

Fixtures Secretary

Who will I be responsible to?

The Club Committee through the Secretary

What is my role?

1. Coordinate and communicate fixtures for MHC Teams
2. Arrange and confirm fixtures with league(s)
3. Management too fixture queries during the season
4. Ensuring that visiting teams are aware of the start times, location of the match pitch etc
5. Book pitches of the season for all training & matches

Training needed

1. Running Sports “Effective Communication” course is recommended

How much time will I need to give to the role?

Approximately 2 hours each week, possibly more within season.

What Tasks are involved?

1. Arrange fixtures for the Club, both league and friendlies
2. Confirmation of fixtures with Leagues
3. Manage fixture cancellations & answer in-season queries
4. Communicate fixture information to the opposition in a timely and succinct manner
5. Ensure that results are communicated to Fixtures Live in the required timescale