

# *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.
- 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 and opposition clubs of ground closures and of team forfeits.
- Notification to Managers of player stand downs and suspensions..
- 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 and Director of Playing Fields. A copy of each should be kept at both grounds.