

Bournemouth Rugby Football Club

Job Specification - Fixture and Match Secretary

Main purpose of role

To establish a full, structured fixture list for all the Club's adult sides.

Actual duties involved

Receive and liaise on all League, Intermediate Cup and Dorset & Wilts Cup fixtures.

Create the fixture lists for all adult teams within the Club

Produce a fixtures sheet for use in compiling the Club Fixture Card.

Confirmation with other Clubs to confirm fixtures prior to the games being played

Book pitches and match teas with Bournemouth Sports Club

Rearrange fixtures when required

Attendance at Eastleigh Fixture Meeting if required

Liaison with

All team managers, coaches and captains within the club

Other Club Fixture Secretaries

Match Day Organiser

Referee Secretary

The post holder will be responsible to

The Chairman of the Playing Committee

Estimated time commitment

Time commitment will vary but on average 1-2 hours a week

Term of role

The Fixture Secretary will be appointed initially for a one-year period. However, this role requires continuity wherever possible, so it is hoped the post holder will retain the position on an ongoing basis but to be reviewed regularly.

Attributes

Organisational skills: planning, documentation.

Ability to communicate clearly: with playing membership, other clubs and tournament/league organisers.