



Adult Leagues & Competitions Committee

Role Description

Divisional Secretary (Div Sec), Summer League

Purpose

To manage the administration of a Summer League within the Area. To provide a responsive and supportive contact with teams, responding to their questions and helping them uphold the Regulations of the League.

Key Tasks

Administration of the Division

Be the main contact with the teams in the Summer League, providing advice, guidance and support to ensure games can be played. Collect team entries & create divisions & fixtures. Manage pitch bookings. Form part of the Summer League Management Committee & work with other Summer League organisers to improve coverage & participation in Summer Leagues across the Area.

Uphold the Regulations

Monitor your divisions' results and respond to questions raised by teams and officials to ensure the Regulations are upheld.

Reporting

Provide a regular update to the Adult Leagues & Competitions Committee on any items of note that has occurred within the League. Provide timely & accurate financial reports to the Finance Director.

Is This Role For You?

If you are good at communicating, enjoy collaborating and have flexibility to respond to queries in a timely manner, then you will be enabling teams in your area to play & enjoy their summer league hockey. You will need to be organised and prepared to learn and understand fully the Summer League Regulations and operational structure of the Area Adult Leagues & Competitions.

Estimated Time Commitment

During February-March, approximately 3 hours per week, then 1-2 hours per week while the Summer League is running, with committee meetings in addition.