

## RDTTA Divisional Fixture Secretary Role



The positions of **RDTTA Divisional Fixture Secretary (DFS)** are elected at the RDTTA AGM each year, with one for each Senior Division and one for the Youth Division. As an elected Officer of the Association, each DFS is a member of the RDTTA Management Committee. This document outlines the responsibilities of the role.

### Responsibilities

Each DFS has the overall responsibility for management of the Division which has been allocated to them, which includes:

- Receiving & checking match scorecards
- Entering match results on the RDTTA website
- Providing a summary of match results to the Publicity Officer (weekly)
- Producing a report for the RDTTA Newsletter (4 times per season)
- Liaising with and providing advice to Team Captains (regarding the RDTTA rules)
- Making recommendations for & decisions on any contentious issues for fixtures or matches
- Attendance at and reporting to RDTTA Management Committee meetings

To carry out this role requires knowledge of the RDTTA rules regarding league matches.

This role requires the holder to have access to their own computer, to the internet and to have a certain amount of knowledge of & familiarity with using computers, internet-based software, emails and word processing.

Access to the RDTTA Website maintenance facility along with documentation and/or training on how to enter match results will be provided by the RDTTA Website Administrator.

Any queries over a player's registration should be addressed to the League Registrations Secretary.

### Regular Tasks

#### Weekly

For each week of scheduled league fixtures, a DFS should do the following:

- Receive match scorecards for all scheduled league fixtures (by email or post)
- Liaise with home Team Captain regarding any late or unreadable scorecards
- Enter match results on the RDTTA website (*see RTTW 1 and RTTW 2*)
- Inform relevant DFS of any players who have played-up from a lower Division
- Provide a summary of match results to the Publicity Officer

#### Newsletter Deadlines

The Newsletter Editor determines the frequency of Newsletters throughout the season and deadlines for production of copy, but for each one a DFS should:

- Produce a report on the match results, league positions etc. since previous Newsletter
- Provide Newsletter report to Newsletter Editor

#### Ad-Hoc

The following actions may be necessary at different times throughout the season:

- Liaise with League Registrations Secretary for queries about un/registered players
- Liaise with relevant Team Captains regarding any request for match postponement
- Update website with details of postponed and re-arranged matches
- Apply fines according to RDTTA rules (but apply discretion)
- Adjudicate over any match that needs to be awarded (having discussed at Committee)
- Apply points adjustments, if needed
- Attend RDTTA Management Committee meetings to report progress & issues
- Raise issues & make recommendations for any contentious issues that need Committee approval

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### **Supporting Documentation**

Additional information about the website update activities for league match results are documented:

**RTTW 1 – DFS Results Entry**

**RTTW 2 – Scratched Sets in League Matches**

These documents provide instructions on how to carry out the tasks related to match results and updating the RDTTA website. Further assistance can be provided by the RDTTA Website Administrator.