

## **Ballot Administrator Role Description**

### **Ballot Administrator**

***Responsible for allocating the Wimbledon tickets assigned to your registered venue.***

#### **Main duties**

- To be the main point of contact for members and the LTA in relation to Wimbledon tickets
- To decide the best system to run the ballot for your membership, either online or a manual, paper-based system
- To read, understand and adhere to the [LTA ballot guidelines](#)
- To distribute online or by printed form an application form for members to ask if they would like to be part of the ballot
- To collect all applications and select winners together with the chair, secretary or appointed management committee representative
- To notify members who are successful
- To assign tickets to successful members online
- To re-allocate returned tickets to members

#### **Skills and traits**

- Approachable and friendly
- Good IT and communication skills
- Well-organised and good attention to detail
- Following processes and systems fairly

#### **Key Relationships**

- All members at the venue
- Chairperson and management committee
- Local County Tennis Association
- LTA ballot team

#### **Time commitment**

- 4 hours a week during ballot period March-May

#### **Criminal records check**

- Dependent on their contact with children and/or adults at risk and/or access to confidential information