



# Balgownie Junior Football Club

## Job description for: RESULTS SECRETARY

### OVERVIEW:

To ensure that all paperwork is prepared and ready for the weekend and to submit accurate scores to FSC.

### RESPONSIBILITIES:

- Ensure that all team sheets are correctly filled out and ready before game day
- Confirm that any FSC penalty fees levied against Balgownie are appropriate
- Liaise with all coaches and managers regarding the incorrect filling in of team sheets.

### WEEKLY PROCEDURE:

- Thursday pm: Review the upcoming games for any changes.  
Prepare all team sheets for the week's home games.
- Saturday am: Drop team sheets at clubhouse an hour before games commence.
- Sunday: Pick up team sheets and enter match results into Sporting Pulse.  
Review all team sheets and fill in any missing details or signatures.  
Email the contact person of any team that has failed to either sign or has filled in the team sheet incorrectly.
- Monday: Take original team sheets to FSC.

### RELATIONSHIPS:

- Reports to the President, Secretary and Committee.
- Liaises with the coaches and team managers.
- Liaises with FSC

### ACCOUNTABILITY:

The Results Secretary will report to the President, Secretary, General Committee of the club and Ground Marshall.

### COMMITMENT LEVEL:

The estimated time commitment required as the Results Secretary is up to 2 hours per week and a fortnightly report at the General Meeting.

### ESSENTIAL SKILLS:

- Good organisational skills.
- Good computer skills
- Good record-keeping skills.
- Able to prioritise tasks.
- Good people skills