



Amateur Football Combination

National Respect Gold Award League 2012

Spirit of Football



www.amateurfootballcombination.com



@AmateurFC

President: Norman Mac Donald
Secretary: Vacant

Chairman: John Maskell

Treasurer: Steve Lovejoy

AFC Role Description

| | |
|---------------------------|---|
| Job Title: | League Secretary |
| Work Commitment: | Normally 75 hrs per month (on average) but additional ad hoc hours may be required |
| Location: | Home Based but attendance at external Exec & County/FA meetings required as arranged. Travel expenses reimbursed. |
| Pay: | £850 per month (on average) - amounts to be subject to submission of time sheets and invoice |
| Employment Status: | Self-employed/consultancy basis |

RESPONSIBILITIES

Overview

Reporting to the League Executive Chairman and Vice Chairman.

The post holder will be responsible for a range of secretarial & administrative tasks needed in running a large and successful London based amateur football league.

The post holder will be required to attend league executive meetings and may be required to attend internal league sub-committee and external County/FA meetings as required.

The following sections set out the main roles of the Secretary, but they are not fully descriptive of each task and should be taken as an overall guide to the level of work required.

Main Roles

1) Secretary Duties: Executive Support Role

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 Sub-Committee Chairman

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5. Book Rooms for season with Civil Service Club after agreement with Sub-Committee Chairman on their requirements (June each year – nothing booked for 20-21)
6. Arrange virtual meetings in absence of item 5
7. Arrange the AGM/EGM and book room, prepare all documentation, chase Sub-Committee Chairs for their input
8. Take, distribute, and publish AGM/EGM minutes to all parties
9. Maintain an up to 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 Full Time data and correspondence records, in support of any Club Interviews on Spirit of Football (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 referee's result sheets and manipulated with sophisticated excel spreadsheet formula created by myself.
15. Update all forms used by referees, website, and clubs each season
16. General correspondence by email, mail, phone with anyone football related.

2) Secretary Duties – AFC Website Role

1. Enter any news items on website
2. Checks the website for changes required each season (Clubs, Club Officers League Officers, Rules, handbook, general wording etc)
3. Liaise with Andy Copeland (or other web technician) to make and check on Website system changes
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)

3) Secretary Duties – General Fixtures Role

- 1 To be AFC representative to receive all emails advising of County Cup matches and referee appointments from AFA.
- 2 Cup Fixtures to be created in Full Time 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 Full Time, Refs avail sheet, bulletin- Sunday following match - fixed
- 4 To be key link for receipt of other FA or County Cup Notifications from all counties other than AFA
- 5 Manage email correspondence from all stakeholders
- 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 Full Time on a weekly basis for clubs that have not entered their match day data by deadline of 7pm Wednesdays – raise fines as required.

4) Secretary Duties: General Referees Role

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.
2. Input all new Referees details into Full Time, AFC Directory, Mailing list and personal details spreadsheet, Availability Spreadsheet and send them a welcome pack
3. Email and re-registers all referees on an annual basis, seeking their availability.
4. Receive and manage referees email indicating any changes to their availability
5. Coordinate Referees allocation to matches (which are administered weekly by 3 volunteers) and correct errors and then part input into Full Time (2 of the 3 volunteers will administer but North volunteer only allocates, doesn't input)
6. Compile referee's marks spreadsheet from Full Time data and send to Refs Committee, weekly, with any low mark reports.
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
9. Compile referees' marks for all counties at the end of the assessment year (February and about 50 referees currently affected on promotion schemes).

5) Secretary Duties: League Match Secretary (North Region) 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 divisions 1-7 north
5. Record free week requests from clubs and add to Full Time
6. Record cup fixtures for teams and ensure that no league matches are arranged that would clash with those cup fixtures
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

6) Secretary Duties: Fines Secretary Role

1. Issue & record fines for all administration failings on Fines spread sheet
2. Currently enter fines on the weekly result sheet bulletin
3. Record all fines on the Float spreadsheet
4. Ensure clubs top up floats when near to £0 (send email)
5. Liaise with Treasurer where required

Skills and Abilities

Specific Skills and Abilities

Previous experience of football league administration

Good working knowledge and experience of primary Microsoft Office tools (Word, Excel, PowerPoint etc)

Good working knowledge and experience of FA administration systems – Full Time and Whole game System

Good working knowledge and experience of standard web package software

Good oral and written communication skills

Ability to work under pressure and to regular deadlines whilst being calm, polite, helpful, courteous, and professional always.

Good planning and organisational skills

Be understanding and empathetic to the AFC's large groups of voluntary club officials

A good understanding of amateur football

General Skills and Abilities

Be able to demonstrate ability to work on own initiative and unsupervised

Be able to demonstrate an attention to detail