



**Sacred Heart Pymble Football Club**

**Position Description**

**TITLE:**

Recorder

**OBJECTIVE:**

To ensure managers have performed their role with regards to relevant match data entry.

**RESPONSIBILITIES / TASKS:**

Train new team managers where necessary with regards to data entry procedures  
Follow up managers who have not entered match data (scores and player points). Auto generated email identifies when there is an issue.  
Liaise with NSFA and managers in the event of any discrepancies

**ESTIMATED TIME COMMITMENT:**

Committee meetings and AGM. Attend: 6 x 2hrs  
Manager liaison during season: 0.5hrs per week

Considered as average hours per month over the regular season: approx. 2 hrs per month

**RELATIONSHIPS:**

**Managers:** Match data input  
**NSFA:** Liaison to address discrepancies

**ACCOUNTABILITY:**

President, NSFA

**ESSENTIAL/DESIRABLE SKILLS:**

Pro-active (to avoid club fines)