



## Thurlby Tigers Football Club

### Secretary – Role & Responsibilities

Role Title; Secretary

Description; The Club Secretary will oversee all clubs equipment purchases, and support teams with match day kit purchases, and work with the clubs core committee to develop and support the clubs strategic development plan.

Lead Duties:

- Produce Agendas for AGMs, EGMs and Committee, Coaches meetings
- Record minutes of every Committee and Coaches meeting
- Act as a conduit for messages from the FA and Leagues to Team Managers and Coaches of all age groups
- Hold an up-to-date database of teams, managers/coaches (including tel. no, FA no. and date of birth), grounds, leagues, training arrangements
- Ensure there is club representation at all League meetings, either through attending personally or ensuring another volunteer at the club attends
- Act on behalf of the club to vote on rule changes, seeking consultation from the General Committee and Management Committee
- Distribute League Meeting Minutes; Handbooks and other materials to all Managers and Coaches
- Complete submissions for Cup competitions
- Keep abreast of Club Comms and WhatsApp groups
- Onboarding of new coaches and support including course completion, DBS checks, Club documentation familiarisation, Sponsorship arrangements

League Registration:

- Complete Team Information forms for all teams in all age groups and submit to League on time (start of June) – details include team name, ground, directions, manager details
- Complete Club Affiliation Form(s), sign (Secretary and Chair) and submit to league(s), including Affiliation no.; Club Secretary details; Chairperson details; Club Welfare Officer details
- Attend or arrange attendance of league AGMs

Whole Game System Administration:

- Update Club Officials, Team Officials and Teams
- Complete all player registrations and transfer documentation
- Complete Engalnd Accreditation Annual Health Check
- Review and check teams
  - Review team officials Qualification Report
  - Chase outstanding qualifications e.g. FA Level 1 Coaching; Criminal Record Check; Emergency First Aid; Safeguarding
- Pass invoices to Club Treasurer for payment
- Deal with red cards and suspensions:-
  - Acknowledge red cards
  - Lodge claims against red card if appropriate
  - Advise FA of matches to be missed where suspensions apply
  - Liaise with Team Managers and Coaches to advise which games players will miss
  - Arrange for invoices to be paid by Treasurer
- Complete Club Safeguarding Commitment

Thurlby Tigers Football Club a FA Charter Standard Development Club



Committee position; Yes

Time commitment; Apx 7-10 hours per week

<i><b>Reviewed By</b></i>	<i><b>Review Date</b></i>	<i><b>Sign Off</b></i>	<i><b>Comments</b></i>
<i><b>P Davies</b></i>		<i><b>P Davies</b></i>	<i><b>Amends to sections</b></i>

Thurlby Tigers Football Club a FA Charter Standard Development Club

