

## **Fixtures Secretary Job Description**

The Fixtures Secretary at Ashford Rugby Club is responsible for organizing and managing the schedule of matches and fixtures and liaising with all sections across the club. This role is crucial for ensuring that teams have a well-structured and coordinated season, with matches scheduled efficiently and in accordance with league regulations.

### **Responsibilities**

#### **1. Fixture Planning**

- **Season Planning:** Collaborating with team coaches, managers, and league representatives to plan the club's fixture list for the season.
- **Scheduling:** Organizing and scheduling matches, ensuring they are spread evenly across the season and venues are booked as needed.
- **League Compliance:** Ensuring fixtures comply with league regulations and deadlines.

#### **2. Communication**

- **Fixture Announcements:** Communicating fixture details to team captains, coaches, and players in a timely manner.
- **Updates:** Providing updates on fixture changes, cancellations, and rescheduling as necessary.
- **Opponent Liaison:** Coordinating with opposing teams to confirm fixture details and resolve any scheduling conflicts.

#### **3. Venue and Facilities Coordination**

- **Booking:** Ensuring that there are sufficient pitches available for fixtures
- **Facility Preparation:** Liaising with club house manager and/or bar manager to ensure club house is available for all home fixtures

#### **4. Match Day Support**

- **Logistics:** Arranging match day logistics such as referee appointments, medical support, and match officials.
- **Timings:** Ensuring matches start on time and managing any delays or unforeseen circumstances.

#### **5. Record Keeping and Reporting**

- **Documentation:** Maintaining accurate records of fixture schedules, changes, and results.

- **Reporting:** Providing regular reports to club officials, league administrators, and team managers on fixture status and outcomes.

## 6. Conflict Resolution

- **Rescheduling:** Handling fixture clashes and rescheduling matches in collaboration with league authorities and opposing teams.
- **Complaints:** Addressing complaints or disputes related to fixtures in a fair and timely manner.

## Skills and Qualifications

- **Organizational Skills:** Strong ability to organize and manage schedules, venues, and logistics effectively.
- **Communication Skills:** Clear and effective communication with team members, league officials, and opponents.
- **Attention to Detail:** Meticulous in managing fixture details, regulations, and compliance.
- **Problem-Solving Skills:** Ability to resolve scheduling conflicts and manage unforeseen circumstances on match days.
- **Time Management:** Prioritizing tasks and meeting deadlines in a fast-paced environment.
- **Knowledge of Rugby:** Understanding of rugby rules, league structures, and fixture scheduling requirements.

## Activities

- Reviewing and updating the club's fixture calendar based on league schedules and team availability.
- Emailing fixture details to teams, confirming match arrangements with opponents, and addressing queries.
- Ensuring pitches are available and club house team are aware of upcoming fixtures.
- Updating fixture records, documenting results, and preparing reports for review.
- Resolving conflicts or disputes related to fixtures and schedules.

Member of: Games Committee

Reports to: Director of Rugby