

ROLE DESCRIPTION

VOLUNTEER JUNIOR SECTION SECRETARY

JOB PURPOSE

To support the running of the junior section undertaking key administrative roles in conjunction with the Junior Committee.

REPORTS TO

Junior Chair and Head of Operations

KEY RELATIONSHIPS

- Junior Committee
- Junior Team Managers
- Junior Team Coaches
- League Secretaries
- Club Secretary
- Junior Safeguarding Lead

TIME INVOLVED

Approx 4 hours per week. Pre season and start of season this increases due to sorting league entries, affiliation info and season tickets

JOB TASKS

1. Attend Junior Committee and Junior Managers Meetings and act as Minute Taker.
2. Ensure all managers register appropriately with respective leagues.
3. Support managers, where needed, with information requirements for registration and team running.
4. Collate information regarding teams, leagues, managers and coaches and update as required.
5. Act as key conduit for information from leagues, passing relevant information to managers.

6. Inform managers regarding any league payment requirements and seek assurance they have been paid.
7. Support managers in ensuring fixtures are able to proceed in line with pitch availability.
8. Act as key conduit from the FA for matters such as Cup games.
9. Form a Team Rota for Team of the Week for Men's and Women's games.
10. Ensure Teams are aware of the expectations and running order for the day.
11. Collate numbers of players, parents and sponsors.
12. Liaise with manager and programme team to ensure a programme write up and photograph.

Disciplinaries

13. Monitor the FA Disciplinary system regularly
14. Inform relevant Managers concerning any red or yellow cards and establish they are correct with no concerns.
15. Process the bookings on the system, raising invoices as appropriate.
16. Ensure managers pay the club account, informing the Chair that fines can be paid within deadlines.
17. Record all red and yellow cards, collating team and players information.
18. Inform managers where discipline issues are problematic and may result in suspensions.
19. Ensure Managers are aware of suspensions for players including duration and reliant matches.
20. Complete the online FA system showing where players are serving suspensions.
21. In conjunction with the Club Secretary ensure any FA requests for further information is collated and sent.
22. Collate and provide any information in relation to FA Charges is collated and sent after liaising and taking statements from relevant people.
23. Ensure outcomes from disciplinary events are implemented and any issues shared with the Junior Committee.

Safeguarding

24. Raise any safeguarding issues with the safeguarding lead and relevant managers/coaches.
25. Where necessary ensure any safeguarding issues are reported to the relevant league.
26. Support the reporting of any relevant safeguarding issues to external bodies such as Kick It Out.
27. Support the work of the Junior Committee in assuring safeguarding concerns are dealt with including assurances to parents and players.

