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:30 | 25 |
| Friday | 7 June 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:30 | 25 |
| Friday | 14 June 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:30 | 25 |
| Friday | 21 June 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:30 | 25 |
| Friday | 28 June 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:30 | 25 |
| Friday | 5 July 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:30 | 25 |
| Friday | 12 July 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:30 | 25 |
| Friday | 19 July 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:30 | 25 |
| Friday | 26 July 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 19:15 | 25 |
| Saturday | 7 Sept 19 | GS980 | 5 | CT | Club members priority | £4.50 | 08:00 | 25 |
| Sunday | 22 Dec 19 | G10/94 | 10 | CT | Club members priority | £4.50 | 10:00 | 25 |
|  |  |  |  |  |  |  |  |  |

You will notice that the 25-mile TT has been replaced with an additional 10, the reason is not being able to find a new 25 course in time for the submission of the application, and also not wanting to return to the Wineham courses in 2019. We can arrange to use an Open event for the Club 25 during 2019, for 2018 we used the SCA 25-mile TT held in September as the majority of club members who ride Open TT thought this would be the best for our event.

You will notice that all of our event applied for during have been requested as “Come and try events” this is to enable a rider who is not in a club that is not affiliated to the CTT to be able to ride, but our own riders will always have priority, providing they sign on at least 15 minutes before the first man off.

Complete CTT levy form for Club events, submit the form to CTT district treasurer, and arrange payment of the levies, usually by bank transfer.

As all of the Clubs events results (to date) have been posted on the Clubs website I will note be including them in this report

 -----------------------------

I have already given my intention in 2016 that I will not be seeking re-election in 2019, but to ensure the completion of my duties for 2018, I will clear the decks by running the Xmas 10, ensuring all levies are paid, and trophies are collected and engraved with the new recipients’ names, ready for our prize presentation in 2019.

I will always give the new TT Secretary all the assistance they may require. I have submitted this report in a format that will guide the new TT Secretary through the year ahead, but I know I won’t be able to help myself, giving a nudge to them when thing have to be done.

Very Best Regards.

Adrian Morris

TT Secretary