**CLUB MATCH SECRETARY – ROLE DESCRIPTOR**

The role of the Match Secretary is to arrange the club fixtures programme for all competitions internal and external.

**Roles & Responsibilities**

* Register teams for appropriate association ties
* Arrange and confirm matches with other clubs
* Produce a fixture list and communicate to all members
* Ensure all internal competitions are available to all members
* Organise draw for each competition, ensuring each round has time allocated to complete
* Submit results to development co-ordinator for publicising on social media
* Make decision on non-completion of tie, while conforming to club rules
* Update internal competition sheets with results
* Ensure all external competition results are provided to the association timeously
* Ability to select a team based on skills
* Ensure all friendly games and competition entry sheets are advertised and displayed in the club

**Knowledge and Skills Required**

* Approachable and friendly
* Communicate effectively
* Good time management skills
* Good with IT / computers / email
* Attention to detail and accuracy
* Enthusiastic
* Well organised
* Able to work well with people
* Prepared to make a regular time commitment
* Friendly & outgoing
* Diplomatic

**Qualifications and Training**

* Sign and adhere to the Clubs Code of Conduct