

BLIGH PARK FOOTBALL CLUB



Position Description: Competition Secretary

Overview

The Competition Secretary is responsible for:

- All secretarial work for all aspects of any football competition involving the Club.
- Being the first point of contact between the Club and the Nepean Football Association or Football NSW to communicate all competition matters.
- Ensuring fixture lists / draws are drafted for any in-house competitions run by the Club.

Responsibilities

Prior to the season

1. Assist on Club registration days.
2. Organise pre-season friendly matches and apply for relevant sanctions.
3. Receive and process match fixture information in a timely manner.
4. Assist with team nominations.
5. Communicate all relevant football information to the Coaches, Managers and Committee as required e.g field closures, fixture changes.
6. Deal with competition enquiries from NFA, Club members, other Clubs and fellow Committee members.
7. Assist Coaches, Managers and Committee in managing player upgrades and downgrades.
8. Be available in the weeks leading up to the Football season.
9. Implement Privacy Act regarding all membership information.
10. Understand Dribl system and attend 'System Training' session(s) prior to the commencement of the season or as required by FNSW, NFA or the Club.

During the season

1. Ensure the appropriate use of the fields for training, games and other Club activities in line with Club policies and Council rules, regulations and policies.
2. Assist if required on disciplinary matters within teams or with Coaches, Managers and Members.
3. Assist with locating/assigning referees where not provided by NFA.
4. Ensure that all Coaches and Managers have a clear understanding of the correct completion of the Match Sheet in Dribl.
5. Check all Coaches or Managers have completed their Match Sheets in Dribl following games to reduce the financial impact on the Club.
6. Work with Coaches, Managers and players to avoid forfeits – try to have fixtures moved / changed.
7. Provide the Committee with recommendations for improvements to practices for consideration prior to the Annual General Meeting.

8. Ensure that the legal responsibilities of the Club, including compliance with the Associations Incorporation Act 2009, are adhered to.
9. Assist in coordinating and participating in activities and events associated with the Club – presentation day, coaches and managers meeting, muster day.
10. Attend Committee meetings during the period of registration as stipulated.
11. Report on activities of the portfolio at monthly Committee Meetings.
12. Gain an understanding of the Association's policies, the Club's Constitution and By-Laws.
13. General administrative duties as required to perform the role as Competition Secretary.
14. Provide support to Coaches and Managers to ensure they are able to carry out their required duties in accordance with the rules of the Club.

Post season

1. Review Club processes and adjust as necessary for the upcoming year.
2. Review the list of people who have access to the Club's Dribl logins and remove access for those you no longer wish to have access through the off season and beyond.

End of year hand over

Updating key documents

At the end of each year a key activity of the Competition Secretary is to review and revise their position description to ensure it continues to reflect the requirements of the role.

The Competition Secretary should compile a list of people at the end of each season who have access to registration platforms and provide this list to the Committee.

Ideally the Competition Secretary should review the Club's plans for the following season and make recommendations to the Committee for any changes they suggest for next season.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Competition Secretary

An important responsibility of the outgoing Competition Secretary is to train, mentor and support the incoming Competition Secretary.

Essential Skills and requirements

- Hold or willing to apply for a current volunteer Working With Children Check.
- An interest in the development of Football at grassroots level and a strong understanding of the game.
- Exceptional communication skills - respectful and effective.
- Ability to meet deadlines and provide timely information.
- Be willing to take action to address needs without being requested to do so.
- Staying on-task to completion, particularly in the face of obstacles or other trying circumstances.
- Can communicate in an open, candid and consistent manner.
- Good understanding of Association Rules, Regulations and Guidelines.
- The ability to be able to lead by example displaying a commitment to Club's values.

The estimated time commitment required as the Competition Secretary will vary per week depending on the requirements of the Club.

Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.

Updated: July 2023