

## **ROLE OF DIVISIONAL SECRETARIES**

1. Application and interpretation of League Rules & Competition arrangements
2. Dealing with objections and matters relating to league eligibility
3. Dealing with matters relating to dangerous equipment, weather conditions, etc.
4. Liaise with principal officials regarding allocation and monitoring of a safe warm up area
5. Keep track of the number of athletes declared for long hurdles (no additional athletes after 1 p.m. And inform the track referee.
6. At the beginning of the season giving each club their allotted numbers, and providing additional ones if a club has used all their allotted ones.
7. Checking the officials signing-in sheets and informing the computer operator of the points to be added/deducted to each competing team.
8. Confirm with the treasurer of the principal officials to be paid expenses. The treasurer will make the payments via BACS.
  - a. 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 expenses from the League.
  - b. Ten points will be added to the team of the person acting as Divisional Secretary of the meeting.
9. Collate each team's early declaration of officials and pass on to the Field Referee- this will help with the allocation of suitably qualified officials being allocated for the long throws and therefore prompt start to the meeting.
10. Collecting and retaining all results and athlete declaration paperwork to that any queries following publication of provisional results can be verified.
11. Monitor athletes that have been issued with a new number after each meeting and inform the Computer Administrator after each meeting.
12. Provisional results will be posted on [WWW.NEYDL.WEBSITE](http://WWW.NEYDL.WEBSITE) normally on the evening of each fixture and at worst the following evening.
13. Queries with results will be initially dealt with by the Computer Administrator who will, where necessary, consult with the relevant divisional secretary to check the retained paperwork.