**Tony Holmes - Job Description & Conflict of Interest declaration.**

**Assistant Secretary**

To step in for the League Secretary as & when required (Committee meetings, sending out communications on the Secretaries behalf, etc)

**Disciplinary Officer:**

To collate all rule infringements from the following sources & report to Rule Infringement Officer.

*Match Returns* – Informed by Registration Secretary, plus collected information from Referee Reports (no nets, unfit balls, late kick off, No/or late team sheets, Referee Payments, separate changing room, Assistant Referee’s etc.)

*Referee* – Reports of less than 60 marks – Informed by Referee Secretary / Registration Secretary.

*Registration issues* – Informed by Registration Secretary (WGS /Full Time issues, late same day Registration form, playing ineligible players, etc.)

*Notifications & Team sheets, Late Results* – Informed by Results Secretary.

*Match related infringements* (unplayed fixtures etc.) – Informed by Fixtures Secretary.

*Failure to abide by other League rules* – Informed by Various officers (i.e., League Secretary, Treasurer {invoice related} Webmaster etc.)

*Consult with County FAs on the player suspensions*. Keep a weekly record of ALL Player / Club suspensions & input onto Full Time.

*Rules* – Keep the Rules updated annually with any ScoR changes & League amendments etc.

Charity Cup*:*

*Late paperwork* (squad list, dugout list etc.) Informed by League Secretary.

*Squads* – Checking players in squads when requested for eligibility.

**Rule Infringement Officer**

To collate all the information from the Disciplinary processes & arranging them into a format for issuing to the League Committee.

Send out all relevant charges within the required timeframe.

Following the committee ratifying the charges, create a presentable format of these charges & send to League Secretary for issuing to Club Members.

Keep a record of all charges of each Club through the season to be able to calculate the Secretary of the year.

Keep a record of all Referee Reports throughout the season for collating the total cards issued & cross referencing with WGS on player suspensions etc.

**Conflict of Interest.**

I have no associations with any Club, so I have **no conflict of interest** to declare.