

# Swindon and District Football League

Formed in 1891



## JOB TITLE:

Cups Secretary

## OBJECTIVE:

To ensure smooth operation of the Leagues Cup Competitions.

## RESPONSIBILITIES:

- Arrangement of Cup Draw.
- Recording and uploading Cup Draw jointly with Media Secretary
- Arrangement/Re-arrangement of Cup Fixtures jointly with Fixture Secretary.
- Distribution of cup rules and player qualification jointly with Registration secretary.
- Purchase of Cup trophies jointly with League Treasurer.
- Selection and booking of Cup Final venue.

## RELATIONSHIPS:

- Fixture Secretary.
- Referee Secretary.
- Registration secretary
- League Treasurer
- Media Secretary
- Other League Officers.
- Club Secretaries.
- Other League Officers.
- County FA – Governance and Development.
- Club secretaries and Managers.

## ACCOUNTABILITY:

- The Cup Secretary is accountable to the Chairman.