

Secretary: Executive Support Jobs

1. Attend Executive Committee Meetings
2. Prepare agenda and associated documents for each meeting
3. Note Apologies for absence
4. Take, distribute and publish minutes and ensure all related documents are received from other Committee Chairman
5. Book Rooms for season with Civil Service Club after agreement with Committee Chairman on their requirements **(June each year – nothing booked for 20-21)**
6. Arrange virtual meetings in absence of item 4
7. Arrange the AGM/EGM and book room, prepare all documentation, chase Committee Chairs for their input
8. Take, distribute and publish AGM/EGM minutes to all parties
9. Maintain an upto date contact list (excel sheet) of email addresses and mobile numbers for all Club Officers, Referees & AFC Officers
10. Prepare papers and general documents, accessing FT data and personal correspondence records, in support of any Club Interviews on SOF, Misconduct by clubs, Low marks and admin issues & excessive fines incurred.
11. Assist with the annual creation of League Rules as part of Rules Revision Committee and advise on changes required and that publication of updated documents are emailed to all relevant parties.
12. Represent AFC on AFA Council & AFA Cup Committee
13. Key contact person for any FA, County or 3rd Party emails which need a response of passing onto Exec
14. Create spreadsheet that compiles the various SOF, Facilities, Organisation, Hospitality marks downloaded from FT plus collated from the referees result sheets and manipulated with sophisticated excel spreadsheet formula created by myself. **(Is this needed – what real use do marks provide?)**
15. Update all forms used by referees, website and clubs each season
16. General correspondence by email, mail, phone with anyone football.

Secretary – Website

1. Currently I am only person that enters any news items on website **(should also be James but he doesn't?)**
2. Currently I am the only person that checks the website for changes required each season (Clubs, Club Officers League Officers, Rules, handbook, general wording etc) **(should also be James but he doesn't?)**
3. Currently I am the only person who liaises with Andy Copelacnd to make and check on Website system changes **(should also be James but he doesn't?)**
4. Ensure Website is updated with Exec Papers
5. Maintain all changes to League Directory (excel sheet) daily with changes/additions & deletions to Clubs & Referees personal data.
6. Ensure all Key documentation & forms are added /amended to website and updated (Safeguarding, Covid, SOF Marks)

Secretary – General Fixture jobs

- 1 AFC representative to receive all emails advising of County Cup matches and referee appointments from AFA.
- 2 Cup Fixtures to be created in FT and Referee availability sheet updated to show AFA appt and notify League Match Secs of potential fixture clashes.
- 3 Control the revamp of fixtures and referee appointments when postponements of cup matches cause mass changes the following week and amend FT, Refs avail sheet, bulletin- **Sunday following match - fixed**
- 4 Key Link for receipt of other FA or County Cup Notifications from all counties other than AFA
- 5 Respond to email correspondence from anyone and everyone (currently 100+ per day sent/rec'd)
- 6 Compile & distribute to all Clubs, Referees, Officers, VP's plus other AFA contacts the AFC weekly Fixture & Result Bulletins on the Thursday after the Saturday match.
- 7 Check FT on a weekly basis for clubs that have not entered their match day data by deadline of 7pm Wednesdays – raise fines as required.

Secretary: Pre- Season FA System Jobs

1. Affiliate AFC with County on WGS – **July**
2. Registration documents sent to all clubs and replies checked for any changes to Club Sec/Match Sec/Pitches/ Colours etc etc. **July**
3. Process new club applications – **March to July**
4. Create Constitution & Cups on WGS with teams in correct divisions & cups and amend as required – **July & ongoing**
5. Liaise with FA IT Helpdesk when WGS integration into FT begins - **July**
6. Amend all team xi's names in every club from text to Roman numerals – July (helps when sorting data)
7. Continue to make amendments as constitution changes WGS & FT - **ongoing**
8. Ensure all Team Administrators are created for each AFC team (spreadsheet / FT data entry by Sec /WGS data entry by Club) upwards of 700 separate entries on FT – **August**
9. Create master Team Admin Spreadsheet and record as each club returns their list of names of SMS Administrators, Team Secretary (Club Match Secretary needs this role for every team) - **September**
10. Ensure Team SMS ad Team Primary Contacts are the recorded & verified people in FT – **September**

Secretary/Referees Administrator (Role inherited due to having a largely non-active Referees Committee)

1. Sole recruiter for new referees with links to all shire Counties and emails sent out to all registered referees in the shires to sell the AFC. **Refs Sec actual role**
2. Input all new Referees details into FT, AFC Directory, Mailing list and personal details spreadsheet, Availability Spreadsheet and send them a welcome pack email that I created myself. **Refs Sec actual role**
3. I currently am the person who emails and re-registers all referees on an annual basis, seeking their availability. **Refs Sec actual role**
4. Currently referees all email me with any changes to their availability – **Refs Sec actual role**
5. Referees allocation to matches done weekly by 3 volunteers and coordinated by me to correct errors and then part input into FT by me and 2 of the 3 volunteers (North chap only allocates, doesn't input)
6. Compile referee's marks spreadsheet from FT data and send to Refs Committee, weekly, with any low mark reports. (Is this needed as Refs Comm have never to my knowledge spoken to any refs re poor performance)
7. Compile referees marks, availability and relevant data and send to Referees Committee Chairman for LOB Cup Final Appointments.
8. General communications to clubs and referees for LOB Cup Finals – **Committee Chairman Role**
9. Compile referees' marks for all counties at the end of the assessment year (February and about 50 referees currently affected on promotion schemes). **Refs Sec actual role**

Registration Officer (Voluntary) – role has been created out of necessity due to WGS Player Registration Process

1. Ensure all players are approved on WGS and that every team has its required number of registered players by running a FT report. (7000+ players per season)
2. Trouble shoot the numerous issues that WGS / FT has with player registration & resolve the masses of issues clubs have with this process, via email/telephone.
3. Approve all player transfer requests on WGS.
4. Record all players that have the discipline (Red card against name) and make sure that their suspension dates and details are input into FT
5. Raise & resolve helpdesk calls with FA IT helpdesk for all issues – Numerous in both seasons of WGS Registration.
6. Ensure Clubs meet AFC rules on players registered per team
7. Help and assist with any registration disputes between clubs ie dual player registration

League Match Secretary (Voluntary Role)

1. Have an active role in the creation of the constitution for new season and its many versions and publish at regular intervals to clubs
2. August email all Northern club Match Secs to obtain weekly pitch availability
3. Create a spreadsheet with pitch info to record fixtures
4. Arrange weekly fixtures for divs 1-7 north
5. Record free week requests from clubs and add to FT
6. Record cup fixtures for teams and ensure that no league match arranged
7. Make sure teams are not given home games when pitch allocation does not match
8. Correspond with Club Match Secs as required
9. Liaise with SAL & Arthurian Match Secretaries when Cup games are rescheduled that involve clubs in their Leagues
10. Attend Fixture Committee Meetings

Fines Secretary (Voluntary Role)

1. Issue & record fines for all administration failings on Fines spread sheet
2. Currently enter fines on the weekly result sheet bulletin (although I am sure most clubs don't read it)
3. Record all fines on the Float spreadsheet
4. Ensure clubs top up floats when near to £0 (send email)