

MIDLANDS ADULT LEAGUE

ALDS Role



Adult League Divisional Secretary

To manage divisions proactively and be the first point of the contact for teams in their responsible division(s) providing a two-way communication link between teams and the League Committee.

Responsibilities and interactions with teams to be defined based on requirements for Regulations and GMS implementation.

Liaison with Team Admins:

- Pre-season contact confirmation.
 - Make contact with the Team Captains so they know who to contact for all divisional matters, and to ensure the correct contact details for teams are on the GMS.
- Inform teams of any divisional specific issues/requirements
 - Suggest an introductory email is sent to all teams in your division at the beginning of the season to remind them of their responsibilities, and if not sure to ask you, and that the Divisional Secretary is the first point of contact for all League matters.
- Answer queries regarding fixtures, Regulations, GMS, etc.
 - Initially you would get lots of support from the Grade Secretaries, League Managers and League Chair to answer any queries. It is probably busiest when there are weather cancellations.
- Gather any general feedback teams wish to raise with ALMC.
 - Let the Grade Secretary know if there is anything you would like raising with the Adult League Committee.

Attend pre-season Adult League Committee Meeting (and other meetings by request).

Monitor GMS to check Match Sheets and results are completed and posted correctly.

- Should take to more than 1 to 2 hours per week. Depends how many queries you have from your teams.

Answer queries on matches/players from members of ALMC and other Adult League Divisional Secretaries.

- Sometimes you may get queries regarding teams that players have appeared in. Hopefully the rewrite of Fair Selection in the Regs will make it easier for clubs to follow.

Identify infringements of Regulations; issue appropriate warnings and make any necessary recommendations for penalties/fines to the Grade Secretary.

- So once again look for support of Grade Secretaries. We are still identifying how we can get reports from GMS.

Keep Adult League Grade Secretary informed and up to date on any issues.

Inform Grade Secretaries of any fines that may be required.