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## EXECUTIVE COMMITTEE

## POSITION DESCRIPTION

### *Position Title*

Recorder

### *About AWFA*

The Albury-Wodonga Football Association Inc. (AWFA) is an affiliate of Football New South Wales (FNSW) and Football Victoria (FV). It is also subject to the authority of Football Australia. AWFA is responsible for the management and development of football throughout the Murray region. AWFA has over 2500 participants from our 12 member clubs.

AWFA is responsible for providing an environment that encourages, develops and promotes participation in Football within our community. AWFA promote, recognise and provide a safe and inclusive culture across our member clubs. AWFA provides, for amateur players, a competition run for participants without limitation as to age, race, religion or location throughout Albury, Wodonga, North-East Victoria and the Murray region.

### *Purpose of the Role*

The Recorder is responsible for the management of the League Championship and FA Cup, as well as maintaining the integrity of both competitions and the association by ensuring the AWFA Rules and Regulations are abided by. The Recorder is also responsible for the management of GameDay (SportsTG) competition systems.

### *Working Relationships*

- Executive Committee
- Member Clubs
- Disciplinary Committee

### *Responsibilities*

- Managing team-sheets - checking for eligibility, scores, disciplinary action and mistakes
- Record all match data and enter into Game Day
- Manage fixture and time changes
- Send weekly disciplinary reports to the Disciplinary Committee
- Send and upload scores to stakeholders and community Sunday night
- Work in collaboration with other EC members to create competition draws
- Approve 'Playing Up' assessments, check coaches credentials and enter into database
- Compilation and review of the Player Points System (PPS)
- Prepare PowerPoint presentation for senior presentation (Voting)
- Prepare reports for clubs on demand (fines, mistakes, cards and eligibility)
- Attend Executive Committee and Management Committee meetings
- High knowledge of Rules and Regulations, as well as conducting a yearly audit of these documents
- Manage the competitions and tournaments efficiently and effectively from the generation of fixtures, entry of match results and automatic generation of ladders/tables using Gameday.

## Helpful Experience

- Presence within the local Football community
- Experience with GameDay and Powerpoint systems
- Understanding of creating draws and fixtures for competitions

## *Helpful Knowledge and Skills*

- IT and administrative skills
- High attention to detail
- Ability to build and maintain effective relationships and to communicate well with a variety of people
- Planning, organizing and time management skills
- Ability to work cooperatively in a dynamic team environment
- Ability to project a positive image of Football to people at all levels

## *Working Hours*

Working hours can be unsocial and may regularly include weekend and evening work. This work mainly peaks during the season (February-September) and/or during major events (Albury-Wodonga FA Cup).