

Club Fixture Secretary

As Club Fixture Secretary, you are a key player in the administration for the club. Having a club fixture secretary is essential to every club, irrespective of the size of the club. You will be responsible for ensuring games are played on a weekly basis throughout the year

What kind of person should you be?

1. **A good organiser** – to be efficient correspondence needs to be received, responded to and filed systematically.
2. **A good time manager** – this is essential to ensure that deadlines are met without excess stress
3. **A good communicator** – this is essential to communicate with other committee members in a clear and confident manner as well as communicate well with other clubs as well.
4. **Computer literate** – this is essential for many things such as updating the club website on fixtures and results, as well as updating the audit with fixtures and results.
5. **Experienced at producing correspondence and other documents** - The club will rely on you to answer fixture related correspondence and track fixtures and results.

The CORE responsibilities of the role

1. Ensure the audit is up to date and complete with both fixtures and results throughout the season.
2. Contacting other teams and clubs in regards to arranging and rearranging fixtures throughout the season.
3. Make every attempt to arrange fixtures on 'free' weeks and all missed fixtures are rearranged with the opposing team.
4. Be the main point of contact for the WRU fixture team and where necessary, be responsible for co-ordination of the completion of the on line audit fixtures.

The commitment from you

1. A Club Fixture Secretary is usually appointed for a specific term such as a season so you'll be expected to perform the role for at least 9 months.
2. The workload of a Club Secretary will be heavier at the beginning and the end of the season but should remain at constant level throughout the main bulk of the season.
3. The time commitment of a Club fixture Secretary is usually a minimum of 4 hours a week, in the evenings and at weekends.

What do you get out of it?

Being a Club Fixture Secretary shows a high level of commitment and significant skills. It is a well-respected position in the club and in the local community.

