



## **Job Description – Junior U16 League Secretary/Manager**

We are looking for a volunteer willing to do the following from a centralised entry.

Initially the bulk of work is between July and August

- Create U16 (T2 and T3 both open and girls) leagues and fixtures on centralised calendar dates that maximise use of dates and take account of travel
- Send information to EH in format required with team ID codes
- In season monitor results and chase teams with results missing
- Make changes to fixtures, remove/add teams to league, this happens especially in early September when clubs are finding out how many players they have.
- Attend junior league meetings (approx. twice per season)
- Escalate issues with fixture if they can't be resolved by applying league regulations.
- Communicate with teams in the leagues about play by dates and other issues that happen during the season.
- Develop a working relationship with clubs where possible
- We welcome people with new ideas always welcome to help us improve what and how deliver junior hockey in the South Central Area. Innovative tournaments for example.

A South Central Email address will be provided. Any out of pocket expenses can be covered.