

CYSA District 5
Division 3 Playing League
Volunteer Match Secretary Information

Job Description

Volunteer match secretaries are responsible for collecting scores from all of the teams assigned to the flight they are recording scores for. This involves receiving phone calls, faxes, or emails from each team in the flight, on a weekly basis, throughout the season. It is not necessary to be present at any game. If a team fails to report, the match secretary will need to follow up and get the game scores. Following the final game of the season, match secretaries submit all records to the District 5 Division 3 Coordinator, for the purpose of determining final standings. Final standings are used by the District 5 Division 3 Coordinator to order trophies for the top teams in each flight. A packet including game schedule, scorekeeper worksheet and complete instructions will be sent to the secretaries when all have been confirmed and game schedules have been finalized.

Volunteers may be team members, board members, etc. Every effort will be made to assign volunteers to keep records for the flight their team is participating in.

This form must be completed ONLY by the volunteer match secretary, so that he/she is fully aware of what is expected and will be committed to completing the task.

Please do NOT fill out this form on behalf of another person!

All of the following match secretary info is required. Please put an asterisk (*) next to items that may NOT appear on game schedules (home address, etc.). Game schedules will be published on the District 5 website, and distributed to all teams.

Please print all info legibly

Name: _____
Address: _____
City, Zip Code _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Fax: _____
Email: _____
League & Club: _____
Team Affiliation: U-____ Boys __ Girls __ Team Name_____

Each team should supply a match secretary, though not all volunteers will be assigned.