



# Mount Colah Football Club

## Position Description – Recorder

### JOB TITLE:

Recorder

### OBJECTIVE:

To ensure all match results are submitted on time and match cards are collected and delivered to NSFA on time.

### RESPONSIBILITIES:

- Educate all team managers on the process of recording match results.
- Educate all team managers on Match Card Processes for all competition age groups.
- Check all scores are entered correctly on Calford Green Website each week.
- Collect, check and submit match cards each week to NSFA.
- Attend monthly committee meetings.
- Report to the Club Committee on-going results and standings of each team during the season.

### RELATIONSHIPS:

- The Recorder reports to the Executive and General Committee.
- Will have interactions with club committee, age convenors and team managers.

### ACCOUNTABILITY:

- The Recorder is accountable to the Executive and General Committee.

The estimated time commitment required as the Recorder during the season is up to 2 hours per week plus monthly meetings.

### ESSENTIAL SKILLS:

- Good organisation skills.
- Good communication skills.

### DESIRABLE SKILLS:

- Passionate about the club and dedicated to improving club practices.
- Ability to put together statistical reports.