



# CAMBRIDGE CYCLING CLUB

For Recreational And Racing Cyclists



## **ROLE DEFINITION – Time Trial Secretary**

### **Principal Objective**

To promote the Club by holding high-quality Open Time Trials (to members of any CTT affiliated cycling club).

### **Duties and responsibilities**

- To organise or assist the organiser of each open time trial.
- To represent the Club at Cycling Time Trials London North, Cycling Time Trials London East and Eastern Counties Cycling Association.
- To assist, if required, the Assistant Time Trial Secretary with their organisation of (non-open) Club time trials.

### **Attributes**

- A close knowledge of time-trialling, the CTT rules and regulations and the etiquette of the sport.
- When running events, the confidence to manage risk, make decisions and handle problems including, potentially, having to cancel events or deal with accidents.
- When organising events, to be available by phone or email for rider enquiries.
- When organising events to have a reasonable knowledge of Word (or similar) and Excel software.
- A knowledge of first aid is desirable.