

EAST RETFORD RUGBY UNION FOOTBALL CLUB

FOUNDED 1952



JOB DESCRIPTION

Fixtures Secretary

Name of Fixtures Secretary:

Responsible to: General Committee

Purpose:

To take responsibility for organising league, cup and friendly matches for all of the adult teams at the club and ensuring the fixtures provide the right standard of rugby, reflecting the needs of your club..

Key aspects of the role:

1. Coordination of fixtures.

Propose a fixture list for all teams, reflecting the ambitions of the club, confirming the list in writing by July of each season.

Monitoring and amending as required throughout the season.

Co-ordination of referees with the NLD Referees Society.

2. Ensure information is distributed to relevant parties.

Ensure that the relevant lists are supplied to the RFU, Referees Society and other relevant agencies, confirming the fixtures with opponents at least two weeks before the game and that they are provided with kick-off times

3. Dealing with any unexpected problems that arise

Deal with match cancellations and finding new fixtures; handle any fixture queries throughout the season.

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.