



# East Berks Football Alliance

*(EBFA - Our Kids - Their Dreams)*

## 2019/20 Duties of a Divisional Secretary

This document provides an idea of the main duties of an EBFA Divisional Secretary:

- With the Chairman, the Divisional Secretary recommend the structure of the age group at which you are a Divisional Secretary. (See policy on EBFA - How Do We Determine Sections and Divisions)
- Check the results on the GotFootball system (GFS) on a Saturday/or Sunday. Ensures teams in your section/division complete the result sheets online by Monday 10pm – including team marks, respect marks and player match participation. This is 90% of the work. (Note U7s, U8s, U9s, U10s and U11s are entered on the website but not published. These are only used internally for team streaming and must never be communicated to any teams.)
- Chase up missing results and result sheets online entries and if necessary recommend fines to the chairman if your patience is stretched too far.
- Attend matches as a League representative.
- Initially arbitrate when teams request postponements. Regardless of the reasons for requesting a postponement it is league policy for all matches to be played on the original date and the opposition can insist that the match is played on the original date.
- If a match is postponed and the teams do not rearrange the match and agree this with you by Wednesday – then insist that matches are played on the first available fixture date for both teams regardless of what the teams intended to do on what they thought was going to be a free week.

The League can only schedule matches on a Saturday (Sunday for U21s) – fixtures on a day which is not a Saturday fixture date can only be scheduled with the agreement of both managers/team Admins in writing and then agreed by the Div Sec. The minimum notice for a Div Sec to reschedule a match is 5 days.

League football has priority over Chelsea FC Matches (and Reading FC Matches) and shopping. Note Tournaments are classified as a friendly and priority of matches is given too – County Cup match, EBFA Cup match, EBFA League match and friendlies in that order.

- Matches which are recorded as cancelled must be reviewed by the Div Sec. At Divisional level matches (U12, U13[Jan-May], U14 to U21s) if a team claims a match they must do so in writing by Wednesday at the latest, after the Saturday. Then the Div Sec will make a recommendation to the Chairman and Chairman of Rules and Regulation as to the circumstances of the match and whether the match should be awarded or replayed etc. All awarded matches will be recorded on the league general website.
- Be the eyes and ears of the League for the section/division and spot problem teams or grudges before they become a problem and work with the League to resolve issues.
- Attend and actively participate in the League Management Committee Meetings.

- Attend the League General Meetings in September and the Annual General Meeting in June.
- Invited to sit on periodic League Sub-Committee meetings, that are appointed to adjudicate on matters affecting the League.
- Help out at League events such as Trophy Events/Cup Finals and Presentation Day.

The League's Executive Committee and Management Committee are always available to assist Divisional Secretaries and by having a large participation of Divisional Secretaries on the Committee the workload of individuals is greatly reduced.

Some Divisional Secretaries are more active than others and this is absolutely fine. Not all Divisional Secretaries attend the monthly meeting which is a good thing as the room would not be large enough if everyone attended.

June-2018