Sussex County Women and Girls Football League

Competition Secretary

Key Tasks

- Club affiliation to the League
- League Sanctioning (ensure league is sanctioned and clubs are affiliated with the County FA)
- League Rules - Ensure Rules are sanctioned by the County FA, and ready for approval at the league AGM
- Be aware of changes to the Standard Code of Rules, and requirements to adopt these
- Day-to-Day League Correspondence
- League Communications (to clubs, referees and league officers)
- Representing League at County FA/Council/League Liaison Committees
- Reports for Management Committee
- Organisation of League AGM including production of the Annual Report
- Production of League Handbook (hard copy and/or electronic copy)
- Production of agenda for League Management Meetings
- Recording of Minutes of League Meetings (unless minutes secretary appointed)
- Book venues for league meetings and events
- Forward relevant correspondence to other league officers
- Production and co-ordination of League Development Plan
- Engraving and collection of League Trophies (unless Cup/Trophy Secretary appointed)
- Managing the League Club admin awards
- Organisation of Constitution for new seasons
- Nominated signatory of the League
- Manage and update League Website and Social Media (unless delegated to another league officer)
- Arrangements of Cup Finals
- Covering Management Committee roles if vacant.

Key Skills

- Organisation and management of league correspondence
- Organisation and management of league diary
- Understanding and knowledge of FA Rules and FA Directives
- Computer literate including Word, Excel and PowerPoint
- Good oral and written communication skills

Key Relationships

- Chairman
- Other League Officers
- County FA – Governance and Development
- Club Secretaries

Role Sharing

- Minutes & fines Secretary for production of minutes and monthly fines collation
- Communications Secretary for handbook, website and regular news
- Development Officer/Charter Standard League Coordinator for all aspects of league development

IT functionality

- League sanctioning - Members Services – check on club affiliation and generate up-to-date Form D
- League Communications (incoming) - use of Full-Time for “General Contact-Us”
- General Communications - update roles of league and club administrators on Full-Time for communications
- Use of Full-Time email functionality to send out news and updates

Updated March 2019

- Use of Full-Time to post notices and news items
- Use of Full-Time for auto-email functionality for confirming fixtures
- Setting up SMS contacts on Full-Time for reporting of score lines.
- Downloads available from Full-Time for many key aspects – league tables, results etc.
- Ability to use communication tools available to hold on-line committee and sub-committee meetings where appropriate
- Whole Game System setup ready for new competitions, seasons, player registrations

Hints and Notes

- Ensure decisions made involving clubs are communicated promptly. Often they'll have a set time to appeal any decisions to the County FA.
- Make it clear on communications who the league contact is (including first name). Much more personal for public to be able to contact "Mike", rather than "M.Smith".
- Some Secretaries prefer a separate Minutes Secretary to record meetings; any corrections to minutes should be pre-notified (don't waste time at meetings on corrections!).
- Try to prepare a "Secretary's Report" and circulate it in advance of management Meetings. Divide into "Items for Information" (things you need to report, but shouldn't need discussion), "Items for Consideration" (things for people to take away and think about, perhaps after discussion) and "Items for Decision" (things we need to decide today) can help structure the meeting and make it run more smoothly.
- Don't assume people will "see it on the website" ideally always send out something confirming changes of fixtures, league news and so forth, even if only via email.

Other role expectations

- To attend all League Management Committee meetings and submit an update report 7 days prior to each meeting
- To assist in compiling League Policy Statements relevant to role
- Be available for League Challenge Cup Finals and other league events (where relevant)
- If required and within reason be available to represent the League at County FA meetings, workshops, league trophy presentations to clubs, match observations etc.

General

- You will be given a league email address to use for all League related correspondence
- Travel Expenses will be reimbursed for travel to and from meetings and for any other reasonable travel whilst on League business
- Whilst on League duty you will be covered by League Insurance