

Fixtures Secretary Role Profile

Role Purpose:

To take responsibility for arranging all fixtures and associated tasks for all teams within the club.

- Agree Fixtures both internally and externally in accordance with club and League guidelines by liaising with opposition and home teams.
- Oversee any postponement/rearrangements.
- Arrange referee appointments with Referee Society for competitive teams
- Co-Ordinate Changing Rooms and pitches; ensuring all teams have access to a CR.
- Attend Committee meetings

This role is an ordinary committee member role and does not sit on the Management Committee.