



West Wales Football Association

(Affiliated to the Football Association of Wales)

VACANCY FOR THE POSITION OF ASSISTANT SECRETARY (DISCIPLINE) OF THE WEST WALES FOOTBALL ASSOCIATION

A vacancy has arisen for the position of Assistant Secretary (Discipline) of the West Wales Football Association.

The role will undertake the following requirements.

- Receive all disciplinary and misconduct reports.
- Process sending off and misconduct reports.
- Supply the Association copy of caution reports to the Association Treasurer and a copy to the relevant club on a periodic basis.
- Arrange and attend all disciplinary hearings.
- Attend appeals to the Football Association of Wales as required.
- Produce a weekly suspension list and update the Association website.
- Compile end of season disciplinary statistics.
- Any other duties as required by the Association.

Essential Skills

Applicants must be computer literate.

A background in football administration would be an advantage.

General Information

This position requires 6-12 hours per week.

The position carries an honorarium as decided by the Council of the West Wales Football Association together with the payment of relevant expenses.

The successful applicant will report directly to the Association Honorary General Secretary.

If you are interested in this exciting role within the West Wales Football Association please send your CV together with covering letter outlining your interest in the role to Mr Ceri Richards, Secretary, WWFA, 5 Cardonnel Villas, Skewen, Neath. SA10 6BD or e-mail to ceriwwfa@gmail.com. If you wish to discuss the position please ring the Secretary on 07779 780627.

The closing date for applications is Wednesday 12 July 2017 and previous applicants may apply.



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