



**TOR RUGBY CLUB**

# Minis Fixtures Secretary

What you can do for your club:

- Take responsibility for organising all, cup and friendly matches for all the Minis teams at the club
- Make sure the fixtures provide the right standard of rugby, reflecting the needs of your club
- Liaise with opposition on weekly basis to ensure fixtures can be completed and that club volunteers and coaches are aware of relevant numbers for opposing teams.
- Liaise with Juniors Fixtures Secretary as appropriate as game start times may need to be adjusted to accommodate all teams.

The role:

- Coordinate a group of volunteers to support fixtures for different teams (if applicable)
- Propose a fixture list for all teams which reflects the ambitions of the club in terms of playing strength and finance
- Arrange and confirm the list in writing ahead of each season
- Deal with match cancellations, finding new fixtures
- Handle any fixture queries throughout the season
- Supply fixture lists to the RFU, and other relevant parties
- Confirm fixtures with opponents, two weeks before the game
- Ensure visiting teams are provided with kick-off times, directions to the ground

What you'll get out of it:

As it's all about playing rugby, it's safe to say it wouldn't be a rugby club without you. You'll be the source of all knowledge about upcoming matches, keeping the season alive and on schedule. A satisfying contest, win or lose, will earn you the gratitude of the players. The skills needed to do this role are transferable to any walk of life, so having something like this on your CV is attractive to potential employers.

Ideally, you'll need to be:

- Well-organised and conscientious
- Patient
- Familiar with the club and its vision
- Good at communicating
- Enthusiastic

How much time it will take up:

Around 2-3 hours per week