



Appendix 4.1.12 : Job Description ~ Fixtures Secretary

Fixtures Secretary

As Fixture Secretary you'll be responsible for organising league, cup and friendly matches for all the teams at the club. Players will rely on you to ensure the fixtures provide the right standard of rugby, reflecting the needs of the club. As it's all about playing rugby, it's safe to say it wouldn't be a rugby club without you.

Ideally, you'll need to be:

- Well-organised and conscientious
- Familiar with the club and its vision
- Good at communicating
- Enthusiastic

What you'll do:

- Coordinate a group of volunteers to arrange fixtures for different teams (if applicable)
- Propose a fixture list for all teams which reflects the ambitions of the club in terms of playing strength and finance
- Arrange and confirm the list in writing by June of each season
- Deal with match cancellations, finding new fixtures
- Handle any fixture queries throughout the season
- Supply fixture lists to the RFU, Referees societies and other relevant agencies
- Confirm fixtures with opponents, two weeks before the game
- Provide visiting teams with kick-off times, directions to the ground.

How much time it will take up:

- A couple of hours a week

What you'll get out of it:

- A satisfying contest, win or lose, will earn you the gratitude of the players. You'll be the source of all knowledge about upcoming matches, keeping the season alive and on schedule. The skills needed to do this role are transferable to any walk of life, so having something like this on your CV is attractive to potential employers.