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Job Title: Match Recorder

The role of LNJSA Match Recorder is to ensure the correct and effective recording of match results, Fairest and Best points awarded and supply of medals and trophies at the Grand Final.

The Match Recorder is supported in this role by the LNSJA Secretary.

Key Responsibilities & Duties:

- Order quantities of Match Cards and ensure Clubs have sufficient supplies throughout the season
- Receive, reconcile and check Match Cards after completion of weekly games
- Chase up missing information from Match Cards, missing cards, and impose fines to Clubs that do not comply
- Record Fairest and Best points and Red and Yellow cards issued
- Seek a report from the game Referee for any Red/Yellow card issued, submit to Disciplinary and Conduct Committee for determination and advise Club of outcome of Committee's decision
- Ensure weekly match scores are submitted on the LNJSA website
- Collate final Fairest and Best scores and submit winner's names to President for presentations on Grand Final Day
- As an LNJSA Representative you are required to assist with Gala Day at the beginning of each season and attend events throughout the season to promote the sport and support any fundraising initiatives.

Desirable Attributes:

The Match Recorder should:

- be informed of all Association activities
- be a person who can work collaboratively with other Committee Members to ensure timely and effective completion and submission of Match Cards, match scores, Fairest and Best votes and track Red/Yellow card offences
- maintain a close working relationship with the LNJSA Fixtures Coordinator and LNJSA Secretary
- have a working knowledge of Excel

End of year hand over

Updating key documents

At the end of each year a key activity of the Match Recorder will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the LNJSA Secretary prior to the Annual General Meeting each year.



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Induction of the incoming Match Recorder

An important responsibility of outgoing Match Recorder is to train, mentor and support the incoming Match Recorder. This 'handover' period typically would be during the two months following the end of the season (31st October).

Remuneration:

This position attracts a one-off payment which will be paid following approval by the Committee before the end of the Financial year (ie. 31st October).