



Role Description: Fixtures Secretary

The role of the Fixtures Secretary is to plan and arrange all club/league fixtures, liaising with other clubs/organisations and taking into account league and championship events. Also to produce and distribute fixtures lists for all members.

Additionally, the Fixtures Secretary organises pitch allocations per team and publishes the allocation on The Club web site <http://www.dofc.co.uk>.

Responsible to:	<ul style="list-style-type: none"> Secretary 	Responsible for:	
Main Duties		Skills Required	
<ul style="list-style-type: none"> Arrange all club / organisation fixtures Organise pitch allocations for all teams and post these on web site by Monday night Liaise with other clubs / organisations to arrange fixtures Ensure that members are aware of the fixtures Ensure Managers arrange transport for away games Attend committee meetings Liaise with Registration Secretary 		<ul style="list-style-type: none"> Confident and Effective communicator Great organisation/IT skills Well Organised 	

The Commitment we are looking for

To be available to fulfil the main duties as above, for all fixtures per year or organised a delegate to temporarily perform the duties.

The 'term of office' is indefinite. Commencing on appointment in accordance with The Club Recruitment Policy.

Our Commitment to you

The Club secretary, The Committee and sub-committee(s) will provide assistance as necessary.

Managers and Coaches will inform the fixtures Secretary of any issue relating to the fixture schedule at the earliest possible time.

We will provide access to appropriate training courses to assist in the execution of duties.

We pay your expenses in accordance with our expense policy



Other Resources Available

<http://teamer.net> assists in team management and organisation. Teamer provides a free SMS text service making it simple to advise players and coaches of events, it is a secure and free solution and is a major benefit to club organisation and communication with players.”

The **runningsports** website (www.runningsports.org) has useful resources including Quick Guides, Top Tips, and information on available training including workshops and workbooks.

Also check out the following web sites for other available resources:

Sport Coach UK	www.sportscoachuk.org	Skills Active	www.skillsactive.com
Child Protection Unit	www.thecpsu.org.uk	CRB	www.crb.gov.uk
Club Mark	www.clubmark.org.uk		