



GADESIDE RANGERS FOOTBALL CLUB

Est – 1973

Affiliated to:

The Football Association
Hertfordshire Football Association,
Watford Friendly League,
Olympian League

www.gadeside.co.uk
www.gadesideseniors.co.uk

Club Secretary

Job Purpose

- To act as administrator handling all club correspondence, all other communications and being a point of contact on behalf of the club
- Reporting to the Club Chairman in all club matters
- Inform on Club and League matters at Managers meetings and Core Committee meetings.

Job Functions and Responsibilities

- Being the first point of contact for all club enquiries
- Follow all guidelines laid down by the club Herts FA and local leagues
- Attend meetings to represent the club e.g. league meetings & county meetings
- Affiliating the club to a league and the Herts FA
- Registering all club players and officials
- Dealing with all club correspondence
- To arrange pitches and referees for county cup matches
- To liaise with the club's managers to arrange matches on pitches with time slots
- To ensure that there is first aid cover during all club activities
- To hold regular club meetings and club core committee meetings
- To organise the club's AGM with core committee and informing club members.
- In conjunction with the chairman prepare agendas and minutes and to ensure all required actions have been carried out
- To make tournament applications on behalf of the club.
- In conjunction with club chairman hold meetings to liaise with regards to players or the parents disciplinary charges either club or FA.

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