

Fixture Secretary

Overview:

A vital cog in a club's organisation ensuring that a full programme of fixtures, across age groups, is put in place and fulfilled.

Reports to:

The Management Committee

Time commitment:

3 hours per week

Responsibilities:

- Arrange fixture lists that match the club's ability and strength in depth.
- Register teams in competitions.
- Organise officials and facilities for games.
- Supply both teams with directions, timings and captain's numbers.
- Liaise with home teams, opposition, leagues and governing bodies.
- Reschedule postponed matches.

Skills and attributes:

- Adept organiser.
- Can balance commitments in a variety of competitions.
- Understand the club's player pool and facilities.
- Strong on communication in person, on email and phone.
- Able to solve problems at short notice.
- Good with IT to display fixtures clearly and distribute them.