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| A close-up of a logo  Description automatically generated | **Assistant General Secretary & Disciplinary Officer****Tony Holmes** |
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| **Job Description**: | **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. |
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| **Conflict of Interest declaration:** | I have no associations with any Club, so I have no conflict of interest to declare.The only thing I have is that my grandson plays for Charlton Rovers, just for transparency. |