

Prestwood Colts and Panthers General Secretary's Role.

The General Secretary is the Club Administration and Operations manager who undertakes the day to day administrative and operations management of the Club and is responsible to the Club General Committee and the Chairman.

The role is summarised by the FA as:

- Official contact between club and County FA and other clubs
- Ensure club affiliation and league membership
- Ensure effective correspondence and communication
- Provide minutes of meetings for official club records
- Match day duties to support teams and officials.

Duties:

To act at all times as an Officer of the Club.

The General Secretary is the first point of contact for any member of the public, other clubs, referees, Berks and Bucks F.A. and Bucks Free Press league.

Working with the Assistant Secretary to Keep updated all club contact details for the committee and team managers.

Maintain all contact with Berks and Bucks, who will only communicate with the club secretary, re:

Registrations for all age groups,

Public liability insurance

Passing on all Berks and Bucks paperwork to managers for cup games and other competitions

Yellow/red card fines - complete paperwork and arrange payment within a set timescale

Club Fines, complete paperwork and arrange payment within a set timescale.

Disciplinary reports and incidents – preliminary investigation and complete paperwork, set timescale, liaise with Chairman and or Child Welfare Officer.

Maintain all contact with Wycombe & South Bucks Minors League:

Compile and submit Registration documents throughout the year, collating documents, signing and passing to appropriate league official (currently Paul Springell) for processing.

Inform managers when match cards are ready to collect.

Process Fines relating to U11-U16, investigate, arrange payment and complete within a 10 day deadline

Notify league on all Postponements – using Password protected site for secretary's to complete, all to be completed within a set timescale.

Notify league on all Abandonment's- Password protected site for secretaries to report on day of abandonment.

Notify all rearranged matches for U11 – U16 to Managers and Team representatives and Club Pitches and Referees Secretary which are sent by the appropriate league official (currently Steve Heath)

All contact details are sent by the appropriate league official (currently Trevor Saunders) to the club secretary on a weekly basis to enable Club managers to be updated.

All disputes are sent to the secretary who must investigate and prepare a full report.

All low referee scores reports are sent by the Managers to the secretary for to be sent onto the league.

Secretary or Assistant must attend 3 meetings a year held by the league, normally at Adams Park, High Wycombe.

To regularly communicate with all managers in respect of club policies, league requirements e.g. correct number of first aiders, completing match cards and other documentation.

To communicate on a weekly basis with the Club Results Secretary to ensure awareness of all matches, postponements and cup matches and to check on referees scores etc.

To pass information onto managers as required from information held in the Secretary's Handbook

To communicate with managers of teams travelling to Prestwood, to pass on directions and the appropriate team managers details.

To register people who have passed a first aid course with the league as registered first aiders, requiring passport style photos and photocopies of first aid certificates.

To work closely with the Assistant Secretary who is responsible to the General Secretary for some of the administration functions as detailed in the Assistant Secretary's Job Description.

To undertake from time to time other tasks as may be reasonably required by the Chairman and Officers to ensure the proper and efficient operation of the Club and compliance with any rules, regulations and laws, laid down by competent authorities.