

Swindon and District Football League

Formed in 1891



JOB TITLE:

Registration Secretary

OBJECTIVE:

To ensure players are registered, and eligible to play in accordance with CFA Governance for all competitions..

RESPONSIBILITIES:

- Registration of players.
- Player Transfers.
- Assist in resolving Registration disputes.
- Checking and updating website records regarding CFA player suspensions.
- Gathering of information from club secretaries regarding "Player Eligibility" (especially for cup games with potentially cup tied players)

RELATIONSHIPS:

- Results Secretary.
- CFA Governance Officers.
- Other League Officers.
- Club Secretaries.

ACCOUNTABILITY:

- The Registration Secretary is accountable to the Chairman.