

ADVERT FOR UTTOXETER TOWN FOOTBALL CLUB SECRETARY – VOLUNTARY

Uttoxeter Town Football Club are looking for a volunteer to take over as being the Club Secretary.

Uttoxeter Town play in the Midland League- Division 1 and is a fully chartered club, with a committee of 7 volunteers.

The role involves liaising with the Midlands League and Staffordshire FA to register all the players at the beginning of the season via an online system. During the season, the Secretary ensures all confirmation letters are sent to opposition teams for home and away games, via the club emails.

After each game, the secretary uploads the results each week onto the Midlands League system and facilitates the paying of any fines received during the games.

The season starts at the beginning of August and finishes at the beginning of May each year and the role is busy during August when registering all players, then settles down to 2hrs per week, for letters for the next game are sent and results are uploaded onto the system.

The Football Club Committee has 5 meetings per season at Oldfields Sports and Social Club, Springfield Road, Uttoxeter, which is the clubs home ground and the secretary takes minutes for these meetings and liaises with the committee to ensure all decisions are implemented.

Full training will be given and a manual for both Midlands League and Staffordshire FA system will be provided.

To apply, please email uttoxtertfc@gmail.com or call Peter Clewer, Chairman on 07732 385851