

## Sheffield & District Junior League Vacant Job Roles - May 2015

<b>Age-Group Registrar</b>	
Key Tasks	<ul style="list-style-type: none"> <li>• Registration of Players</li> <li>• Player Transfers</li> <li>• Player de-registrations</li> <li>• Collation and checking of match sheets for ineligible players</li> <li>• Issue fines for late/incorrect match sheets</li> <li>• Input fixtures on to Full Time for age-groups</li> </ul>
Key Skills	<ul style="list-style-type: none"> <li>• Awareness of League and FA Rules regarding player registration and player transfers</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Secretary</li> <li>• Club Secretaries</li> <li>• Team managers</li> </ul>
IT Functionality	<ul style="list-style-type: none"> <li>• Full-Time</li> <li>• League Registration system</li> <li>• Email</li> </ul>
Hints and Notes	<ul style="list-style-type: none"> <li>• Ensure strict details are kept of registrations</li> <li>• Time consuming role</li> </ul>

<b>Club Representatives</b>	
Key Tasks	<ul style="list-style-type: none"> <li>• Representation of “club perspective” on League Management Committee</li> </ul>
Key Skills	<ul style="list-style-type: none"> <li>• Diplomacy</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• Club Secretaries</li> </ul>
Hints and Notes	<ul style="list-style-type: none"> <li>• This is key role in terms of keeping the management committee in touch with the needs and challenges facing the clubs within the league</li> <li>• Individuals volunteering for this role should only do so if they are prepared to represent all club views as opposed to their own only</li> </ul>

<b>General Committee Member</b>	
Key Tasks	<ul style="list-style-type: none"> <li>• Help develop and support the League</li> </ul>
Key Skills	<ul style="list-style-type: none"> <li>• Awareness of League and FA Rules</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Secretary</li> </ul>
Hints and Notes	<ul style="list-style-type: none"> <li>• This is key role in terms of keeping the management committee in touch with the needs and challenges facing the clubs within the league</li> <li>• Individuals volunteering for this role should only do so if they are prepared to represent all club views as opposed to their own only</li> </ul>

<b>Vice Chair</b>	
Key Tasks	<ul style="list-style-type: none"> <li>• Help support the Chair</li> <li>• Help develop the League</li> </ul>
Key Skills	<ul style="list-style-type: none"> <li>• Awareness and understanding of League and FA Rules</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Chair</li> <li>• League Secretary</li> </ul>
Hints and Notes	<ul style="list-style-type: none"> <li>• A time consuming role</li> </ul>