



**VER. 2024.06**

# **Organization**

**Secretary Accreditation**

# Secretary Accreditation

Secretary Accreditation is the process that our Sport accredits its tournament secretaries from a Trainee to an International Secretaries. This process will ensure that our regions have a high standard of trained Absence of Regional Head Secretary. The process to become accredited is in eight (8) stages.

## Table of Contents

### 1. Organization (page 2)

- 1.1 Stage 1 : Learning the role of a secretary
- 1.2 Stage 2 : Work at events with Regional Head Secretary
  - 1.2.1 Working at three events
  - 1.2.2 Absence of Regional Head Secretary
- 1.3 Stage 3 : Take the Regional Secretary Accreditation Test
  - 1.3.1 Content of the test
  - 1.3.2 In case of success
- 1.4 Stage 4 : Work at events with Conference Head Secretary
- 1.5 Stage 5 : Take the Conference Secretary Accreditation Test
- 1.6 Stage 6 : Interview with Conference Head Secretary
- 1.7 Stage 7 : Becoming accredited Conference Secretary
  - 1.7.1 In case of failure
  - 1.7.2 In case of success
- 1.8 Stage 8 : International Secretary Accreditation
  - 1.8.1 Role of an International Secretary
  - 1.8.2 Requirements for becoming an International Secretary
  - 1.8.3 Work at Conference level event
  - 1.8.4 Test for becoming an International Secretary
  - 1.8.5 In case of failure
  - 1.8.6 In case of success

### 2. Secretary Accreditation Checklist (page 4)

### 3. Change Log (page 6)

# 1. Organization

## 1.1 Stage 1 : Learning the role of a secretary

- Before they can work as an event secretary, Trainee secretaries will need to understand the role, its requirements, and expectations.
- This will include secretary duties, scorekeeping, score inputting and placing/points determination.
- Ask your Regional Head Secretary Questions on items you may be unsure of.

## 1.2 Stage 2 : Work at events with Regional Head Secretary

**1.2.1** Trainee secretaries will be required to work at three events. Trainee secretaries will be paired with a Regional Accredited Secretary, Conference Accredited Secretary, or International Accredited Secretary to learn from. Trainee secretaries will be empowered to perform secretary roles under supervision but are not permitted to act as an event secretary alone until qualified.

**1.2.2** If there is no Regional Head Secretary in a Country or Region, the Conference Head Secretary for that country or region will be responsible for the training of secretaries until a Regional Head Secretary is appointed.

## 1.3 Stage 3 : Take the Regional Secretary Accreditation Test

**1.3.1** After you have worked at the required number of events, you will be able to take the Regional Accreditation Test. The test is a ten (10) question test. The test will cover secretary duties, scorekeeping, score inputting and placing/points determination.

**1.3.2** Once you have your Regional Accreditation, you will be able to perform event secretary duties at BI Source and Classic level events. You will be given a Regional Secretary Certificate.

## 1.4 Stage 4 : Work at events with Conference Head Secretary

- Regional Secretaries will be required to work at an Event with the Conference Head Secretary. Regional Secretaries will work on all aspects of the Secretary role at this Event. After the event, the Conference Head Secretary will let you know if you are ready to take the Conference Accreditation Test or if you need to do another event.

## 1.5 Stage 5 : Take the Conference Secretary Accreditation Test

- After you have your Regional Accreditation and have completed an event with your Conference Head Secretary, you can take the Conference Secretary Accreditation Test. The Test is a practical secretary exercise relating to a group stage to elimination stage tournament.

## **1.6 Stage 6 : Interview with Conference Head Secretary**

- Once you have completed your Conference Secretary Accreditation Test, you will have an interview with your Conference Head Secretary. This interview will be to look at anything that you may have gotten wrong or that more information is required. The Conference Head Secretary may ask you further questions.

## **1.7 Stage 7 : Becoming accredited Conference Secretary**

**1.7.1** If you have failed your Test, you will continue to be a Regional Secretary. You will need to repeat stages 4, 5 and 6 again until you receive your accreditation.

**1.7.2** If you have passed your Test and Interview, you are now a Conference Accredited Secretary. This means you are allowed to work as an event secretary at BI Source, Classic and Regional level events as a secretary. You will be given a Conference Secretary Certificate.

## **1.8 Stage 8 : International Secretary Accreditation**

**1.8.1** The International Secretary Accreditation is the highest level a secretary can receive. This level of Accreditation is for Buhurt International Events where the level of secretary experience is higher, such as Conference Events. This process will ensure that our Buhurt International events have a high standard of secretaries.

**1.8.2** Before you can attempt the Buhurt International Secretary Accreditation process, you must be Conference Secretary Accredited.

**1.8.3** Conference secretaries will be required to work at a Buhurt International Conference level event alongside an Internationally Accredited Secretary.

**1.8.4** Once the event has concluded, you will be responsible for the inputting and processing of the event information in the protocol as collected. This will then be reviewed by the International Accredited Secretary, who will also ask any further questions they may have.

**1.8.5** If you have failed this process, you will continue being a Conference Secretary. You will need to repeat the Buhurt International Secretary Accreditation Process until you receive your accreditation.

**1.8.6** If you have passed your review, you are now an Internationally Accredited Secretary. This means you are allowed to work at all levels of Buhurt International events (Source, Classic, Regional, and Conference) including Buhurt International World Championships. You will be given a Buhurt International Secretary Certificate.

## 2. Secretary Accreditation Checklist

### STAGE 1 – LEARNING THE ROLE

REGIONAL HEAD SECRETARY SIGNATURE: \_\_\_\_\_

### STAGE 2 – WORK AT EVENTS WITH REGIONAL HEAD SECRETARY

EVENT 1: \_\_\_\_\_ DATE: \_\_\_\_\_

REGIONAL HEAD SECRETARY SIGNATURE: \_\_\_\_\_

EVENT 2: \_\_\_\_\_ DATE: \_\_\_\_\_

REGIONAL HEAD SECRETARY SIGNATURE: \_\_\_\_\_

EVENT 3: \_\_\_\_\_ DATE: \_\_\_\_\_

REGIONAL HEAD SECRETARY SIGNATURE: \_\_\_\_\_

### STAGE 3 – TAKE THE REGIONAL SECRETARY ACCREDITATION TEST

EVENT 1: \_\_\_\_\_ DATE: \_\_\_\_\_

SCORE: \_\_\_\_\_ FAIL/PASS: \_\_\_\_\_

REGIONAL HEAD SECRETARY SIGNATURE: \_\_\_\_\_

### STAGE 4 – WORK AT AN EVENT WITH CONFERENCE HEAD SECRETARY

EVENT 1: \_\_\_\_\_ DATE: \_\_\_\_\_

REGIONAL HEAD SECRETARY SIGNATURE: \_\_\_\_\_

**STAGE 5 – TAKE THE CONFERENCE SECRETARY ACCREDITATION TEST**

EVENT 1: \_\_\_\_\_ DATE: \_\_\_\_\_

SCORE: \_\_\_\_\_ FAIL/PASS: \_\_\_\_\_

CONFERENCE HEAD SECRETARY SIGNATURE: \_\_\_\_\_

**STAGE 6 – INTERVIEW WITH CONFERENCE HEAD SECRETARY**

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

CONFERENCE HEAD SECRETARY SIGNATURE: \_\_\_\_\_

**STAGE 7 – BECOMING ACCREDITED CONFERENCE SECRETARY**

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SENIOR HEAD SECRETARY SIGNATURE: \_\_\_\_\_

**STAGE 8 – INTERNATIONAL SECRETARY ACCREDITATION**

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SENIOR HEAD SECRETARY SIGNATURE: \_\_\_\_\_

# Change log

This will be the change log of this document. It will be updated regularly and we will display what has been removed/added/reworded/formatted. This way we keep transparent communication and clarity about the rules

## March 2024 (Version update from 2024.03 to 2024.06)

**Update date:** June-2024

- format: Grammar corrections

**Update date:** March-2024

- format: new design format, document will be used from now on.

