

RADLEY AC

Officials' Secretary

Job description

Availability

1. Send availability list to all Club officials for both home and away Club fixtures once fixtures are confirmed.
2. Send availability list to all external officials who support our Clubs fixtures (approximately 50 currently) for home fixtures only, once the fixtures are confirmed.
3. Collate availability (chase missing responses if necessary) and allocate officials to fixtures.

Home fixtures

4. Make sure we have key officials as follows:
 - Starter
 - Marksman
 - Track Referee
 - Chief Timekeeper
 - Field referee (jumps and throws specific if possible)
 - Recorders
 - Meeting Manager
5. Confirm their availability and provide fixture details including:
 - Venue
 - Type of fixture e.g. Southern women's league
 - Start time
 - Who to report to – name of Meeting Manager & Field Referee
 - Likely job role/duties (where possible)
 - Refreshment details e.g. what will be provided/available
6. Ensure an official's sign-in sheet is available (in conjunction with the Meeting Manager) and ensure officials complete the sheets prior to the start of the fixture.
7. Give our refreshment tickets, where applicable.

Away fixtures

8. Confirm their availability and provide fixture details including:
 - Venue
 - Type of fixture e.g. Southern women's league
 - Start time/coach times, as applicable
 - Likely role/discipline etc, if known

End of season (or after each fixture)

9. Send a thank you to those that have supported our activities.

Recruitment and Induction

10. Review, at least annually, the officials the Club has and endeavour to recruit more to satisfy need and ensure we have sufficient cover across all disciplines. Help can be sought from Committee and advertised via website/newsletter etc.
11. Ensure all new volunteers complete a volunteer declaration form (see Volunteer Support Policy), and where necessary, undertake a CRB check (in conjunction with the Clubs Welfare Officer).
12. Ensure appropriate courses are sourced and encouraged in order to get helpers qualified.
13. All new volunteers to be provided with an induction pack in line with the Volunteer Support Policy which will contain, in addition to the role-specific information, the following generic information:
 - Club constitution
 - Health & Safety Policy
 - Club Flyer
 - Club Contacts list (as appropriate to role)
 - Code(s) of Conduct (as appropriate to role)
 - Job description (where one exists)
14. Consider whether a new official would benefit from some mentoring from within the Club and allocate a mentor as necessary.
15. Provide feedback to new officials as appropriate in order for the to learn and improve.

Responsibility

This role is responsible to the Committee and any problems or issues relating to officials within the Club should be brought to the Committees attention at an early stage.

March 2010