



## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Club Secretary

**SECTION:** Governance, Administration and Match Operations

**GRADE:** Voluntary

**DATE PREPARED:** August 2023

**REPORTS TO:** Club, Football & Fixtures Secretary

### **JOB PURPOSE:**

1. To assist the club secretary with support on match days, fill in for the club secretary when absent and represent the club in various locations with professionalism.
2. To contribute to the efficient running of the club, ensuring that governance and administration is implemented on a match day.
3. To work with board members, employees and volunteers to ensure that the club continues to provide an excellent, compliant and welcoming experience to all visitors and supporters.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To assist the club secretary with the day-to-day administration of the football club.
2. To represent the football club with pride and professionalism, in boardrooms (home and away), committees and other front of house roles.
3. To provide operational support on a match day. Liaising with match officials, guests of the club, league directors and all complimentary visitors to ensure they are welcome.
4. To ensure that relevant governance information is distributed back to the playing squad, management and specific areas of the football club.
5. Communicate with the manager and coaching staff to ensure that all match day operational matters from the referee and officials are conversed back into the dressing room for the squad's information.
6. To obtain the team selection from the manager, and input this in to the various team sheet methods (dependent on competition). This will involve writing of team sheets on paper and also inputting to a match day web based system.
7. To represent the club at the team sheet exchange with the club officials. Ensuring this is done at the correct time, to avoid financial penalty to the club.
8. Create and provide team sheets to the boardroom, hospitality and media after the exchange has taken place.
9. For home league fixtures, and away cup competitions, to ensure that the League's match day scoring server system is kept up to date during the game. Inputting data as required including goals, substitutions, bookings, attendance and full time information.



10. To be the main point of contact with the league and Football Association on a match day in case of an emergency.
11. To assist the club secretary with match confirmations, kit selection and other preparations for the build up to a match day during the week.
12. To liaise with officials in the run up to the fixture, ensuring they are aware of where the fixture is taking place, kick off and arrival times, obtaining payment details and any changes or particulars of the fixture that may need to be notified.
13. In the club's secretary's absence, to advise on financial/salary matters, when required.
14. To assist the club secretary with player registrations, inputting the data into the iFAS registration system and running registration and discipline checks with the relevant authorities.
15. To ensure that registrations are complete with a high attention to detail. Obtaining identification of players, code of conducts and other administration required within football.
16. To assist with the completion of transfers of players, as and when required.
17. In the club secretary's absence, to complete discipline checks and records, ensuring that players are not suspended for fixtures.
18. Using the club portal, ensure that discipline fees are paid and relevant fines or salary deductions are made liaising with the board and payroll.
19. To assist with promotion of the club on social media, standing in for the club secretary and commercial and operations manager when absent to ensure that results or news is supplied to supporters online.
20. To organise, co-ordinate and complete pitch inspections in the absence of the club secretary. Ensuring that the referees are consulted with and the right decision is made on commercial and safety grounds.
21. To liaise with the league, FA and other areas of the club on decisions regarding pitch inspections, where required.
22. To assist with the completion of financial reporting after cup fixtures, ensuring that correct expenses are deducted, gate receipts totaled and recorded, before liaising with opposition administration to confirm transfers.
23. To liaise with other football and fixtures secretaries around the football community to ensure good practice and information sharing.
24. To work alongside the club secretary, commercial & operations manager, community liaison officer and kit manager to ensure a smooth running of football match days at home.
25. To react to emergency situations on a match day - e.g games being abandoned due to weather, supporter situations which require handling, safety of all in the ground and various issues which may occur.
26. To attend regional, league, county and national meetings, alongside or in place of the club secretary.



27. To attend the annual league conference meeting and dinner, alongside or in place of the club secretary.
28. Complete questionnaires and responses required by the League/National FA and county FA as and when required.
29. Alongside the club secretary, to represent the club at disciplinary, misconduct and charges hearings. Both at the county and national football associations. This may be in person or online.
30. To meet with contractors, organisations and others, as and when required by the board.
31. To assist the club secretary with the affiliation process, ensuring that the accreditation application is correct and submitted on time.
32. With the board's, management and secretary's instruction - submit seven day approach emails and deal with ones that are received by the club. Informing the relevant people of the outcome of them.
33. Working with the club secretary, kit manager and merchandise committee, ensure that the kit is obtained from suppliers and ready for retail, and management by the kit manager.
34. To be present at the club's Annual General Meeting, taking minutes in the absence of the club secretary.
35. To inform supporters via entries in the match day programme, website and social media of news, fixture changes, squad developments and other information, providing a transparent view to make fans feel involved in the club.
36. Following a match day, in the club secretary's absence, to complete the MOAS officials feedback form on the referee's performance. Indicating any issues, negatives or positives from the performance on a standardised, online report.
37. Communicate, liaise with and inform of the board of outcomes of news during the week and important developments at fixtures.
38. To undertake training and attend meetings as required.
39. To practice and promote fair and equal treatment of staff and customers when performing all duties contained within this job description.
40. To have a warm and personable approach, welcoming officials, guests and opposition to the club and ensuring that supporters and visitors can approach with any issue or comment that needs to be raised.
41. To act within Bedford Town Football Club policies, standing orders, behavioral code of conducts and all current legislation.
42. To undertake any other duties of a similar level and responsibility as may be required from time to time, asked of by the board of the club.

## ORGANISATION CHART:



## Timetable:

Hours will vary, as and when required. Attendance at most home & away fixtures, in addition to meetings and conferences. Post holder will be required to be at games (home and away) by 1:15pm on Saturdays and 6:15pm for midweek fixtures. Attendance at some midweek training nights may also be required from time to time.

<b>DBS Required</b>	<input checked="" type="checkbox"/> Not applicable for this post <input type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults <input type="checkbox"/> In a position of authority/trust (Senior Management) <input type="checkbox"/> Other (please specify):
<b>Work Related Travel</b>	<input type="checkbox"/> Not required <input checked="" type="checkbox"/> Ability to travel around the region and country <input type="checkbox"/> Designated car user
<b>Health &amp; Safety Risk Assessment</b>	<input type="checkbox"/> Manual Handling activities <input type="checkbox"/> Regular exposure to mental pressures and demands <input type="checkbox"/> Visual Display Equipment - regular use <input type="checkbox"/> Exposure to substances hazard to health <input type="checkbox"/> Exposure to infection <input type="checkbox"/> Risk of verbal abuse <input type="checkbox"/> Risk of physical assault <input type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles