**EDVA Divisional Secretary**

To oversee the Match fixtures within a division of the EDVA indoor league program with respect to the EDVA league rules.

A league does not run on its own and the EDVA league program has had many volunteers since we started in 1988. Without a fixture secretary or division secretaries, there will be no league program.

**Summary:**

After each match, the home team is responsible for entering the match results to the EDVA results web site and to upload a copy of the scoresheet to the EDVA web site (two different web sites).

The results software package is run by Ian Sidwell and the EDVA web site by Dave Reece but the fixtures for each division need to be populated at the start of each season and results checked during the season by the Divisional secretary.

**Duties of the Division Secretary:**

At the fixture meeting, collect a copy of all the fixtures for your division.

Populate the EDVA fixture & results program (match date, team v team, venue and start time) plus team contact details. Cross check for errors, match clashes etc, all teams have three weeks to confirm or change their fixtures.

During the season, check that all match results and match reports are entered in a timely manner with respect to the league rules. Highlight any issues to the committee at the next committee meeting. Adjust any results or deduct penalty points as required.

Scoresheets are uploaded to the EDVA web site by the team, check image quality and add the link to the results web site.

Keep a list of registered players and an eye on players playing up, liaise with other divisional secretaries as required.

Attend the EDVA committee meeting and update all clubs on the progress of the league season.

**Tools required:**

A desktop or laptop PC

Internet connection

Administrator access to both the EDVA results web site and the EDVA web site (both web sites are easy to use and training is available if required).