

The Secretary's Role.

Act as a HCCL Committee Member

Monitor and make required proposals at the AGM for the:

Constitution

Competition Rules

AGM - Book the venue, co-ordinate and set the agenda

AGM/EGM - Produce minutes of each meeting and retain historic record of minutes

Recommend league fixture dates with reference to the nationally nominated dates and host clubs

Maintain membership of England Athletics on behalf of the HCCL

Confirm status of HCCL club members

Ensure risk assessments permit, conducted by host clubs, is displayed at appropriate meeting

Maintain a record of HCCL perpetual trophies and their annual issue

Order suitable trophies in accordance with the completion rules

Assist at the final meeting awards presentations

Confirm meeting results are being published (including Hampshire website)

Address complaints from HCCL members

Liaise with:

other Cross Country Leagues including Hampshire Schools CC if required
host clubs to provide support with holding HCCL fixtures
and promote Sponsors of HCCL

Produce for HCCL member Clubs:

statistics of meetings

a monthly Update during the season

The Men's results co-ordinator role

Maintain finishing discs and results envelopes for results purposes at each meeting

Compile and computerise the male results by attending each HCCL meeting

Release male results to member clubs, Hampshire web site manager and Athletics Weekly

For aggregate purposes calculate individual and team scores from the season meeting

Provide a list of award/trophy recipients for the final fixture presentations

Resolve errors and issue corrections as required for maintenance of accurate results (errors are often generated by the member clubs themselves)

Maintain complete record of each match result throughout current season