

Fixtures Secretary

Responsibilities:

To ensure that fixtures are arranged, establish a fixture list for the whole season and confirm or re-arrange fixtures during the season.

To: Main Committee

Pre-Season Duties:

- Receive fixtures from league and competitions.
- Liaise with the other Fixture Secretaries to offer and receive friendly fixtures.
- Create the fixture list for all teams within the club.
- Liaise with other sections of the club in respect of other commitments (fixtures and events).
- Oversee production of the fixture card (Usually handled by Deputy Chairman).
- Forward lists of fixtures to CB Referee Society Appointments Secretary.
- Book pitches and facilities for the season. (Normally done on an ad-hoc basis via Ground Chairman)

In-Season Duties:

- To confirm upcoming fixtures with scheduled opposition.
- Inform players, coaches and officials if any changes in schedule occur.
- Confirm availability of pitch & club facilities for upcoming fixtures.
- Liaise with other sections of the club in respect of changes.
- Seek and agree suitable new fixtures if opposition cries off.
- Report match results to appropriate body.

Ideal/Key Skills:

- Good communication skills.
- Well organized.
- Knowledge of teams, team captains and players in order to make the right judgments on suitable fixtures, as well as knowledge of other clubs and teams.

Club Notes:

At Maidstone Rugby, the roles of Fixture Sec and Referees Liaison have become combined, as referee liaison is not terribly onerous and its probably easier for the Fixture Sec to do the job himself than to liase with someone else. Appointed referees need to be confirmed each week and, where no Society Referee is available, a replacement needs to be found from elsewhere, (usually volunteers from the identified pool of club referees).