



ROLE DESCRIPTION FOR A FIXTURES SECRETARY

The information below outlines the role, and skills and knowledge to look for in a Fixtures Secretary. Abingdon Hockey Club has two Fixtures Secretaries, one for the men's section and one for the ladies' section.

ROLE

- To sit on the Abingdon Hockey Club committee and attend meetings.
- To have a vote on the committee.
- To arrange both friendly and home league fixtures.
- To be responsible for keeping the leagues, Captains and opposition informed of fixtures and their times, dates and venues.
- To liaise with the other Fixtures Secretary and Tilsley Park (or other venues) regarding pitch allocations. To communicate bookings to the Treasurer to ensure that these are paid for.
- To communicate all home games and Captains' details to league secretaries and opposition captains before the start of the season (for the Ladies' section this is currently done via Fixtures Live).
- To chase up the details of away games if not provided.
- To cancel pitch bookings when necessary.
- To represent the club to the leagues in any fixtures disputes.
- To send league rules to Captains.
- *To monitor league websites for updated fixtures to ensure that everyone is aware of the fixture times and venues as soon as possible.
- *For appointed umpires, to communicate Captains' details to the umpires' association.
- *To confirm that appointed umpires are being provided if applicable.
- *To confirm contact and fixture details with Captains, umpires and opposition 9 days before a match.

EXPERIENCE, KNOWLEDGE & SKILLS

- Good organisation skills.
- Good communication skills.
- Basic administration skills.
- Knowledge of how the league fixtures work and how to correctly upload them on the league's website (if required).

* Currently only required by the men's section.