**EDVA Fixtures Secretary Role Description**

Main Purpose: To deal with the administration of the winter leagues.

Approximate time commitment: Less than 1 hour a week

**Key tasks before the season starts:**

1. Propose date for league entries to be submitted (normally done at EDVA AGM)
2. Propose date for squad lists to be submitted (normally done at EDVA AGM)
3. Agree the format for the winter leagues (normally done soon after league entries have been submitted)
4. Propose dates for the winter season to run between (normally October to Easter)
5. Hold a fixture meeting- where all teams gather and agree league fixtures
6. Upload the agreed fixtures to the EDVA website (edva.volleyballmatches.co.uk/adminlogin.asp)

**Key tasks during the season:**

1. Check that the match reports submitted by clubs contain only details relating to court play and are factual. Edit or remove any reports that are not appropriate.
2. Check scoresheets and keep records of players playing up.
3. Upload scoresheets that have been submitted to the website. ([www.edva.org.uk/dashboard](http://www.edva.org.uk/dashboard))
4. Attend EDVA meetings- raise any matters where fixtures have not been fulfilled and present the circumstances described by the clubs involved.
5. Communicate to clubs decisions made about requests to rearrange fixtures.
6. Chase clubs who haven’t uploaded scoresheets/reports or issue fines via the treasurer.

**Key tasks after the season ends:**

1. Get winners prizes- either T-shirts from Clobbur (near St.Davids station) or trophies (Trophyman in Cowick Street).
2. Get the plaques from clubs who previously won the league titles and get them engraved.
3. Produce Fixtures secretary report for the EDVA AGM.