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**Chair of the Competitions Committee**

* Ensure that the fixtures are drawn up & put up on the website
* Oversee the Cup draws & put up on the website
* To make sure matches are being played
* Support the fixtures secretaries
* Amend matches that have been refixed
* Contact club fixtures secretaries weekly to get match times for website (so as the results texts go out at the right time)
* See that the results are put up on website after each weekend’s fixtures
* Prepare monthly reports to the Management Committee & attend
* Organise Medals/Pins for League/Cup winners
* To contact clubs to get the trophies returned
* Liaise with any cup sponsors - currently only 1 sponsor provides winners medals
* Attend the cup finals & have the cups & pins/medals ready for presentation
* Prepare the seasons report for the AGM
* **Act as Chair of the Disciplinary Committee**
* To select members to serve on the committee as required
* To organise the hearing – booking venue & advise the person for whom the hearing is being arranged of same
* To send a report to the Branch Secretary