

# SPRINGWOOD UNITED FOOTBALL CLUB INC.

"united in sport, writing the community"



## Role Description

REVISION TABLE	
Position Title	Competition Secretary
Committee	Football Committee

Prepared By	Approved By	Date	Revision
Peter Dempsey	Management Committee	14/07/2018	1.0

Primary Purpose of Position
<p>The Competition Secretary is responsible for all secretarial work for all aspects of any football competition involving teams of Springwood United Football Club (SUFC). The competition security is the first point of contact between SUFC and the Nepean Football Association or Football NSW to communicate all competition matter.</p> <p>The Competition Secretary is responsible for ensuring fixture lists / draws are drafted for any in-house competitions run by SUFC.</p> <p>The Competition Secretary is a member of the SUFC Football Committee. The Competition Secretary is appointed for a term from the close of the Annual General Meeting (AGM) until the close of the next AGM.</p> <p>This position reports directly to the Football Manager.</p> <p>The hours required to successfully complete this role may vary depending on the requirements of the Club.</p>

Key Working Relationships	
Internal	External
<ul style="list-style-type: none"><li>Members</li><li>Football Manager</li><li>Football Committee Members</li><li>Grading Committee Members</li><li>Age Coordinators</li><li>Coaches and Managers</li></ul>	<ul style="list-style-type: none"><li>Local community members</li><li>NFA</li><li>Other football clubs SUFC compete against</li><li>FNSW</li></ul>



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Key Result Areas	
<b>Football Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist on Club registration days;</li> <li>• ensure the appropriate use of the fields for training, games and other club activities in line with club policies and council rules, regulations and policies;</li> <li>• organise Pre-season friendly matches &amp; apply for relevant sanctions;</li> <li>• receive and process match fixture information in a timely manner;</li> <li>• process and distribute team sheets;</li> <li>• collect and report results;</li> <li>• account for &amp; ensure the delivery of completed team sheets to the NFA Office by the set deadline as required by the NFA or Football NSW;</li> <li>• assist with team nominations;</li> <li>• communicate all relevant football information to the Coaches, Managers, Age Coordinators and Committee as required e.g.: field closures, fixture changes;</li> <li>• deal with competition enquires from the NFA, club members, other clubs and fellow committee members; and</li> <li>• assist Coaches, Managers, Age Coordinators and Committee in managing player upgrades</li> <li>• be available in the weeks leading up to the Football season.</li> </ul>
<b>Club Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure that the legal responsibilities of SUFC, including compliance with the Associations Incorporation Act 2009, are adhered to;</li> <li>• assist in coordinating and participate in activities and events associated to SUFC – such as Presentation Day, Coaches and Managers BBQ, Kids Disco, Trivia Nights;</li> <li>• be available to assist with ground control/events on a voluntary basis;</li> <li>• attend SUFC Football Committee meetings;</li> <li>• assist if required on disciplinary matters within teams or with Coaches, Managers, Members;</li> <li>• report on activities of the portfolio at monthly Football Committee Meetings; and</li> <li>• gain an understanding of Association's policies, SUFC's Constitution, Bylaws and Policies.</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Ensure that all Coaches and Managers have a clear understanding of the correct completion of the Match Sheet to minimise financial impacts to the Club.</li> <li>• Try to avoid team forfeits by working with Coaches, Managers and players to have fixtures moved / changed</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Provide support for Coaches and Managers to ensure they are able to carry out their required duties in accordance with the Rules of SUFC</li> </ul>

Capability	
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience in Leading a team</li> <li>• Be organised and able to work to a deadline</li> <li>• Good understanding of the Laws of the Game</li> <li>• Good understanding of Association Rules, Regulations and Guidelines</li> </ul>

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<b>Behavioural Competencies</b>	<ul style="list-style-type: none"><li>• Adaptability/Decisiveness</li><li>• Initiative</li><li>• Interpersonal Skills</li><li>• Organizational Skills</li><li>• Ability to identify and set priorities and plan effectively</li><li>• be willing to take action to address needs without being requested to do so;</li><li>• staying on-task to completion, particularly in the face of obstacles or other trying circumstances;</li><li>• is able to communicate in an open, candid and consistent manner;</li><li>• leadership</li><li>• integrity; and</li><li>• the ability to work collaboratively</li></ul>
<b>Leadership Competencies</b>	<ul style="list-style-type: none"><li>• Create and maintain an environment that complies with legislative requirement and Club process and policies; and</li><li>• leads by example displaying a commitment to Clubs values</li></ul>

For further information in regards to this role please do not hesitate to contact the Club Secretary [secretary@springwoodunited.com.au](mailto:secretary@springwoodunited.com.au)