



Please note all role descriptions are for guidance only. Please adapt/add to this basic information to ensure it is relevant to your club's requirements.

Fixtures Secretary

Purpose

To take responsibility for organizing league, cup and friendly matches for all of the **adult** teams at the **club** and ensuring the fixtures provide the right standard of rugby, reflecting the needs of your club.

Key aspects of the role

1. Coordination of fixtures

Propose a fixture list for all teams, reflecting the ambitions of the club, confirming the list in writing by June of each season. Coordination of a group of volunteers to **arrange-manage** fixtures, if applicable.

2. Ensure information is distributed to relevant parties

Ensure that the relevant lists are supplied to the RFU, Referees **S**ocieties and other relevant agencies, confirming the fixtures with opponents at least two weeks before the game and that they are provided with kick-off times, directions to the ground and, if applicable, complimentary match tickets.

3. Dealing with any unexpected problems that arise

Deal with match cancellations and finding new fixtures; handle any fixture queries throughout the season.

Is this role for you?

If you are enthusiastic, patient, well organized and conscientious, with a familiarity with the club and its vision and strong communication skills, you could be the source of all knowledge about upcoming matches, keeping the season alive and on schedule.

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP