

*Hazelbrook Football Club
Management Committee Duties*

*Position Portfolios
Competition Secretary*

The Competition Secretary's main role is to ensure all teams are advised of the details of their game throughout the season.

Other duties related to this objective include;

- Organisation of Trial games in the preseason.
- Update and distribute Coach's and Managers Manual to the appropriate people at the seasons start.
- Collate, print and distribute draws for all players' teams as they become available..
- Work out Canteen roster and advise Managers of their team's duty
- Collect team sheets and checking their completion. Submit to Nepean by due date/time. Email results and referee status to the NDSFA Competition Secretary at the end of play each day.
- Hold regular Coaches and managers meetings, as required. Notification to Coach's and Managers of meetings to keep them fully informed of Club issues and updates from Nepean. Liaise with the President and other MC members to prepare a detailed agenda prior to the Coach's and Managers meetings.
- Advise managers and coaches of special competitions such as the Nepean Cup, President's Cup and State Cup and other notified and sanctioned competitions and nominate teams as required.
- Notification to Nepean, opposition clubs and St John of ground closures and of team forfeits.
- Notification to Managers of player stand downs and suspensions.
- Preparation of results and Tables for display at Gloria Park each week.
- Ensure that there is a plentiful supply of team sheets at Gloria Park and Lawson. Oval.

- Ensure there is a good supply of Referee attendance sheets available for team managers at Gloria Park.
- Distribute Home Games list and Hazelbrook teams list to canteen director and Lawson canteen assistants, Director of fields and to St John volunteers. A copy of each should be kept at both grounds.