

FIXTURES SECRETARY – Cambourne Exiles RFC

Main purpose of the role: To ensure that fixtures for each team within the club are confirmed and establish a structured fixture list for the whole season.

Actual duties involved:

- Receive fixtures from other clubs / league managers.
- Report league and cup results according to competition rules.
- Create the fixture list for all teams within the club.
- Liaise with Referees Society to ensure Referee availability at home matches.
- Produce and dispatch club fixtures.
- Liaise with the other Fixture Secretaries in the CB.

Liaison with: All team captains within the club

The Post Holder will be responsible to: The Executive committee

Meeting to attend:

- Executive committee meetings
- Annual General Meeting if appropriate
- Sub Committees by request

Estimated time commitment: on average 2-4 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.

Benefits:

- Associated expenses will be paid for by the club as approved by the committee and directed by the Treasurer
- Increase in profile within the rugby fraternity and local & national media

Recommended Training:

To act as a deputy to the outgoing Fixture Secretary (in association with the club's succession planning policy).