

NORTH EASTERN YOUTH DEVELOPMENT LEAGUE

ROLE OF DIVISIONAL SECRETARIES

1. Look after the league's laptop and printer, and bring them to each meeting ready for the host club's results team to use. Use the equipment to prepare field cards prior to each fixture.
2. Application and interpretation of League Rules & Competition Arrangements.
3. Dealing with objections and matters relating to athlete eligibility.
4. Dealing with matters relating to dangerous equipment, weather conditions etc.
5. Liaise with principal officials regarding allocation and monitoring of a safe warm up area
6. Keep track of the number of athletes declared for long hurdles. **Changes will not be accepted after the cut off time. The cut off time is 60 minutes before the timetabled time, which is venue dependant.**
7. At the beginning of the season giving each club their allotted numbers, and providing additional numbers if the club has used all their allotted ones.
8. Checking the officials signing-in sheets and informing the Graham Hall of the points to be deducted/added to each competing team.
9. Confirm with the treasurer of the principal official to be paid expenses. The treasurer will make the payment via BACs

Where a club official has been appointed as a principal official, they may still score points as part of their team's officials quota by declining travelling expenses from the League. Ten points will be awarded to the club of the person acting as Divisional Secretary at each meeting.

Collate each team's early declaration of officials and pass on to the Field Referee – this will help with allocation of suitably qualified officials being allocated for long throws, and therefore prompt start of the meeting.

10. Collecting and retaining all results and athlete declaration paperwork, so that any queries following publication of provisional results can be verified.
11. Monitor athletes that have been issued a new number and inform Graham Hall after each meeting.
12. Provisional results will be published on the www.NECAA.website, normally on the evening of each fixture and at worst the following evening.
13. Queries with results will initially be dealt with by Graham Hall, who will, where necessary, consult with divisional secretaries to check the retained paperwork.